

WEBER COUNTY LIBRARY

BOARD OF TRUSTEES

MINUTES

Date: September 6, 2016

Board Members

In Attendance: Scott Spencer
James Ebert
Kathleen Jensen
Spencer Stokes

Board Members

Excused: Dianna Allison
Brent W. Innes
Judith Jones

Others in

Attendance: Lynnda Wangsgard, Library Director
Scott Jones, Assistant Library Director
Julia Valle, Library Business Office Manager
Evelyn Bertilson, Friends of the Library
Marcia Harris, Development Board

Spencer called the meeting to order at 5 p.m. A quorum was established when Jensen was conferenced into the meeting. Due to time constraints, only critical business was addressed, with additional detail and some agenda topics to be held for the October meeting.

2017 Budget Review/Approval:

Wangsgard reviewed the proposed 2017 budget, explaining how it is compiled by divisions and then vetted and prepared by administrators.

A summaries and comparison spreadsheet was distributed. The summary portion of the spreadsheet detailed line item costs for each Library cost center. The comparison proportion of the spreadsheet detailed approved line item allocations for 2016, and requests for 2017. The sheet also contained a detailed comparison of the overall 2016 approved budget, compared with the 2017 requested budget. The 2017 requested budget was \$34,054.46 (.38%) less than the budget approved for the current fiscal year.

Wangsgard noted there are many unknowns in what will be required to operate the Library System during 2017. Rather than pad line items with undocumented cost projections, only verifiable costs had been included. While shutting down Main, and perhaps also shutting down North Branch, will create some savings, they will come with some significant costs as well, such as moving collections, buying and cataloging expanded collections, and shuttling people among locations. Some budget changes may be required during the next fiscal year as real costs are established.

In light of the meeting time constraints, Wangsgard called for questions.

Stokes asked about two line items that showed large decreases: the first being “capital equipment,” and the second “special services.”

Wangsgard noted priorities for 2017 were significantly changed from those of the current year.

Capital improvements in the equipment and communications infrastructure were made at Pleasant Valley Branch this year. Southwest Branch is new and does not require improvements, Main and North Branch will be under construction. All of the funding in the “capital equipment” line item (\$8,113) is for Ogden Valley Branch and serves to match a State Community Library Enhancement Fund Grant (\$34,655) to update the technology infrastructure at this location.

Wangsgard noted there is \$49,631 in the “controlled assets” line item to cover updating of equipment that must be replaced on an eight-year cycle. For example, a shared public printer at Pleasant Valley Branch that has made more than one million (1,000,000) copies, is unreliable and needs to be taken out of service.

The large decrease in “special services” was primarily the result of a new set of budget line items put forth by the County Auditor. These new budget categories include “software” and “software maintenance.” The two new line items were previously budgeted as “special services.” The new methodology allows breaking out of costs to make the budget more transparent. There was also a decrease in “special services” because this is where OCLC bibliographic utility (cataloging) costs are budgeted. There was an additional need in this line item during 2016 to complete cataloging of the expanded Southwest Branch collection.

Spencer called for additional questions and discussion.

There were none, prompting Stokes to make a motion to approve the tentative 2017 budget for submission to the County.

Jensen seconded the motion.

Spencer again asked if there were additional questions. Hearing none, he called for a vote. All voted in the affirmative.

Spencer asked Wangsgard to present the budget in greater detail during the October meeting when those members not in attendance could participate.

Memorandum of Agreement (MOA) between Ogden City and Weber County:

Ebert presented a proposed MOA for the Board’s consideration. The Agreement detailed \$9,919.38 in fees to be paid to Ogden City as follows:

- Building Permit - \$5,023.09
- Engineering Fees - \$2,551.29 (Culinary Water & Storm Drain Connections)
- Central Weber Impact Fee - \$2,333
- Administrative Fee - \$12.00

Once the fees were paid, a building permit for the Main Library renovation will be issued to a licensed contractor (Wadman Construction). The balance of City fees, estimated to be approximately \$83,000, were being waived.

Inspections of all development and construction outside of the Main Library and within the leased portion of Lester Park, will be done by City employees. The County will complete all inspection inside of the facility.

Expansion of the parking lot will require separate City approval.

Spencer called for discussion.

Stokes complimented Ebert on his great work in getting the MOA written and approved.

Ebert noted the County Commission was pleased with the City's cooperation and had approved the MOA during their meeting earlier that day.

Spencer asked if Baron had read and approved the Agreement. Baron noted he had before the Commissioners acted upon it.

Stokes moved approval of the MOA. Jensen seconded the motion. There being no further discussion, Spencer called for the vote. All voted aye.

Capital Project Report on Main Library:

Ebert noted UTA had approved donation of two 15-passenger vans to transport area residents to Pleasant Valley Branch and Southwest Branch while Main is shutdown. He also noted a BRT (bus rapid transit) plan was being explored. When the BRT is completed, UTA will travel from the transportation hub on Wall Avenue, up 25th Street to WSU, and then run across campus to student housing. This new service will facilitate access to downtown Ogden, helping rejuvenate the area, including Lester Park.

A Library planning retreat had been scheduled for the following week to address closing of Main, in general, and in particular the preservation and handling of collections. Many employees will be assigned tasks they have not previously handled, and while they did an exemplary job of opening the Southwest Branch/Headquarters Library, the work ahead in renovation of Main is a much more formidable challenge.

During the planning retreat, managers will also address strengthening Ogden Valley Branch and Pleasant Valley Branch staffing, collections, and services to accommodate the increased workload at these locations. Wangsgard noted that the level of service provided at Main is different in intensity, if not in kind, when compared to what is required at other locations. Staff from Main will be reassigned to other locations to provide a familiar face and personal connection for those who now frequent Main.

Stokes asked if there were plans to run a shuttle between Main and North Branch. Wangsgard replied that plans for North Branch were not yet fully developed, but one of the shuttle buses may be assigned to run a loop to North Branch if that facility is closed.

Preparations were already underway to accommodate additional users at Pleasant Valley Branch, including adding more book and non-print stacks and transferring collections. Security was being increased, additional computers installed, and a new area created to accommodate preschoolers and their parents.

During the planning meeting, managers will evaluate job descriptions to see if they need to be rewritten from their current “results oriented” focus, to a more traditional “task oriented” focus. This rewrite may be needed if County officials hire an outside entity to benchmark salaries under a proposed new salary and wage scale. Managers will also look at having employees address leave balances to ensure everyone is available during the final two months of the year to shutdown the Main Library. Some employees have hefty vacation leave accumulations because no time off was authorized from November 2015 – March 2016 in order to accommodate opening Southwest Branch/Headquarters Library.

Managers will also review the capital vs operating budgets to look for savings. The 2017 operating budget was balanced using a proposed allocation of approximately \$325,000 from the fund balance. The 2016 fiscal year will be completed with a surplus of approximately \$250,000, because the NOB renovation did not get underway. Those savings will have to be pushed forward to 2017. Still, use of \$75,000 in fund balance is disconcerting since it will be needed to cover increased costs of operating expanded services at Main and North Branch.

The final item on the agenda for the management meeting will be completing the communications loop with the rest of the Library staff, bringing them up-to-date on closing Main, bussing users, and workplace and task reassignments. This process will begin during a general staff meeting on September 21st and will culminate during Staff Development Day meetings on November 11th.

Wangsgard called the Board’s attention to the “training & travel” line item in the budget, noting almost nothing had been spent during the current year because employees could not be authorized to be away from the job. Next year, a significant emphasis will need to be placed on allowing employees to engage with new systems and software that will be key to operating the renovated Main and North Branch libraries. Managers are also exploring the possibility of offering Bridges out of Poverty training on Staff Development Day in order to begin preparing employees to reopen Main with a revised service philosophy.

Capital Project Report on North Branch Library:

A meeting with EDA Architects was scheduled for the following day where updated cost projections and a revised timeline will be discussed. The goal is still to put the building design documents out to bid before year-end.

Commissioner’s Report:

Ebert reported on the public hearing held to discuss a proposed change in property taxes that could provide funding to adjust employee salaries and offset liabilities; that is, stop future loss by establishing a capital improvements fund to address infrastructure needs. He noted that Weber County had not proposed a tax increase for 12 years, which should reflect positively on what the current Commission was trying to do in bringing employee salaries in line with surrounding entities. Approximately 87% of the increase would go to employees.

Commissioners put off action on the decision of whether to raise taxes until after budget reviews with all County departments were completed, so they could look for savings and make other changes if needed.

Ebert asked the Board to consider speaking in support of the plan as they met with others as representatives of the County.

Lester Park Competition:

An article and editorial had recently been published in the *Standard-Examiner*, concerning the competition to "reVive Lester Park." Of the twelve submittals received from professional who responded to a request for proposal, three design proposals had been selected by professionals jurors. The three finalists were on exhibit at the Main Library, and community members were invited to vote their "people's choice award" through September.

Public Comments:

There were no public comments.

Other:

There being no further business, the meeting was adjourned at 6:05 p.m.

Respectfully submitted:



Julia Valle

4 OCT 2016

Date