

WEBER COUNTY LIBRARY  
BOARD OF TRUSTEES  
MINUTES

Date: July 16, 2013

Board Members  
in Attendance: Karen Leonardi  
Kathleen Herndon  
Marie Irvine  
Eric Jacobson  
Scott Spencer  
Tom Taylor  
Jan Zogmaister

Others in  
Attendance: Lynnda Wangsgard, Director  
Karen Burton, Associate Director  
Scott Jones, Assistant Director  
Julia Valle, Business Office Manager  
Monette Hurtado, Legal Counsel  
Marcia Harris, Chair, Development Fund Board

Approval of Minutes:

Minutes of the June 18, 2013 meeting were approved as mailed.

Director's Report:

The June 2013 service metrics report was presented, detailing the number of items borrowed at almost 200,000. Meeting room use, program attendance, and reference services were all showing increases over June of 2012.

Review of the revenue and expenditure report confirmed that all line items were well within expected budget parameters.

2014 Budget Priorities:

The 2014 operating budget will be presented for Board approval during the August meeting, facilitating submission to the County Auditor and Comptroller during the first week in September. Board members reviewed the seven management areas under which funding allocations are managed and then discussed the following special projects and/or priorities that should be added and accommodated in the FY 2014 budget.

### *Collection Management.*

Enhanced collections will need to continue to be developed for the new Headquarters Library, as well as for Main and North Branch. Burton will oversee evaluating existing collections, making space for new formats, products, and services that will be included in third generation facilities.

Additional eMedia suppliers and collections will also be evaluated for their value and relevance in complementing existing print collections.

### *Fiscal Management.*

Transparent oversight of the capital budget for new facilities will be a priority, as well as coordinating use of the Library fund balance to leverage upgrades needed to open the new libraries without an operating budget tax increase. Identifying donors who may be interested in enhancing capital projects will also be a priority.

### *Personnel Management.*

Employee training and cross training will be a priority, preparing the workforce to build, stock, and operate the new and renovated libraries. Restructuring of the Library organization will be considered and pursued, if needed. Priority will be given to developing in-house career ladders rather than recruiting from a national pool.

### *Program Management.*

Emphasis will continue to be placed on designing and presenting programs that have a strong literacy component. Additional reading enhancement opportunities for children and teens will be developed and current programs refined with special emphasis on helping parents engage "reluctant" readers.

### *Property Management.*

Oversight of the design and construction of sustainable capital facilities will be a major priority. Operating expense for improvements to Southwest Branch, Main, and North Branch will be kept to a minimum, anticipating capital upgrades during the next several years. Staging for the renovation of the Main Library will be developed and detailed, balancing the time and funding necessary to complete the work with the maintenance of quality public services throughout the County.

### *Public Service Management.*

Strategies will be developed and deployed to maintain the current level of public services throughout the Library System while the staff is also engaged in the considerable extra effort of bringing the new and renovated capital facilities to the public.

### *Technology Management.*

Jones will oversee the audio visual, telecommunications, and information technology upgrades required to accommodate integration of third generation services into Headquarters, the renovated Main Library and North Branch.

## Contract Review – Prescott Muir & Associates, Ogden Valley Branch Library Parking:

Board members reviewed an Agreement for Prescott Muir and Associates to provide design and construction oversight services for the additional street parking at Ogden Valley Branch. The Agreement consisted of two parts.

Part I was the Standard form of Agreement Between Owner and Architect (B101-2007), which detailed the responsibilities of the architect and owner during the design and bidding phase of the project. Part I included initial information, including the attached project schedule. Compensation was set at \$10,000 plus reimbursables.

Part II of the agreement was the General Conditions of the Contract for Construction (A201-2007). This portion set forth the responsibilities of the owner, contractor, and architect during construction. These conditions flow down into future subcontracts and other lower tier agreements, bringing order to the process.

The plan called for Kevin Wilson to oversee the daily work of the contractor, helping guarantee the best value for the public. The goal was to complete the project before year-end, using the Library fund balance rather than waiting for the sale of general obligation bonds (GOB). This proposed use of funding will have the benefit of allowing the parking project to proceed this year.

After discussion, the Board authorized presenting this agreement to the County Commission for ratification, subsequent to final approval of Hurtado and Dan Olsen, County Comptroller.

## Library Board Application/Appointment Process:

The historic process used to recommend individuals to serve on the Library Board was reviewed and discussed. The process had been developed more than 20 years ago to help insulate workings of the Library System from partisan politics and undue influence of special- or single-interest groups. The process was formalized after a County official appointed members of a local censorship group to the Library Board, the purpose being to remove books from the collection, reprimand employees who would not take the books from the shelves, and set up a “citizens’ committee” to give approval to all items before they were added to the collection.

Initially, Board openings were advertised two months prior to a vacancy but, during the past decade, the practice evolved into a year-round call for applicants posted on the Library Web site. As openings occur, Board members review projects that are to be undertaken during the next several years, as well as the strengths of existing Board members, and agree upon an appropriate set of selection criteria. They then review all of the applications on file, recommending the top three candidates to County Commissioners for consideration and approval. If Commissioners do not approve of the three names submitted, they can request additional names.

Priorities and skills highly sought in those recommended to fill the seat being vacated by Karen Leonardi included prior interest in and/or knowledge of libraries, education, or community literacy projects; knowledge of and involvement in overseeing successful capital projects; experience in contracting, land acquisition, and/or involvement in intergovernmental cooperative efforts; and a proven record of success in fundraising.

The names of three individuals with strong credentials in these areas were selected and forwarded to the Board of County Commissioners. It was unknown at the time of the meeting if the time-honored appointment process was going to be honored or who may be joining the Board.

Other:

Leonardi was thanked for her stellar service as a Library Board member, noting that her role in serving as a linking pin with the Ogden Weber Chamber of Commerce had been of particular value.

The Board will gather after their regular meeting on September 17<sup>th</sup> to celebrate Leonardi's contributions to the community.

There being no further business, the meeting adjourned at 6:25 p.m.

A handwritten signature in blue ink that reads "Julia Valle". The signature is written in a cursive style with a horizontal line underneath the name.

Respectfully Submitted: Julia Valle