

WEBER COUNTY LIBRARY

BOARD OF TRUSTEES

**MINUTES**

Date: April 1, 2014

Board Members

In Attendance: Scott Spencer  
Kathleen Herndon  
Brent Innes  
Eric Jacobson  
Spencer Stokes  
Tom Taylor  
Commissioner Jan Zogmaister

Others in

Attendance: Evelyn Bertilson, Friends of the Library  
Marcia Harris, Development Board  
Lynnda Wangsgard, Library Director  
Karen Burton, Associate Library Director  
Scott Jones, Assistant Library Director  
Julia Valle, Business Office Manager  
Ann Booth, Adult Services Manager  
Cathy McKitrick, Standard-Examiner

Spencer called the meeting to order at 5 p.m.

Welcome Brent Innes:

Innes was welcomed and introduced as the newly appointed member of the Board.

Approval of March 4, 2014 Meeting Minutes:

Spencer called for corrections to the minutes. Hearing none, Jacobson moved acceptance of the March 3, 2014 minutes. Taylor seconded the motion. All voted in the affirmative.

Director's Report and Discussion:

Wangsgard presented the financial report, along with an overview for the new Board member. All income and expenditure line items were within expected and approved parameters. The commercial lease space was contributing to a consistent revenue stream on the income side of the ledger.

Dan Olsen, County Comptroller, will be asked to make a journal entry to account for funds budgeted in 2013 but disbursed during 2014 in the "Improvements to Buildings" line item. This entry will bring the line item back into balance.

The service metrics report illustrated increased public use of the Library System in the areas of reference services, circulation transactions (materials borrowed), number of people attending programs, meeting room use, and items cataloged for the collection were all higher than those for the month of February the previous year. The gate count reported was lower than that of the previous year, resulting from a faulty counter that was off-line for a period of time. A total of 1,713 library cards were issued during the month, compared to 1,716 during February 2013.

Herndon moved acceptance of the financial and services metrics reports. Stokes seconded the motion. All voted in the affirmative.

Update on “Approval of an Interlocal Agreement to Convey Certain Real Property by and among Roy City, the Roy City Redevelopment Agency, Weber County, and the Weber County Library Board”:

There had been no action on the land swap agreement since the Board last met. The agreement is in the County Attorney’s Office and Chris Allred was following through on the Board’s behalf. Allred had a conflict and had asked to be excused from the meeting. The County Surveyor was being asked to verify the legal descriptions needed for the transfer.

Upgrade to Library Integrated Computer System:

Jones reported automation of library services began in 1979 with a CLSI integrated library system. During 2005, data services were migrated to an Innovative Interfaces Inc. (III) Millennium system. After nine years, this platform was no longer adequate to meet growing automation demands and was upgraded to a III’s new Sierra module. The upgrade took approximately two months to complete.

Innovative Interfaces, Inc., has more than 1,600 installations worldwide, all of which share the cost of software development and maintenance. In this way, the expense of the integrated system is low while the platform is robust and offers proven library workflow technology and complete resource management with the power and scale of open systems architecture.

The change in platform will be transparent to library members, requiring the use of new interfaces only for the staff who use the software for circulation, materials acquisition, interlibrary loan, and other inventory control functions. The public interface was upgraded last year with migration to Encore.

Headquarters Library:

Spencer, Jones, Kevin Wilson, and members of the community had reviewed applicants to prequalify them to bid on the Headquarters project. Seven of nine applicants were prequalified. The two who did not prequalify did not submit a complete packet.

Bid packages were due April 17, 2014 from these prequalified general contractors. Addendums were being sent out as needed to clarify the bid package in order to avoid the necessity of change orders once construction gets under way. Library staff had reviewed the proposed contract and Allred was also reviewing it for any legal and insurance implications.

The process for reviewing bids had been presented to all three Commissioners. In the interest of transparency and impaneling an outstanding group of experts who can make an enlightened recommendation, knowledgeable members of the community were being invited to help evaluate the submittals. The broad areas to be explored by the review committee will include cost, timeline, and the quality of the work that can be done by the contractor and their subs.

Once the review committee has prioritized the bidders, a recommendation of a general contractor to construct the Southwest Branch/Headquarters Library will be made to the Board. Upon the Board's approval, a proposed contract will be forwarded to the County Commission for their consideration. Commissioners will be apprised and included in the review process as they are interested and available. The goal is to have the contract negotiated and the general contractor on site and ready to dig dirt immediately after the groundbreaking.

Stokes asked for clarification and led a discussion of the process that had brought the capital plan to this point of putting the first building out to bid. It was recounted that the Library Board went to the County Commission over a period of several years, seeking input into a capital plan to address the Library System's aging infrastructure.

During 2012, Commissioners approved a feasibility study that served as the basis of the capital plan presented to the public during 2013. Initial estimates of the cost of building a new Southwest Branch/Headquarters Library, renovating the Main Library, expanding services at North Branch, and adding parking at Ogden Valley Branch settled at approximately \$55,000,000 after three architectural firms, a professional construction cost-accounting service, and Big-D Construction brought all their evaluations to the table. The Library administration cut a little more than \$5,000,000 from the plan before presenting it to the Board for consideration.

Once the Board vetted and approved the plan, Commissioners held three public hearings where input was received. No one spoke against the plan. Commissioners, however, asked the Board and staff to trim another \$5,000,000 from the proposal, eliminating all the funding that had been set aside for contingencies.

The Commission approved a bond election to raise the authorized \$45,000,000, but insisted the election be held by mail so every registered voter would have several weeks with a ballot in his or her hands to determine whether or not to approve bonding. The postage-paid envelope accompanied the ballot.

The Library Board conducted a vigorous voter education campaign, emphasizing the proposed new libraries would be 50-year buildings designed to be more than book and materials storage spaces, but also gathering places for all to enjoy. The County Clerk mailed an education packet to all registered voters. Staff went to every city council meeting to present the plan and gather input. Presentations were also made to community service clubs, senior citizens, and other groups large and small. Voter information tables were set up throughout the community and at community events and fairs. A voter fact sheet was broadly distributed that laid out the details. Those who misplaced their ballot or who wanted to vote in person were able to go to the polls and cast their vote.

Approximately 33% of the registered voters responded, more than a 300 percent increase over previous elections of this nature. Approximately 54% of the voters approved the bond.

Commissioners had years for input and the power to decide how many libraries and at what scope the libraries should be built. They also had the power to decide whether or not to allow a public vote. However, once they authorized a vote on a project that had this much daylight, it was time for the people to make the final decision, and they did. Passage may have surprised many political folks in this County, but it passed. Now it is time for the Library Board to put on our boots and go out do what the people asked us to do. There is still political pressure to change the scope and look back, but the Board has a moral obligation to proceed.

Ground for the new Headquarters will be broken May 16<sup>th</sup>, but this is only the first of three buildings that need to be addressed. In addition, the Board will not forget about the people who are not yet adequately served in the northwestern portion of the County. They have always been a part of the Board's plan and they will not be forgotten. So much had to be cut from what was a ten-year plan, in order to get it before the people, that the final library could not be included.

The Board will manage costs and cut expense everywhere it is reasonable, but will not eliminate the infrastructure required to leverage the overall value of the new libraries. The Board will be loyal to the ideas sold along with the bonds. The people voted for libraries that have meeting rooms served by audiovisual equipment, computers, and lease space, for example. They voted for libraries like the Pleasant Valley Branch. That is what the Board is obligated to deliver.

When the bids for Headquarters come, the Board will see where we are. We will proceed on time and with all due diligence to make sure we stay under budget. One Commissioner is looking at Main and saying the renovation can't be done within budget. But the experts say differently. The Main Library can be effectively renovated and will serve another fifty years and probably another fifty after that – buildings of this quality are just not constructed any more.

Stokes sought to summarize the Board's thinking by saying all the players should come together to fundraise, seek ways for cities and the County to cooperate, and turn this opportunity for enhancing the future of public library services into all it can be. Another chance may not come along for another fifty years. The projects should be done right and without the negative public relations that will cost dearly when word gets back to bonding agencies in New York and San Francisco and to business seeking to locate in our area.

Zogmaister stated the May 16<sup>th</sup> groundbreaking had been approved by Commissioners and they will be there to support the launch to this first major project.

Wangsgard will work with others on the staff to put together an outline for the groundbreaking program. Herndon suggested school children be invited to participate. The event was set at 2:00 p.m. to accommodate Commissioners' schedules, so the staff will work around this awkward time in relation to buses taking children home from school.

#### Main Library Renovation:

EDA Architects had excavated to the footings of the Main Library on the east side of the building to evaluate the condition of the water/vapor barrier. Engineering consultants were working with the architects to gather the data required to see if any improvement to the barriers should be undertaken as the building is renovated. Visually, the barrier appeared to be in very good condition. The final report will be made available to the Board when it is compiled.

Jacobson asked if other progress was being made on planning for the renovation of Main. Wangsgard noted that other than the work on reviewing the building systems and structure, the only other activity was that reported during the previous meeting; that is, staff considering space adjacencies and service needs.

Other:

Spencer asked Wangsgard to report during the May Board meeting on the awards Weber County Library has received during the past several years.

There being no further business, Herndon move the meeting be adjourned. Zogmaister seconded the motion, all voted in favor.

Respectfully submitted: Julia Valle 5/6/2014  
Julia Valle Date