

WEBER COUNTY LIBRARY

BOARD OF TRUSTEES

MINUTES

Date: April 4, 2017

Board Members

in Attendance: Scott Spencer
Kathleen Jensen
Judith Jones
Diana Allison

Board Members

Excused: Jim Harvey
Spencer Stokes
Brent W. Innes

Others in

Attendance: Lynnda Wangsgard, Library Director
Julia Valle, Library Business Office Manager
Bryan Baron, Deputy Weber County Attorney
Evelyn Bertilson, Friends of the Library

Spencer called the meeting to order at 5:00 p.m. Commissioner Harvey, Brent Innes, and Spencer Stokes were excused although Stokes was available by conference phone.

Public Comments:

There were no public comments.

Review/Action:

Allison moved approval of the March 7, 2017, meeting minutes. Jensen seconded the motion. Spencer asked if there were any questions, clarifications, or proposed changes. Hearing none, we called for a vote. All voted in the affirmative.

Director's Report:

Wangsgard reminded the Board of dinner in honor of Scott Jones, 7 p.m., April 14th at the Timber Mine Steakhouse. Valle will handle reservations.

The Supervisors' Retreat planned for April 18th had been moved from the Ogden Valley Branch to the North Branch Library. Meeting at North Branch will allow the group to review progress and revise plans to vacate the facility. The goal is to have a surplus property sale May 13th, and then turn the facility over to the general contractor.

The goal of the surplus property sale will be to make available to the public all those items that will not be utilized when the North Branch reopens. In addition to furniture and equipment, fixtures, such as built-in cabinets, will be sold. Proceeds will be returned to the Library operating budget as sundry revenue. Valle will be in charge of the sale.

Managers were in the process of determining how to handle the children's collections, which have to be moved out of the North Branch while it is renovated. The plan under consideration includes moving the children's collection to Pleasant Valley Branch and purchasing an entirely new collection for North Branch. While this intuitively seems like an unnecessary expense, the considerable cost of processing all the materials to be circulated at a new location, and then retrieving them and reprocessing them to return to their original location, is not money well spent. Therefore, contracts are being evaluated that will provide the services of a major jobber to catalog and process the books at a warehouse in Reno, Nevada, and then hold them there until the North Branch is ready to be restocked. The books will then be shipped directly to the renovated facility.

Board members were apprised of a concern voiced by a member of the public regarding parking restrictions in front of the Pleasant Valley Library. The patron was unhappy because the Library shuttle vans were stopping in a "no-parking" area near the front door to allow riders to board and disembark. The patron had parked in this same area to wait for his children and had been asked to move. He felt he was being treated unfairly. If the Library vans can park there, he reasoned he should be able to park there as well.

Jensen asked if the patron parking in a non-designated area was creating a situation that was different from the loading and unloading of shuttle van riders. Wangsgard said it was different in that the Library shuttle is a government provided service and the vehicles are not being parked in the area for personal convenience, but rather to facilitate a safe service.

Spencer asked if signage could help clear up the problem. Wangsgard noted that signage had been considered, but to label an area as shuttle van loading/unloading would be an invitation for others who were "shuttling" people to the library to park in the area. It is designated as "no-parking" because having vehicles parked in the area blocks the view of people entering and leaving the Library, creating a potentially unsafe condition.

Wangsgard also reported on a person representing a local not-for-profit organization who had requested permission to approach young people using the library, asking if they were interested in utilizing the organization's services. The request had been denied with an explanation that Board policy prohibited this activity in the stacks and reading areas. The organization representative then communicated with local and state elected officials, asking that he be granted special dispensation.

Baron explained that Board policy is designed to be constitutional, limiting speech only by time, place, and manner – not by content. If one individual is allowed to solicit in the reading area, then others must be allowed as well, regardless of their product or message.

The not-for-profit organization was offered an opportunity to have a booth at FanCon, reserve a meeting room and solicit people to attend a program to learn about their services, and to coordinate their services with a library sponsored program or event. Board members received a copy of their "Access to Building and Grounds Policy," which details how what types of activities are allowed in various areas of the Library.

Wangsgard reviewed the financial report, current as of March 20, 2017. She noted the expenditures represented 21.6% of the calendar year. All line items were within expected parameters for this time during the budget cycle.

Schedule for Selection of North Branch General Contractor:

The County Purchasing Director had issued a Request for Proposals (RFP) to serve as general contractor for the North Branch renovation project. Responses were due April 6th from four pre-qualified general contractors. The four prequalified contractors were Hogan & Associates Construction, Hughes General Contractors, R&O Construction, and SIRQ Construction. Bids recently submitted from subcontractors on comparable jobs were ranging from 16-18% higher in cost when compared to those of a year ago. A committee to review and evaluate the responses to the RFP will be assembled April 20th. This committee will also interview those contractors who respond.

Wangsgard reminded the Board that it was not only the cost of bricks and mortar that will be higher than they would have been had the project proceeded as originally scheduled, but those items supplied directly by the Library, such as carpet, furnishings, fixtures and equipment, will also be more expensive, as will architectural fees. The Library buys several large-ticket items, such as carpet, in order to save sales tax. If the Library buys the carpet on a state contract, the quality can be controlled; it saves the cost of bidding the item; and it saves sales tax. Local governments do not pay sales tax, but general contractors do pay sales tax on government buildings.

The goal was set to have a contract with a recommended general contractor, modeled on the contract approved for renovation of the Main Library, on the Board's agenda for their May 2nd meeting. The contract can then be placed on the County Commissioner's agenda for May 9th. If approved, a 10-day notice to proceed can be issued the same day. May 22nd is the most likely date for the contractor to be on-site, giving the staff time to remove any materials that are not sold at the May 13th surplus property sale.

Schedule for Closing North Branch:

Wangsgard had met with Commissioner Harvey to coordinate the work that needs to be accomplished before the general contractor comes on-site.

Harvey had met with the North Ogden City officials and reached an agreement to share responsibility for removing the concrete pad in the skateboard area. The Library will break up the pad and the City will haul it away.

North Ogden City must turn the deed to the property over to the County, and guarantee a building permit will be forthcoming, and then the Library will turn over \$213,000 to cover the cost of relocating the skateboard facility. Commissioner Harvey is coordinating this effort.

Commissioner Harvey was working very hard to have the details wrapped up in order to hold to the schedule established for selecting a general contractor and giving them notice to proceed May 9th. This schedule necessitated closing the North Branch April 15th. Notice of the closure had been given to the public via email, flyers that were being distributed in the Library and community, digital signs carried the message as did Facebook announcements, and an article that was soon to be printed in the *Standard-Examiner*.

Main Library Progress Report:

Renovation of the Main Library was progressing according to schedule. The south end of the

second floor should be turned back over to the Library during mid-August. Library staff will oversee installation of carpet, installation of book stacks, and will begin moving the collections out of the lower level to the newly renovated spaces. Access to the north end of the second floor will follow within a few weeks. By October 31st, the staff should have access to the main floor. At this time, furniture will start arriving and then computers, telephones, and other infrastructure will be installed. By year-end, the lower level will be available to the staff and moving into these areas will begin to take place.

Employees were currently accepting new assignments in order to facilitate vacating the North Branch, and in preparation for the colossal task of repopulating the Main Library.

A small amount of additional asbestos had been found in the foundation waterproofing and arrangements had been made to abate this condition. Testing of the park restroom was also underway to see if there were materials that required special handling.

EDA architects had been reminded that they need to arrange with the Ogden City Planning Commission to review and approve the site plan. Because there is not yet a cohesive plan for reviving Lester Park, the City will be offered the money set aside in the Main Library renovation budget to tie the library and the park together with appropriate walkways and landscaping. The City can then complete this work to their satisfaction at their convenience.

Board members asked Wangsgard to arrange a tour for them to review progress at the Main Library after their May meeting.

Other:

Jensen offered a motion to adjourn, which was seconded by Jones. All voted in the affirmative.

Respectfully submitted:


Julia Valle


Date