

WEBER COUNTY LIBRARY

BOARD OF TRUSTEES

MINUTES

Date: August 2, 2016

Board Members

In Attendance: Scott Spencer
James Ebert
Brent Innes
Kathleen Jensen
Judith Jones
Spencer Stokes
Dianna Allison

Others in

Attendance: Lynnda Wangsgard, Library Director
Scott Jones, Assistant Library Director
Julia Valle, Library Business Office Manager
Evelyn Bertilson, Friends of the Library
Tom & Roxanne Taylor
Bob Irvine
Marti Melville

Spencer called the meeting to order at 5 p.m. and welcomed Diana Allison who was attending her first meeting after being appointed by Weber County Commissioners. Spencer asked those in attendance to introduce themselves and invited Allison to share her interests.

A native of Texas, Allison moved to Ogden in 1976 where she taught in the Ogden City School District and has since served on a variety of public commissions and boards. She expressed enthusiasm for the opportunity to engage the community on the Library Board, noting she values public involvement and a chance to give back. Libraries, she noted, are important and a source of good memories from her childhood.

Ebert welcomed her and thanked her for serving, noting she was selected for the appointment on the recommendation of the Library Board and the strength of her resume.

Approval of July 5, 2016, Meeting Minutes:

Commissioner Ebert moved approval of the minutes with a correction; Evelyn Bertilson was not in attendance at the June meeting. Jones seconded the motion. There being no discussion, Spencer called for a vote. All voted in the affirmative.

Director's Report:

Wangsgard announced America Reads graduation celebrations were planned during the week to acknowledge accomplishments of approximately 300 young people who spent the summer reading with library volunteers. Their reward, in addition to a certificate of achievement acknowledging their accomplishment, will be a magician's performance during the awards ceremonies. The young readers' families had been invited to attend, making it necessary to hold two ceremonies to accommodate the large crowds.

Wangsgard reviewed the statistical report, reminding the Board that because of the changed nature of the System resulting from a new Headquarters and major closing of service areas at the Main Library, there is no benchmark for comparative analysis, but there were some impressive usage statistics nonetheless.

For example, more than 238,000 items were borrowed during June. The statistical report illustrated that more than 86,000 items were borrowed from SWB, which has a total collection of only 96,000 items.

As a point of reference, a book truck loaded with approximately 100 books was parked in the Board Room, illustrating that approximately 2,380 of these loaded trucks have to be reshelved every month. Materials shelvers (pages) salaries are pegged at minimum wage, making it difficult to recruit and retain employees with the attention to detail and self-discipline to complete what is no easy task. Good shelvers can unload, on average, one truck per hour; great shelvers can accommodate unloading up to six carts. In an attempt to retain great shelvers, salaries were being appropriately adjusted. Wangsgard noted it is the administrative preference to always adjust salaries starting with those on the lowest rungs of the compensation ladder.

In addition to the heavy utilization of the SWB collection, Branch usage statistics illustrated that 75 programs were offered to the public during the month, 4,772 attended; 69 groups used the meeting rooms, which accommodated 4,474 individuals; 22,571 reference transactions were completed; 36,379 visits were recorded; and 915 library cards were issued out of a system-wide total of 2,583. These SWB usage statistics, noted Wangsgard, illustrate the pent-up desire for services that the new library is beginning to successfully address.

Usage statistics at the Main Library, which is completely shut down on two of three floors, detailed a gate count of 25,520, or 97.4 per hour, during the month of June.

The financial report was current as of July 18, 2016, 55% of the way through the FY budget. The budget was only 35.48% expended. Wangsgard noted this under-expending trend will continue, but not at the same rate. Some projects will be carried over to 2017.

Delays in the construction timeline for North Branch (NOB) resulted in purchases being put on hold for enhanced collections for that facility. Originally scheduled to be renovated and expanded by January 2017, but now scheduled to open in its new third place format during 2018, books and other collections, as well as supplies and budgeted increases for staff and utilities were not being expended. Similarly, collection enhancements for Main were not being ordered as originally planned as it saves resources to procure multiple copies of titles at the same time, rather than incur the double processing costs that otherwise result.

Approximately \$1,500,000 was expended to enhance the new SWB collection, resulting in the tremendous success of this new facility. With the current usage of the NOB collection (28,772 items loaned during June) exceeding that of the Pleasant Valley Branch (28,695 during June), even though the NOB collection is less than half of the size, it portends the explosive demand that will result when the building is expanded. The current collection is woefully inadequate to meet the need.

In addition, Wangsgard noted, the 2016 operating budget is under-expended because operating supplies had not yet been procured; employees had been too engaged in opening the SWB to complete purchases according to schedule. As cleaning, office, and special supply inventories reach critical levels, new products will have to be ordered.

Re-phasing of the Main Library renovation may also result in a change of budget priorities, but it is yet unknown how these adjustments will affect the expenditure plan. If Main closes for an extended period of time, books and other materials will need to be transferred to other locations to meet the demand. It may make sense to leave them there and procure new items for Main. The significant cost of transferring/retransferring bibliographic records and actual materials should be minimized wherever possible. Enhancements to the Main Library children's collection will be the first to be addressed with the 2016 unexpended books and materials budget.

Commissioner's Report:

Ebert noted he was eager to get the exact timeline for the renovation phasing at Main so he could approach Utah Transit Authority (UTA) to request donated and leased vans to run a shuttle for those Main Library users who do not have adequate transportation to other County Libraries. The exact length of the facility shutdown was not yet known.

A personal interest of Ebert's was working to address intergenerational poverty. Children's first need to is to have someone who cares for and loves them; someone who understands that reading is the first component of learning, dignity, and empowerment. Linguistic issues of those in intergenerational poverty put kids at a great disadvantage, he said.

Ebert noted he was hopeful of working with others on the Library Board to create learning centers for reading, using volunteers to help engage children, noting that at risk kids enter kindergarten having heard two to four million fewer words in their lives. As a result, their vocabulary is smaller, making it more difficult to sound out words, understand text, and enjoy reading, a skill that is intrinsic to their success in being competitive in every facet of their lives. Ebert is working with another group to provide volunteers and would like to accommodate these learning sessions in libraries. In addition to being safe places, they are rich in supplementary learning programs.

Wangsgard noted Ebert's plan is a perfect fit with America Reads. When school starts, and America Reads volunteers return to the classroom, Ebert's group could enable the Library to run the tutoring program throughout the year.

The Board voiced enthusiasm for the partnership. Bertilson offered the support of Friends of the Library.

Interview with Kwame Alexander:

Wangsgard reported that Rachael Martin on National Public Radio recently interviewed Kwame Alexander, award winning poet and children's author. In light of recent, disturbing events, including the killing of Alton Sterling and Philando Castille, and in addition to the shooting of Dallas police officers, Martin asked Alexander to reflect on his award-winning writing for children about love, education, and race.

Kwame explained that his goal is to ask, "How can I make the world a little more beautiful, and little more hopeful?" He said he hasn't given up on adults, but chooses to focus on writing for kids because, "the mind of an adult begins in the imagination of a child."

Children ask him when he speaks in schools, "How can we help, how can we make the world a better place?" Alexander suggests that adults can best answer this question by communicating through literature. "Words can be the door to a purposeful, powerful life, . . . great literature is a mirror as well as window," helping us learn about ourselves, but just as importantly, it enables us to see outside of ourselves – it provides some point of reference or commonality that allows the mind to connect with a person who is different.

Since the program was such an elegant compliment to the Library's mission, Wangsgard asked Scott Jones to play the interview so all could listen to his words.

Upon completion of the interview, Spencer noted the concept was a complement to Commissioner Ebert's proposed partnership. Wangsgard distributed a copy of Alexander's latest publication, *Booked*, written in verse with footnotes to help expand the child's vocabulary.

Ebert noted a child's hope for their life takes wing at an early age when they first form a personal belief about what they can accomplish; once this self-image is established, it becomes strong and enduring.

Authorization to Proceed with Negotiations and Contract for Renovation of the Main Library:

Wangsgard recapped the process that had been undertaken to date in search of a contractor to complete renovation of the Main Library. The process began in March when the construction documents were put out to be bid by three pre-qualified contractors. All three companies submitted bids; however, the low bidder made a mistake, and their response was withdrawn. The other two bids were higher than professional cost estimators believed the Board needed to pay.

With help and advice of the County Purchasing Director and Baron, the Board's legal advisor, it was determined that the two remaining bidders could be asked to review their proposals and present a final and best offer. This process did not produce the desired result, so a calculated risk was taken and all of the bids were rejected.

The project was presented a second time to the pre-qualified bidders, this time in the form of a request for proposals (RFP), rather than a bid. A RFP gives more latitude in negotiations. The contractors were invited to review the contract documents and adjust the phasing plan in a manner that would save costs without changing the scope. All three companies responded with revised plans and quotes.

After reviewing this round of second responses to the contract documents, and then interviewing representatives from each company, it was determined that it would be in the best interest of the Library to enter into contract negotiations with Wadman Corporation.

Wadman Corporation did not score the highest overall in the interview results, but all the cost proposals were more than the Board planned to spend. Each of the three companies was invited to a conference where options for adjusting the cost did not produce savings without changing the overall scope and quality of the renovation project. Since Wadman's offer was considerably lower than their competitors, it is recommended that they be engaged in negotiations in order to complete the Main Library in a manner the public expects.

Wangsgard requested the Board authorize Spencer to execute a contract with Wadman Corporation, if the negotiation team can reach an agreement on a contract approved by Baron. A second option would be for the Board to hold a special meeting to consider authorizing Spencer to sign after contract negotiations are complete.

Once the Board executes the contract, it still has a final check when it is presented to the County Commission in a public meeting for their ratification. The contract being prepared for discussions with Wadman Corporation was almost identical to the one between the Library and R&O Construction for the Southwest Branch/Headquarters Library.

Spencer asked when the legal review would take place.

Wangsgard noted Baron was out of town. The draft contract will be ready for his review when he returns to work the following Monday. However, Chris Allred, County Attorney, had reviewed and approved the contract with R&O, so it is a safe starting point for negotiation with Wadman Corporation.

Stokes said he thought is very appropriate to begin the negotiations in this way with a lot of dialogue which will undoubtedly be needed throughout the renovations. The negotiations are just the first of what will be many discussions.

Spencer indicated that he hoped it would be noted that value engineering the acoustical amenities resulted in a disturbing echo in the Southwest Branch Board Room. He wondered if similar cuts were being considered at the Main Library.

Wangsgard noted that concerns about the reverberating sound and inability to hear in all the Southwest Branch venues was an ongoing issue. Sound engineers were being engaged to determine what could be done to resolve the problems, noting it is hard to cut and paste design documents during value-engineering to take out one element without experiencing unforeseen complications in another. The sound systems at SWB are very robust; the acoustical complement not as much. A plan to ameliorate the sound problems will be in place before year-end.

Ebert assured the Board that value-engineering had been taken off the table. The project is lean but does not take away from completing an amazing facility. Nothing will be taken away if the Board authorizes Spencer to sign. They should be very comfortable with the direction the process is going. Wangsgard noted that cost, timeline, and quality of workmanship were the focus of what was being considered during negotiations.

Ebert referred to a signed memorandum from Wadman Corporation executives, agreeing that the expected level of finished quality will be that of the Payson LDS Temple. The Payson Temple is one of the projects of which they are most proud. It will be the benchmark for the Main Library.

MEMORANDUM FOR THE RECORD

Date: August 2, 2016

To: Weber County Library Board of Directors

Subject: Justification for Contract Negotiation with Wadman Corporation for
Renovation of the Main Library

After reviewing the responses to the Request for Proposals from three prequalified contractors, we have determined that it is in the best interest of the County to enter into contract negotiations with Wadman Corporation for renovation of the Main Library.

Wadman Corporation was not rated highest overall by the proposal review committee. However, the cost proposals submitted by all three responders were in excess of the budgeted amount for the project. In an attempt to reconcile the proposal costs with the available budget, each of the three companies were invited to a meeting where options for lowering their costs were discussed. None of the responders were able to identify options for lowering their cost proposal in a manner that did not involve a change of scope.

Having the owner pay for utilities to avoid the contractor markup, setting up oversight operations on the loading dock instead of incurring the expense of a trailer, and establishing dewatering costs as an allowance to be refunded in a not-to-exceed agreement, were examples of suggestions for cost-savings. Of course, these relatively small savings could apply to each of the proposals across-the-board and would not change the overall ranking of the contractors' responses or bring the two highest proposals to the level of the available budget.

David Wadman, CEO, and Dave Hogan, Principal in Charge, have given their assurance that the Wadman Corporation is committed to completing the project to the specifications as the building is designed, and that there will be no lowering of the overall quality in order to accommodate the difference between their low bid as compared to that of the next lowest offer.

These Wadman executives have also assured the committee that they understand the expectations of the Library team in terms of quality workmanship and construction timeline and will not attempt to circumvent their responsibilities to build to the design specifications as bid, or increase the length of the shutdown period(s) for the staff or general public, by going around the Library team to seek special dispensation from County officials.

During the meeting where options were discussed for lowering costs, these Wadman executives also noted they understand the County will be benchmarking the overall workmanship and final quality of the Main Library with the work done on the Payson, Utah LDS Temple, not with that of other government buildings such as the Farmington Administration Building or the Glendale Library.

These agreed upon parameters considered in light of the overall commitments made to the public at the time of their vote on general obligation bonds, we believe that it is in the best interest of the County to enter into a contract with Wadman Corporation.

We affirm the above recommendations accurately reflects discussions between the above Owner and Wadman Construction.

WEBER COUNTY LIBRARY SYSTEM

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Signature Title Date

Lynnada Wamsgaard Director

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WADMAN CORPORATION

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Signature Title Date

David Hogan

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Stokes moved to authorize Library staff to enter into negotiations with Wadman Corporation, and if an agreement is reached and approved by legal counsel, for the Board Chair to execute the instrument on behalf of the Board. Jensen seconded the motion. Spencer opened the motion for discussion, and hearing none called for a vote. All voted in the affirmative.

Update on Timeline for Renovation of North Branch Library

Wangsgard had been in communication with Tom Brennan, EDA Architects, asking him to immediately reengage the NOB design process with a goal of putting the project out to bid by November 1, 2016. Whether that can be accomplished is not yet known as the lead architect assigned to the Branch expansion and renovation was on extended leave.

If the bid documents can be completed by November 1, the construction bids could be in hand by December 14th, before the year-end holiday season makes it hard to get subcontractors to respond. Contract negotiations could be underway the first week of January with a recommendation for the Board's consideration during their February meeting. A notice to proceed could be issued in March.

If this schedule can be maintained, the building project will be one year behind schedule.

The Board recognized the agreement negotiated by Ebert with North Ogden City officials was a major accomplishment. However, they also understand that the delays resulted in a change of scope and inflationary costs that were not included in the project budget. Wangsgard had instructed EDA to reengage professional cost estimators to benchmark construction. The goal of this endeavor was to do whatever is needed to hold as much of the project harmless as possible.

Ebert noted North Ogden City was going to waive or pay all fees associated with the project. He also indicated that even though the project is behind schedule and now over budget, the problems that have been successfully addressed would not affect the overall result. The County is committed to building to the original capital plan. Commissioners are taking steps to make sure the funds are available to maintain the original scope.

Never Surrender, 2016 Marie M. Irvine Literary Excellence Award Presented by Marti Melville, CEO, Doce Blant Publishing

Spencer recognized Bob Irvine and welcomed Marti Melville, CEO of Doce Blant Publishing. Melville presented the Board with a copy of *Never Surrender*, an historical novel written by Deanna Jewel and winner of the 2016 Marie M. Irvine Literary Excellence Award.

Melville noted that Marie Irvine, who chaired the Weber County Library Board of Directors until her untimely passing, was a researcher and writer who was especially captivated by history of the American west. It was fitting, therefore, that Jewel's award winning book is the story of a Native American warrior and his soul mate.

Spencer thanked Melville for the autographed copy of *Never Surrender*. It will be added to the SWB library collection in Irvine's honor. He also thanked Bob Irvine, Marie's spouse, for attending the meeting.

Public Comments:

There were no public comments.

