

WEBER COUNTY LIBRARY

BOARD OF TRUSTEES

MINUTES

Date: August 6, 2019

Board Members

In Attendance: Diana Allison
Sandra Crosland
Jim Harvey
Kathleen Jensen
Cynthia Mattson
Reed Spencer

Board Members

Excused: Spencer Stokes

Others in

Attendance: Lynnda Wangsgard, Library Director
Phoebe Carter, Assistant Library Director
Julia Valle, Business Office Manager
Karen Burton, Collection Development Project Manager
Evelyn Bertilson, Friends of the Library
Marcia Harris, Library Development Board
Jay Lems, Prescott Muir Architects

Allison called the meeting to order at 5 p.m. and welcomed those in attendance, including Jay Lems, Prescott Muir Architects.

Public Comments:

Allison shared a letter from the Utah Division of State History reporting that the Weber County Main Library had been approved by the Utah State Historic Preservation Review Board for nomination to the National Register of Historic Places. The nomination was in the process of being submitted to the National Register Office in Washington, D.C., for final approval. This process typically occurs within six to eight weeks.

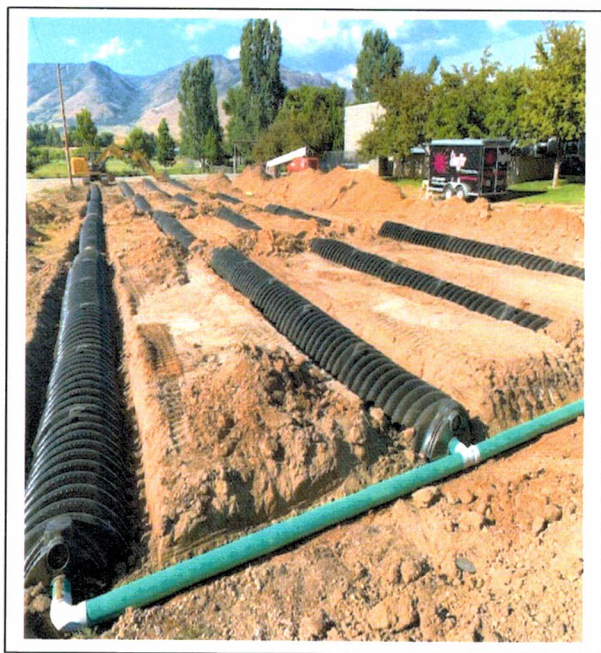
Tour of Library Facility to Review Remediation and Improvements that are Underway:

Wangsgard introduced Lems, principal at Prescott Muir Architects (PMA). PMA was the architect of record for the Ogden Valley Branch (OVB). Wangsgard had enjoyed working with the firm for more than 25 years as the OVB was a visionary prototype for the third space libraries funded by the Board's recently completed five-year capital improvement plan. PMA designed the Pleasant Valley Branch that encapsulated the vision for the type of libraries and services presented to the public for

a vote during 2013. The successful public vote authorized issuing general obligation bonds to upgrade existing libraries (Main Library and North Branch) and construct a new Southwest Branch/Headquarters (SWB/HQ) Library. The SWB/HQ is a larger, more sophisticated version of the PVB, which is a larger, more sophisticated version of the OVB. The Main Library and North Branch were renovated to incorporate the ever-evolving features first envisioned in the design of the OVB. Now, 25 years after completion, OVB is being brought up to the current standard of the recently renovated and new Library facilities the public enjoys. Wangsgard said the relationship with PMA was a key ingredient in the successes of the Weber County Library System. She further noted that whenever she has a difficult project to oversee, large or small, she calls PMA.

While the work being done at OVB may seem ho-hum on the surface, Wangsgard noted, it is really rather extensive and quite complicated. Major subcontractors and trades represented included electrical, mechanical, plumbing, HVAC, roofing, audiovisual, data communications, drywall, painting, floor covering, millwork, concrete, excavation, steel fabrication and assembly, fencing, irrigation and landscaping, and asphalt repair and sealing.

To accommodate work that requires an interruption of public service, the Branch was being closed August 7-10. Area residents had been notified.



Lems reminded the group that Saunders Construction was chosen by competitive bid to oversee and complete many of the upgrades, which began with replacement of the failing wastewater system. Designed with the assistance of Great Basin Engineering, a larger septic tank and a new pump station had already been installed, along with a drain field of greater capacity that was moved from the east to the west side of the Library property. The original east-side drain field is saturated and will be allowed to “rest.” The new system has a diverter valve that will enable switching affluent flow from one field to the other, prolonging the life of each absorption area. The upgraded system was right-sized to accommodate the many meetings and large gatherings hosted at OVB.

The new wastewater pumps, located next to the septic tank, required an audiovisual backflow warning alarm at the checkout desk. At the same time the wiring for the alarm was installed, conduit already available at the front curb was used to provide connectivity for donated, electric vehicle recharging stations, complete with a system for collecting fees for service.

In addition to new concrete at the front entry and replacement sidewalk required by trenching for the drains, several damaged sections of curb and gutter were replaced. Asphalt parking along 7400 E was seal-coated and restriped.



Stauffer Painting was the competitive bidder chosen to remove and seal the decorative wood slats and paint all the exterior metal beams and rafters in the mechanical towers, as well as caulk joints and paint the exterior insulation finish system (EIFS) on the clerestory. This project is progressing during the cool morning hours and will be completed as temperatures allow for product application according to manufacturer's specifications. The work will protect the metal building structure from corrosion and help prevent water penetration that can lead to mold growth where windows penetrate the EIFS.

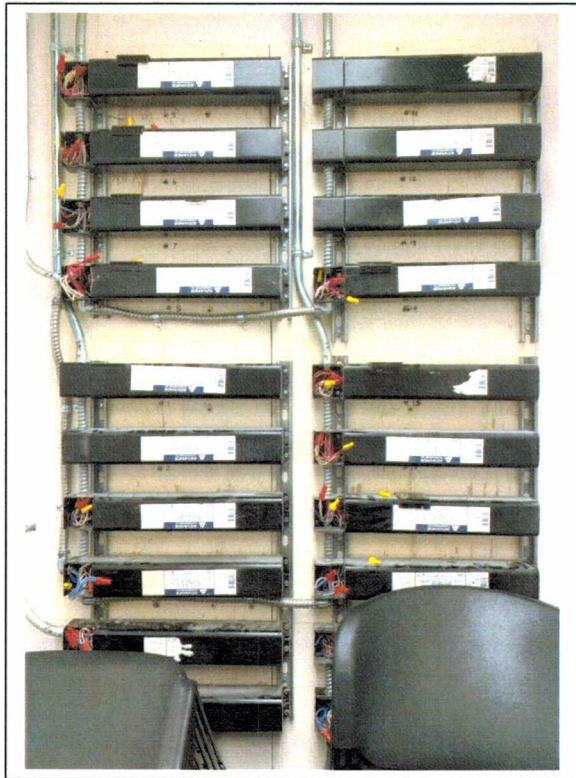
The painting project is being managed in-house in order to save the overhead costs associated with having a general contractor oversee the work.

The most important interior upgrade in the works was the addition of a new wall constructed on the backside of a work area that will provide for a small, clean data room. A secondary cooling system was being rerouted to protect sensitive equipment from premature failure. Lems explained the Library was originally designed in 1994, so the communications infrastructure is voice grade (VG), rather than the category 6 (Cat 6) cabling now needed for higher performance. All the VG wiring was being pulled out of the conduits and ceiling plenum so Cat 6 cabling could be installed. This upgrade will enable the infrastructure to meet current and future public demands for more robust, technology-based services.



Significant changes were also underway in the children's area. A wall had been removed, making two rooms into one larger, more usable space. Opening up the children's area will accommodate installation of children's computers that will provide access to age-appropriate learning materials as well as a "makerspace" play area where youngsters will have an opportunity to work with educational toys and learn by doing.

Lems pointed out that trenches had been cut into the floor and explained a dual-duct system was being installed, one side for power and the other for data, to support the use of educational technology. Power and Cat 6 cabling will be installed in the ductwork and then new floor coverings will be laid to complete the work.



While the original, incandescent building lighting was long ago upgraded to light-emitting diodes (LED), there was one application for which there was not an LED equivalent. There was just no match for the powerful spotlights that illuminate the clerestory at the north-south portion of the building transept. Lems noted the original metal halide lights are expensive to operate and require ballasts that run so hot that box fans have been jury-rigged to circulate air around them 24 hours a day in an attempt to keep them from overheating, burning out, and requiring replacement.

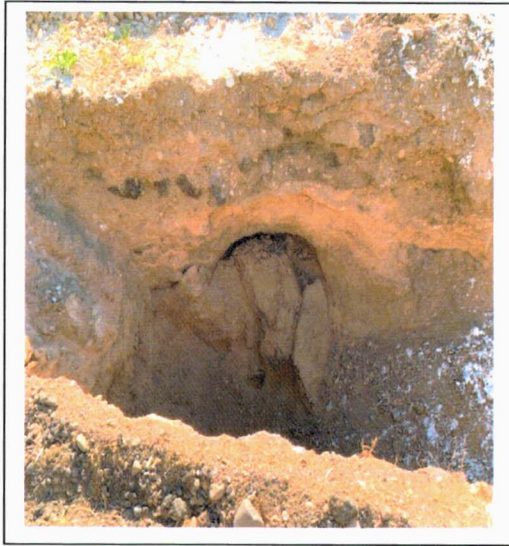
LED replacements with enough wattage to light the voluminous clerestory space are now being produced and used to retrofit 22 existing fixtures. Daylight quality light can be achieved with these LEDs and electrical consumption will be a tiny fraction of what is currently required to power the metal halide fixtures.

After all the interior upgrades are complete, new floor coverings will be installed in selected areas. Floor coverings in the children's area will include the interactive tiles, like those that identify signature spaces in the other four County Libraries. As with painting of the exterior, the floor covering upgrade will be handled by Library staff who will move all the furniture, book shelves, and equipment and then reposition them in a new arrangement.

Lems explained that the final and most dramatic upgrade will get under way during August and will not be completed until late in October. Nestled on the west side of the property, between the Library and the new drain field, on what has been completely unutilized land, will be a structure that resembles a bowery, but which will be so much more.

Using a contribution provided by the Library Development Fund, the Outdoor Education Center is being designed to serve as a flexible gathering and programming area complete with power, data, and audiovisual connectivity. It is right-sized to accommodate up to 160 individuals at picnic-type tables that will not be permanently affixed to the concrete floor, but which will rather be capable of being folded, loaded on carts, and wheeled aside to open up the 32' x 120' interior space for all types of activities.

Lems reviewed the architectural drawings, noting the outdoor structure will have a scrim installed on the west side to mitigate the sun's rays during summer afternoon and evening hours. Retaining walls, needed to deal with the significant slopes on the property, will give the Center a feeling of containment and intimacy. The property will be served by an irrigation system and planted with shrubs, trees, and native grasses that are drought tolerant and require mowing only once or twice each year. Protective fencing will be placed around the property and drain field allowing only gated access. Security cameras will be used to help monitor the space.



Wangsgard distributed copies of tests that illustrated the very high salinity of site soils. The property was previously used as a public works site by both Huntsville Town and the State of Utah. The recommendation from soils experts was to remove the top 15 inches of contaminants, replace with a three-inch layer of gravel, and then bring in 12 inches of top soil to facilitate planting. While this will not facilitate roots that will have to drill deeper into the soils, it will provide a growth medium. Because of costs, the soils will not be remediated under construction areas. As much of the area as possible will be capped with concrete paving, the slab for the Outdoor Center, and possibly mulch in activity areas.



One of the artistic amenities in the Outdoor Center will be the installation of a metal sculpture that has graced the Library indoor gallery for several years. Wangsgard noted the work was created by renowned animal sculpture, Frederick Prescott (<http://prescottstudio.com>) as an outdoor work of art. The seven-foot Rooster will perch on a concrete pedestal inside the Center and serve as a reminder that Valley residents have something to crow about: a place for family and friends to come home to roost. Like all meeting spaces in the Ogden Valley Branch Library, “The Roost” will be available for a fee to host private gatherings and other special events. Naming rights for “The Roost” are still available.

Approval of July 2, 2019, Meeting Minutes:

The group reassembled in the Board Room to take action on minutes from the July 2, 2019, meeting. Allison called for corrections, additions, or deletions. Hearing none, she entertained a motion for approval from Crosland which was seconded by Spencer. All present voted in the affirmative.

Commissioner’s Report:

Harvey invited the Board to attend the Weber County Fair scheduled to begin the next morning and continue through Saturday.

He noted long-time Fair manager, Jan Wilson, had retired so there is a new Fair management team. With new management comes new ideas and events. For example, a group from South Dakota will demonstrate “Indian Horse Racing.” This is a highly skilled athletic event that involves four riders and 20 horses. The riders race around the track, dismount while the horse is still moving, take bounding steps, and then leap on another horse to race around again. This action continues until all

20 horses have been engaged and the winner crosses the finish line. The horses are highly trained to respond to the rider while rigged with nothing but a halter – no bridle or bit in its mouth – and the people ride bareback, thus the name Indian Horse Racing.

There will also be a new demolition derby producer; bull fighting demonstrations by the clowns who protect the riders during rodeo competition; and draft horse shows. The 2019 Fair theme is “Come Home,” and it has something for everyone with many County departments joining the hard working team at the Golden Spike Event Center. The Fair is funded, in part, by a great group of sponsors.

Wangsgard said “Library Square at the Fair” had been front-and-center every year since the Fair’s inception. She invited the Board and others to spend some time at one of the booths, greeting the public and soliciting feedback on Library services. One hundred sixty-nine (169) four-hour shifts had been scheduled to facilitate the Library’s participation during the four-day event.

Director’s Report:

Wangsgard had composed and sent a letter to Mr. Rowan, detailing the Board’s response to concerns he continued to voice over services. As with all responses to those voicing concerns to the Board, the reply had been sent via certified mail. Since Mr. Rowan had indicated he was unable to receive certified mail when a written response to another letter was sent several months ago, the current response was also sent via regular delivery.

Budget transfers were being planned to accommodate changes not foreseen when the 2019 operating budget was originally compiled. Warranty experts had advised replacement of a rack of hard drives in the data center storage area network in order to protect the integrity of the system. There was not enough funding available in the controlled assets line item to facilitate this purchase.

In addition, \$10,000 was being transferred from one training and travel line item to another. The County requires a granular approach in accounting for these funds as they are utilized. At the beginning of the year, all the authorized training funding is placed in one general account and then transferred to other accounts as needed. The current transfer will cover costs associated with employees attending the annual Conference of the American Library Association. A third transfer of \$7,000 from equipment maintenance to equipment will facilitate replacing with new purchases rather than continuing to maintain older items.

The September financial report should also reflect additional allocations to the operating budget as a result of closing capital accounts. The Library Fund is being reimbursed for capital expenditures made from the operating budget for procurements authorized by a vote of the public. A portion of the funding reimbursed to the Library Fund will be reallocated to the operating budget to complete work at the Ogden Valley Branch. This transfer will be reflected in the building improvements line item

While reviewing the statistical report, those present were reminded that year-to-year output measure comparisons were not possible because the inputs into the report were redefined and re-categorized at the beginning of the current year.

Contracting with a private sector vendor, for example, to catalog popular materials is resulting in lower numbers for those items processed in-house. Popular items are simple to catalog and the private sector can do this mundane, repetitive work for less cost per unit than it can be done locally. Those employees previously assigned to this task have been reallocated to public service areas where they are available to serve members of the community and enjoy more satisfying work. In-house cataloging numbers fell from 3,073 for June 2018 to 1,671 this year. These statistics do not reflect eBook and eAudiobook catalog records that are downloaded from vendors, formatted, and uploaded to the integrated library computer system.

The inputs into the number of items borrowed report was more stable and some comparisons could be made. More than 222,000 items were loaned during June of this year compared to 220,000 the previous year. Use of facilities was higher than last year but tapering off from the interest in new facilities as they reopened. Approximately 95,000 visits were reflected on the current report. Reference services showed a significant jump in monthly totals from 67,981 to 77,430 this year.

Spencer asked about circulation numbers, wondering if the output measure included electronic books borrowed via OverDrive. He noted that many of the items owned were checked out and not available for him to borrow. Harris and Jensen also indicated that hold lists were very long. Burton offered to help review access methodologies and noted additional titles, and copies of popular titles, had been ordered. Some funding had to be reserved, however, for the big fall publishing events. The public's appetite for eBooks is growing and challenging to meet within the current budget allocation.

Inventory Control Projects and Procedures:

Burton noted that while significant attention is being given to upgrading the OVB building and technology infrastructure, it has not been overlooked that books are still the most powerful and sought after learning tools. The number of items loaned each month continues in an upward trend and, in fact, every month area residents will borrow approximately two hundred twenty-five thousand (225,000) items from Weber County's libraries. Book collections for all ages, in various formats (print, electronic, and recorded) were being refreshed, reorganized, and enhanced. DVD collections were also being refreshed and a streaming service will soon be implemented.

Burton was overseeing the way in which the collection is presented at the Branch, including establishing special collections for children, middle school students, and older teens. Once the collection work is completed at OVB, she will move to PVB and spend the remainder of the year working on the collections there. As she progresses to the other three libraries in the System during the course of the next year or more, a complete inventory will be accomplished. Materials culled because they are duplicate copies, or because shelf space is needed for new arrivals, are being set aside in the support services area of the HQ Library where they will be made ready to serve as part of a core collection for a facility to serve people in northwestern Weber County. Those items no longer viable will be withdrawn from the collections and sold at public sale.

Burton is leading an effort to experiment with a new strategy that is being marketed under the title, "Pop-up Book Sale." At first, these sales will feature only donated materials, but at a later date will include Library surplus property.

Before donated materials are sold, they will be evaluated to separate out items that can be added to Library collections for immediate public use. At the same time, titles not currently needed, but which can become a part of the core collection for a future branch, will also be set aside. Burton noted that many of the items donated are prized additions and are very much needed and appreciated. While handling donations was difficult during the five-year period that libraries were being renovated, there is now the space and the staff to care appropriately for these materials.

Once donated materials for the collection are retrieved, items will be set aside to support Library programs. For example, donated books are currently being used as prizes for competitions and games that are part of the summer reading and after school programs, and for outreach events like the County Fair. Books are also being set aside for community partners such as the County jail, YCC, and the Lantern House. Those donated books that do not fit into a donation category will be sold, 40-60 boxes at a time, during community events. These first "Pop-up Book Sales" will be held during August in conjunction with the Ogden Valley Balloon Festival in Eden and at the Jefferson Avenue block party in central Ogden.

Burton invited the Board to help get the word out that the Library is once again accepting community donations and will find a good use for those items dropped off at any of the five locations. Books that will not be accepted include those with mold, insect infestations, or water damage.

Other:

There being no further business, Mattson moved the meeting be adjourned at 6:50 p.m. Crosland seconded the motion. All voted in the affirmative.

Respectfully submitted: Julia Valle 9/3/19
Julia Valle Date