

WEBER COUNTY LIBRARY

BOARD OF TRUSTEES

MINUTES

Date: December 1, 2015

Board Members

In Attendance: Scott Spencer
James Ebert
Brent Innes
Kathleen Jensen
Spencer Stokes
Tom Taylor
Judith Jones

Others in

Attendance: Lynnda Wangsgard, Library Director
Scott Jones, Assistant Library Director
Julia Valle, Library Business Office Manager
Bryan Baron, Deputy Weber County Attorney
Evelyn Bertilson, Friends of the Library
Marcia Harris, Library Development Board

Spencer called the meeting to order at 5 p.m. and asked if Commissioner Ebert had any issues he would like to bring to the Board. Ebert noted he had nothing to report at this time.

Public Comments:

There were no public comments.

Approval of Meeting Minutes:

Spencer called for additions or corrections to the October 6, 2015 meeting minutes. Hearing none, he accepted a motion from Ebert, and a second from Taylor, that the minutes be approved as presented. All voted aye.

Spencer noted no minutes were taken during the November 3, 2015 tour of the Southwest Branch/Headquarters Library. Jensen moved they approve a statement noting that no business was conducted, and therefore no minutes were taken, during this gathering to tour the building. Jones seconded the motion. All voted in the affirmative.

Director's Report:

Holiday Schedule. The Board was asked to approve the following holiday schedule that contained a request for a one-year deviation from the historical standard.

PPROPOSED 2016 HOLIDAY SCHEDULE

New Year's Day	Friday, January 1	Closed
Martin Luther King Jr. Day	Monday, January 18 Move collections from SWB	Closed
President's Day	Monday, February 15 Preparations for Grand Opening of SWB/HQ	Closed
Memorial Day	Monday, May 30	Closed
Independence Day	Monday, July 4	Closed
Pioneer Day	Monday, July 25	Open
Labor Day	Monday, September 5	Closed
Columbus Day	Monday, October 10	Open
Veteran's Day	Friday, November 11 Staff Development Day Training	Closed
Thanksgiving Day	Thursday, November 24 Friday, November 25	Closed Open
Christmas Day	Sunday, December 25	Closed

Wangsgard noted the Board had consistently established a schedule of operations that was designed to best serve the public by providing service during the evening, weekend, and holiday hours, when the general public is most likely to be able to utilize the facilities. Employees understand and embrace this commitment to public service.

Administrators were requesting, however, that the Board authorize closing on two holidays, Martin Luther King Jr. Day and President's Day, during 2016. While libraries would close to the public under this proposal, the staff would work as usual, concentrating their group effort on closing the old Southwest Branch (SWB) and readying the second floor of the Main Library for asbestos removal on the first holiday; and readying the new Southwest Branch/Headquarters (SWB/HQ) for dedication and preparing the lower level of the Main Library for asbestos removal on the second holiday.

Wangsgard shared the week-by-week schedule of critical path projects that needed to be accomplished over the course of the next two months.

After discussion and consideration of the amount of work that needed to be accomplished, Taylor moved acceptance of the proposed holiday schedule with a one-year deviation from the standard, noting the schedule should return to normal during 2017. Innes seconded the motion. All voted in the affirmative.

Board Meeting Schedule. Jensen moved approval of the proposed Board meeting schedule as presented, noting all regular meetings will commence at 5 p.m. on the first Tuesday of each month. Taylor seconded the motion. All voted in the affirmative. Meeting locations will be as follows, unless otherwise announced.

January	Main Library	July	Headquarters Library
February	Pleasant Valley Branch	August	Headquarters Library
March	Headquarters Library	September	Headquarters Library
April	Ogden Valley Branch	October	North Branch
May	North Branch	November	Headquarters Library
June	Headquarters Library	December	Headquarters Library

Data Center Relocation. The Library Data Center will be shut down and moved from the Main Library to Headquarters during the week of December 14th. This move will require a significant disruption in services. Backup checkout services will be deployed but there will be no public computing, issuing of new library cards, scheduling of meeting rooms, online catalog, interlibrary loan, security gates, Web site, test proctoring, scanning stations, email, people counters, eMedia kiosks, or telephone services. During the shutdown, books cannot be ordered or cataloged, materials cannot be checked in, digital signs and meeting room equipment will not be functional, fines and fees cannot be collected, holds cannot be triggered or processed, and materials handling systems will be offline. Dozens of other critical functions will not be available until the center is moved, reconfigured, and brought back online.

Jones explained it will take about six hours just to shut the systems down. Equipment will then be uncabled, taken from racks, cleaned, wrapped, and transported. At the new site, the process will be reversed and the systems brought back up in a very specific order. The move is anticipated to take five days, but could take considerably longer if equipment failure results.

Jones noted the equipment in the data center runs 24 hours a day, seven days a week – it is never shut down. This constant operation helps ensure a consistent environment. When the servers, routers, and other key equipment are turned off, they cool down, which can cause components to fail. The goal will be to handle the shutdown and move to avoid, as much as possible, any conditions that could result in failure.

Jones noted that the first step in the process of moving had already been accomplished. The Main Library had been separated from the rest of the data center and set up as an independent branch.

Lester Park Charrette Planning Meeting. The Board was asked to select a representative to serve on the planning committee that will host a community charrette during which the parameters will be developed for those who wish to compete for prizes in the Lester Park design competition. Jensen agreed to serve on the committee and represent the Board. Also in attendance will be representatives from Young Architect's Forum, Ogden City, the Trolley District, the Library Development Board, and the Ogden Rotary Club.

Ebert had spoken with Mark Johnson, Ogden City administrator, about the less than fortuitous location of the new park restroom. Board members thanked Ebert for his work in bringing the parking lot plan to the City Council.

Main Library Parking Lot Expansion. The Ogden City Council had unanimously approved a request to amend the East Central Community Plan and allow the addition of up to 19 additional parking stalls on the north end of the existing parking lot at the Main Library. With this approval, the design and bidding of the project can go forward without further delay. The following evening, the Planning Commission was scheduled to review the site plans.

Holiday Open House. The annual holiday open house was scheduled from 1-4 p.m., on Thursday, December 24th. Staff and volunteers will serve a hot meal prepared by area restaurants and hospitals, live music will be provided, and winter hats, scarves, gloves, and socks will be distributed. Movies, stories for children, and a book distribution will round out the activities for the day. The Board was invited to attend and participate.

Surplus Property Sale. A surplus property sale was being scheduled for Friday and Saturday, January 22 and 23, on the second floor of the Main Library. Those items that will not be needed as the new Southwest Branch opens, along with those items that cannot be stored while the Main Library is renovated, will be sold to the public.

Board policies and administrative procedures for the sale had been vetted and approved by the County Purchasing Director. Baron had also reviewed the current policy and procedure for handling surplus property.

Surplus Property Policy and Administrative Procedure Review:

Wangsgard read the Surplus Property Policy in its entirety, noting changes that were not being recommended. The policy review was being conducted to see if the Board had questions or wanted to propose changes.

Board members also reviewed the Administrative Procedure used to implement the policy, noting that books donated to Friends of the Library were reviewed by librarians for possible inclusion in the collection. Those items donated, but not needed, were then sold at public sale, along with materials withdrawn from the Library collection. This process makes for a larger sale and encourages the public to attend and buy the withdrawn library books, which are typically not as popular as those donated to the Friends.

Wangsgard noted that any books of significant value that are found while evaluating donated books are priced by professional librarians and then sold to used book stores, for the most part in Salt Lake City. No cash changes hands, however. Credit memos are created and librarians then buy books needed for the collection against this credit. Books withdrawn from the collection are always sold only at public sale.

Ebert asked who determined which books have substantial value and who picks the book dealers.

Wangsgard explained professional librarians perform this task. The benchmark value can be established by consulting any number of online sites, and then local dealers can be queried to determine what they are willing to pay. A very small number of items are handled in this way, probably less than a half dozen during the past several years.

Bertilson noted that books from estates are sometimes given to Friends. The books are taken to the Library, evaluated, titles added to the collection as appropriate, and then the balance sold during public sale. Proceeds from the sale of books owned by the library are deposited with the County Treasurer as sundry revenue. Proceeds from the sale of Friends of the Library books are deposited in the Friends account and used for special library projects, such as Weber Reads.

After review and discussion, Ebert moved they reaffirm both the Surplus Property Policy and Administrative Procedure. Jensen seconded the motion. There being no further discussion, Spencer called for a vote. All voted in the affirmative.

Commercial Lease Between Weber County Library and SSTK, LLC, DBA Bean-a-Colada, to Operate a Café in the Southwest Branch/Headquarters Library:

Bean-a-Colada had offered \$1,000 per month to rent the commercial lease space at the Southwest Branch. Wangsgard noted their proposal was very well prepared and professional. The term of lease was three years, commencing March 1, 2016, with an option for renewal. The vendor was being given the courtesy of two weeks of free occupancy in order to work out the details for their point-of-sale system and gear up for the grand opening.

Three different evaluation teams had visited the café operated by the vendor in the Pleasant Valley Branch (PVB) to completed formal review forms. The first review was announced to the vendor, the next two were not. The café got outstanding marks from each of the three review teams.

Wangsgard thanked Baron for reviewing and updating the lease, and then recommended the Board approve the agreement, subject to ratification by the County Commission.

Baron was asked if the lease was substantially the same as the one under which business was being conducted at PVB. Barron explained that the original draft of the lease was very difficult to understand, so he reworked it for the Board, but the proposed lease was based upon the one in place at the Pleasant Valley Branch with no substantive changes.

Stokes asked if there was a rent escalation clause. Wangsgard noted the vendor would have to make several times their current income at PVB before the rent would automatically be raised, but there was an escalation clause. Stokes said he thought \$1,000 was a significant amount of money for the space provided.

Jensen moved acceptance of the proposed lease agreement with Bean-a-Colada for three years, with an option for renewal, at \$1,000/month. Stokes seconded the motion. All voted in the affirmative.

Schedule for Closing Southwest Branch on 4800 S:

Based upon details shared during the discussion of amending the 2016 holiday schedule, Stokes moved closure of Southwest Branch on January 16th in order to move the collections into the new facility and accommodate a scheduled opening at the new location February 27th. Jensen seconded the motion. There was no discussion. All voted Aye.

Schedule for opening Southwest Branch on 4000 S:

In addition to scheduling the opening of the new Southwest Branch/Headquarters Library (SWB/HQ), a dedication program needed to be established and signage needed to be approved.

The Board discussed options for a dedicatory speaker. Several community leaders were suggested.

Ebert favored selecting a community arts, cultural, or business leader to create excitement about reinvesting in the community, noting not many libraries with this vision or of this quality are being built. Doing so should serve as a catalyst for investment.

Stokes agreed, noting opening a facility of this quality in Roy will likely change the way the community views itself. He suggested also considering a popular author. Several possibilities were discussed.

Jones suggested Anthony Doerr, author of *All the Light We Cannot See*, which talks about how you have to try and fail a lot to succeed, emphasizing how people continue to try, against all odds, to succeed in being good to one another. She noted the honorarium may be prohibitive, however.

Wangsgard noted Harris found such good, affordable authors for the annual Pathways dinner.

After considerable discussion, Harris was asked to take the lead in inviting a dedication speaker, looking at both an author and a local leader as possibilities.

School children should also be included in the program, Jensen suggested. Wangsgard will follow through with an invitation to local educators.

Wangsgard showed a sample of the plaques that were being made for those who purchasing trees. Items in the children's area were also being donated and will be appropriately acknowledged. Jones noted that many donors insist on confidentiality as a condition of participation in a project, others want to broadcast their generosity. The conditions of each donation needs to be respected and honored, she emphasized. If people want to be recognized, so be it. If not, their confidentiality needs to be respected.

Wangsgard asked the Board to review the draft language of a dedicatory sign, noting it was based on what was produced for the Pleasant Valley Branch. The Board reviewed the draft, made substantive changes, and then asked Wangsgard to move forward on the signage package, mirroring to great extent what was done at Pleasant Valley Branch.

Year-End Thank You:

Board members took away a copy of a book, *Honeybee Democracy*, the staff will be reading together. This book explores the ways in which bees organize and communicate in order to accomplish their work and expand the hive. Part of the hive splits off and starts a new hive, like library staff is doing in opening the new SWB/HQ.


The book also addresses stereotypes of how hives work. The hive does not revolve around a queen bee. While bees live only about 30 days, they quickly evolve through many roles, take responsibility for communicating important information to others, and rapidly achieve a high level of task-relevant maturity as they perform functions critical to the survival of the entire hive.

Other items in the package were selected to reflect Board's commitment to leading a sustainable organization, one that is easy on the environment.

Other:

There being no further business, Taylor moved adjournment, Jones seconded the motion, all voted in the affirmative.

Respectfully submitted:



Julia Valle



Date