

WEBER COUNTY LIBRARY

BOARD OF TRUSTEES

MINUTES

Date: December 4, 2018

Board Members

In Attendance: Diana Allison (via conference call)
Jim Harvey
Kathleen Jensen
Judith Jones
Cynthia Mattson
Reed Spencer
Spencer Stokes (via conference call)

Others in

Attendance: Lynnda Wangsgard, Library Director
Phoebe Carter, Assistant Library Director
Julia Valle, Business Office Manager
Bryan Baron, Deputy County Attorney

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

Public Comments:

There were no public comments.

Approval of November 6, 2018 Meeting Minutes:

Spencer asked for any additions or corrections to the minutes. Baron noted the effective date pursuant to Title 11, Chapter 58, Section 101 et seq. of the Utah Code was incorrect and should be changed from March 31, 2019 to read that “the new law takes effect May 14, 2019.”

Jones offered motion to approve minutes of the November 6, 2018 meeting as corrected. Allison seconded the motion. All voted in the affirmative.

Director’s Report:

Pay for Performance

Wangsgard reported on the new employee pay for performance review process that was being implemented by the County Human Resources (HR) Department. The County is allocating 2.75% of each department’s total salary budget for on-going costs, and .25% for one-time bonuses. Department directors will oversee distribution of this funding as “pay for performance.” A member of the HR Department will meet with the managers of every County department to review how performance appraisal scores are assigned in order to help ensure continuity and fairness for all employees.

Library employees will not see changes in the performance review process because the new County performance appraisal system is almost a mirror image of the methodology that has been employed by the Library over the past two decades. Both appraisal systems require that employees provide their supervisors with three written performance updates during the year. Supervisors respond to these updates in writing as needed, and certainly if improvement in performance is called for, laying out an agreed upon course of action.

In the Library, the third update serves as a self-appraisal of sorts, summarizing major accomplishments for the year. This self-appraisal is an important ingredient in the final review written by supervisors. Library managers and supervisors have traditionally been invited to suggest an appropriate performance score for themselves (1 – unacceptable, 2 – needs improvement, 3 – standard, 4 – above standard, and 5 – outstanding) in seven management areas: collections, fiscal, personnel, program, property, public service, and technology. Wangsgard noted all employees are scored on the same 1-5 point scale, with 3 being standard.

A standard score indicates the employee is fully engaged and is accomplishing their goals at an expected level. Scores higher or lower than “3” require written justification. This written justification will become more important this year as those who receive higher scores may receive more “pay for performance.” Those who score below “3” will not receive a pay for performance increase.

After *preliminary* appraisals are completed for each employee, they are forwarded to the Library Director. The Director and Assistant Director read all the reviews, correct grammar and punctuation, and place the proposed total scores on a spreadsheet by job category. The range of scores for each job category is then reviewed and analyzed.

If a score falls below or above “standard” in one of the seven review categories, written summaries and justifications included in the body of the appraisal are reviewed to determine if they support the rating. If not, either the rating or the justification has to be reworked. In this way, a “leveling” takes place where those supervisors who tend to score on either the high or low side can see where changes may need to be made. Once the scores are verified and edits have been incorporated, individual building managers and the employee’s supervisor meet with each individual to discuss and finalize the review. Because of the periodic updates that have been completed during the year, there are no surprises.

Wangsgard noted the completed reviews will be uploaded to the County HR portal during January and then the first step in the 2019 performance review process will begin with the negotiation of by-statements (goals) for the coming year. These goals are due to the County HR Department by March 31st. Since the Library Department has always required the goals be signed off by January 15th, there will be time to rewrite job descriptions before the final by-statements are agreed upon during 2019.

Spencer asked for additional details concerning how the County will oversee the reliability of scoring across all County Departments; that is, how will they ensure each department head has the same vision and tenacity for scoring according to guidelines from the HR Department.

Wangsgard said that advisors from the County HR Department are responsible for meeting with all Departments to ensure their plan for distribution of the increases is defensible.

Year-End General Staff Meeting

Board members were invited to attend the year-end general staff meeting on Tuesday, December 18, at the Headquarters Library. This gathering affords an opportunity to look back and summarize accomplishments of the current year and then detail goals for the first quarter of the next year. Each employee is introduced and comes forward to pick up a card and thank you recognition. This year, the thank you will be a children's book titled, *The Word*. The book builds on the concept developed during the November staff development day training concerning the powerful role reading plays in children's intellectual development

Winter Fest

Winter Fest was scheduled from 1-4 p.m., Monday, December 24, Main Library. Drinks and hors d'oeuvres will be served; warm gloves, scarves and stockings handed out; a winter-themed movie screened; and bingo and other games set up with chances to win prizes.

Authorization to Close Libraries at 5 p.m., December 24 and 31, 2018:

Wangsgard asked the Board's permission to close all Libraries at 5 p.m. on December 24 and 31st.

Jones so moved. Jensen seconded the motion.

Spencer asked if there would be a significant number of members of the public in the facilities during this time; if not, perhaps the facilities could be closed earlier.

Wangsgard noted an appreciative public will utilize the facilities and staffing will not need to be robust at North Branch, Ogden Valley Branch, Southwest Branch or Pleasant Valley Branch. However, many employees assigned to these facilities will choose to gather with community members to celebrate at the Winter Fest hosted at the Main Library on the afternoon of December 24th. December 31st is sometimes a very busy day, she reported.

Spencer called for a vote on the motion. All voted in the affirmative.

Approval of 2019 Operating Schedule:

Jones moved approval of the following holiday schedule.

<u>Holiday</u>	<u>Date</u>	<u>Open/Closed</u>
New Year's Day	Tuesday, January 1	Closed
Martin Luther King Jr. Day	Monday, January 21	Open
President's Day	Monday, February 18	Open
Memorial Day	Monday, May 27	Closed
Independence Day	Thursday, July 4	Closed
Pioneer Day	Wednesday, July 24	Closed
Labor Day	Monday, September 2	Closed
Columbus Day	Monday, October 14	Open
Veteran's Day	Monday, November 11	Closed
Thanksgiving Day	Thursday, November 28	Closed
	Friday, November 29	Open
Christmas Day	Wednesday, December 25	Closed

Jensen seconded the motion. Spencer called for discussion and then for a vote. All voted "aye."

Approval of 2019 Board Meeting Schedule:

Stokes moved approval for all Library Board meetings to be schedule at 5 p.m., on the first Tuesday of each month with the following exceptions to accommodate for holidays:

5 p.m., Tuesday, January 8

5 p.m., Tuesday, September 10

All meetings will be held in the Board Room of the Headquarters Library.

Jensen seconded Stokes motion. All voted in the affirmative.

Board meeting announcements and agendas may be viewed at:

<https://www.utah.gov/pmn/index.html>.

Board meeting minutes are posted at:

<https://www.weberpl.lib.ut.us/board-meeting-minutes>.

Agreement for Property Maintenance between North Ogden City Corp. and Weber County Library Board of Directors:

Baron presented a proposed agreement that detailed how the North Branch parking areas and sidewalks will be maintained, including snow removal, surface maintenance, and repairs.

The intent of the Agreement was to assign the following responsibilities to the Library Board:

One time repair of areas in both the Library and City lots on the north side of the City complex and Library building (this had already been done during May, 2018).

Striping of both City and County lots – in white – on the north side of the City Complex and Library building (this had already been accomplished during May, 2018).

Snow removal on all sidewalks on Library property.

Periodic repair of all pot holes in the two above referenced north lots, and any section of deteriorated asphalt larger than four square feet in the west (Library) side of the lot.

Detailed snow removal close to curbs and in tight places around islands in both the north and south Library parking lots.

The City will have the following responsibilities under the terms of the Agreement:

Snow removal on all sidewalks on City property.

Straight pushes of snow throughout the entire north and south Library parking lots, staying away from islands and curbs which are the Library Board's responsibility.

Crack sealing in all the above-mentioned parking lots and replacement of asphalt in areas larger than four square feet on City owned property.

Baron noted that City officials requested the Library Board remove all the islands in the parking lots to facilitate the City completing snow removal. It was noted, however, that it was the City that insisted the islands be included in the parking lots – they would not grant approval of the Library building and expansion plans without incorporation of the islands.

Wangsgard noted that tearing out the islands at this time would be expensive, compromise the quality of the asphalt surface by creating cracks and patches, and would disrupt design of the disabled parking and vehicle recharging stations.

Spencer asked if the staff was happy with the agreement. Baron noted several changes had been made in the draft prepared by North Ogden and it seemed a fair compromise.

Wangsgard noted that for clarity Article III, B, 1 should perhaps be incorporated into Article 3, A. Baron agreed.

Spencer asked if there were any additional questions. Jensen asked why the Library would be charged with repairing pot holes in the City lot.

Baron said it was because the County had the means to do so and the City does not. Likewise, the City has small trucks with plows they use to clear snow in cul-de-sacs, the Library does not have this type of equipment available to regularly plow parking lots.

Spencer moved approval of the Agreement with the incorporation of Article III, B,1 into Article III, A. Mattson seconded the motion.

There being no additional comments or questions, Spencer called for a vote on the motion. All voted in the affirmative.

Spencer thanked Baron for his effort to negotiate the agreement. It will now be presented to North Ogden City for Council approval.

Year-End Thank You:

Wangsgard thanked members of the Library Board, Development Fund Board, and Friends of the Library for their continued service in support of the County Library System.

Adjourn:

There being no other items of business, Jensen move to adjourn the meeting. Jones seconded the motion. All voted in the affirmative.

The meeting adjourned at 6:05 p.m.

Respectfully submitted: 
Julia Valle
Date 01/08/2019