

WEBER COUNTY LIBRARY

BOARD OF TRUSTEES

MINUTES

Date: December 6, 2016

Board Members

In Attendance: Scott Spencer  
Diana Allison  
Brent W. Innes  
Kathleen Jensen  
Judith Jones

Board Members

Excused: James Ebert  
Spencer Stokes

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  
Marcia Harris, Development Board

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

Approval of November 1, 2016 Meeting Minutes:

Spencer asked if the incorrect financial posts detailed in the meeting minutes had been accommodated by the auditor's office. Valle noted they had but did not yet show up on the financial report.

Jensen moved approval of the November 1, 2016 meeting minutes. Innes seconded the motion. There being no additional comments or corrections, Spencer called for a vote. All voted in the affirmative.

Director's Report:

Wangsgard reported that Ebert and Stokes had asked to be excused. Stokes was available by phone, however, if needed to make a quorum.

Monthly use statistics were beginning to show the results of the Main Library winding down services in anticipation of closing for renovations. Spencer pointed out that 1,664 individuals registered for library cards during the month, a significant number of new users.

A review of the financial report illustrated the line item "bank charges" was running ahead of projections and was going to be over-expended. The County Treasurer had assisted in analyzing options for handling these charges that will continue to increase as more people used credit cards to accommodate the payment of fines and fees, as opposed to cash. The results of the review of

options for handling credit card transactions were reported to the County Auditor and County Commissions during the 2017 budget hearing. No changes to the procedure were recommended as the methodology used was considered to be of greatest benefit to Library users.

Spencer asked the staff to research the “588.33%” represented on the “grand total” line item of the spreadsheet to find out what it represents.

Harris inquired as to the number of full time equivalents (FTEs) employed by the Library. Wangsgard responded approximately 91, but said she would have to check the budget report for the exact number. The FTE total is hard to determine in that there are three categories of employees: full time staff work 40 hours/week; part time employees work, 20-29 hours/week; substitute workers are on call as needed but work 19 hours/week or less. An FTE is considered to be a total 2080 hours of work during a fiscal year, so the total number of hours worked by all employees in each of the three categories have to be added together and divided by 2080 to get the exact number of FTEs.

#### Approval of 2017 Holiday Schedule:

J. Jones moved to adopt the 2017 holiday schedule as presented. Allison seconded the motion. Spencer asked if there was any discussion. Jensen inquired as to whether the schedule was consistent from previous years. Wangsgard noted it had not changed for at least two decades. Hearing no other questions, Spencer called for a vote. All voted in the affirmative.

#### Approval to Amend Service Hours to Close at 5 p.m., December 24<sup>th</sup> and 31<sup>st</sup>:

J. Jones moved approval of a request to close at 5 p.m. on December 24<sup>th</sup> and 31<sup>st</sup>. Allison seconded the motion. Spencer suggested that in the future this change in operating hours be included in the schedule of holidays. There being no additional suggestions or discussion, he called for the vote. All voted in the affirmative.

Harris asked about the Holiday Open House, scheduled from 12:30 – 4:00 p.m., December 24<sup>th</sup>. Valle stated the event will be held at the Ogden First Presbyterian Church Education Center. Hot food will be served, warm clothes will be distributed, a band will provide live music, and the children will be treated to a magic show. Stamped postcards will be available for those who wish to send a note to family or friends. Bertilson noted a very large number of area residents make a tradition of attending this annual event.

#### Thank You Letter, AIA Young Architects upon Completion of Lester Park Competition:

Wangsgard read a letter of thanks addressed to the Utah Young Architects in care of Laura Clayton, thanking them for their excellent work in completing a very successful Lester Park design competition. The letter was to be signed by James Ebert, Scott Spencer, and Marcia Harris, representing the County Commission, Library Board, and Development Board.

The work of the Utah Young Architects on behalf of the Library was now completed.

#### Commissioner’s Report:

Commissioner Ebert was excused.

### Access to Buildings and Grounds Policy and Administrative Procedure:

Board members reviewed a previously approved Access to Buildings and Grounds Policy and administrative procedure, governing access to Library buildings and grounds. Wangsgard explained that once an administrative procedure is approved by the Board, Library administrators may make subtle changes and updates in order to facilitate implementation of the policy it complements. Policies may only be changed by the Board. The current review was to give the Board a chance to look at this umbrella policy and current procedure in light of a proposed pet and service animal policy and procedure, which was also on the agenda.

In reviewing the policy, Spencer asked about the use of the word “forum.” Baron noted it is the general, legal term that is used when determining the type of speech allowed in public places. He noted the terms are taken from the Department of Justice Web site which gives direction to public officials in managing access to public spaces.

Allison moved reaffirmation of the Policy and Procedure as presented. Jensen seconded the motion. All voted in the affirmative.

### Proposed Pet and Service Animal Policy and Administrative Procedure:

Wangsgard noted the Pet and Service Animal Policy, and the accompanying Administrative Procedure, were developed to provide guidance in circumstances where animals in a Library were becoming problematic; especially in mediating between those who suffer from allergies and asthma and those who wish to bring their pets into the facility. In a few cases, Wangsgard noted, the animals have not been well managed and their behaviors have caused others to be fearful. Several Library users had expressed concerns, noting an animal’s presence could create a health or medical emergency for them.

In developing the proposed policy and procedure, employees had worked to balance the competing interests of those who want the Library buildings and grounds to be “pet-free” with those who may wish to sit outside with their pet, enjoy a cup of coffee, use the library Wi-Fi or play a game of chess. Allison noted the staff was being pro-active, which is a good thing.

Allison had spoken with a user who has a “therapy dog” and who had a concern with the word “calming” as used in the proposed policy. The word “calming” could easily be confused with the word “comfort.” A psychiatric service dog may empower an individual by predicting an event and therefore would qualify as a service animal. A dog whose mere presence provides comfort does not qualify as a service animal under ADA. Allison wondered how employees would explain allowing one animal while excluding the other.

Wangsgard said it would be difficult, but noted the policy and administrative procedure were taken word-for-word from a Department of Justice Web site. She hesitated to change the wording because it could be problematic, at a later date, in interpreting what is meant under ADA guidelines.

While the terms are somewhat ambiguous, they are what the Department of Justice recommends, Valle noted.

Harris shared that in at least one case of which she was aware, a comfort animal empowers a person to move about the community. Without the companion animal, the person would not venture outside the home. She questioned if this dog would be allowed in the Library under the proposed policy.

The answer to Harris' question would be determined by how the owner responded to questions asked by the staff as detailed in the administrative procedure.

In Utah, Allison noted, service dogs in training are allowed in public service places. She asked if animals in training would be allowed in the Library.

Wangsgard said that under the proposed policy, service dogs in training would not be allowed.

Jensen noted that successful implementation of the policy as written is somewhat dependent upon the honesty of dog owners, requiring that they correctly classify their animals as pets, comfort animals, or service animals.

Baron advised that the best way to implement and enforce the policy would be to watch the dog. If it is not behaving in a "trained service" manner, the owner could be asked to remove it from the premises.

Spencer asked if signage would be available on the entrances to advise people of the policy.

Wangsgard indicated signage would be displayed on entryways and should be positive. Signs might advise: "Service dogs welcome." This wording implies other animals are not welcome.

The only animal, other than a dog, that may be considered as an ADA approved service animal is a miniature horse trained to pull a vehicle or otherwise aid a disabled person. Consideration of permitting a "service horse" would need to be reviewed on a case-by-case basis.

The policy did, however, allow animals of all types to be invited into the Library for special programs. When animals are invited, the program will be advertised ahead of time and the animals will be limited as to the places they may frequent within the building. Programs provided by the Nature Center, reading therapy dogs, and other animals will continue to be hosted.

Spencer noted the policies may be brought back to the Board if they need further tweaking.

Allison moved approval of the policy and administrative procedure as presented to the Board. J. Jones seconded the motion. All voted "aye."

#### Review of Approved Changes in Scope and Funding for North Branch Library:

Ebert had taken the Board's recommendations, approved during their November meeting authorizing EDA Architects to proceed with the changes in scope and increased costs of renovating the North Branch, to the other two Commissioners for their consideration. In a phone call to Wangsgard, Ebert noted the Commissioners were in agreement with the Board's recommendation to change the scope and approve approximately \$600,000 in additional building costs.

Ebert asked Wangsgard to contact EDA and authorize them to proceed with the design of the project, including the changes in scope presented during the November Board meeting. Wangsgard contacted Thomas Brennan and delivered the message by phone, and then followed up in an email. She copied Ebert on the email to ensure all parties were included in communication of the changed plans.

Spencer asked if the Board had any responsibility to contact or work with the Mayor or City Council. Wangsgard noted that she would ask Ebert if the Board should facilitate moving forward. At this point in time, plans are on the desks of City staff and the architects are awaiting approval. Spencer noted he appreciated the Commissioners taking an active role and, in order not to cause a disruption in discussions, the Board would only get involved at their invitation.

#### Update on Progress in Vacating Main Library and Implementation of Shuttle Service:

S. Jones noted Library employees started November 14<sup>th</sup> to vacate the ground floor of the Main Library. It was a monumental task.

Modular furniture was disassembled, several dozen pieces of fixed furniture, and more than 100 chairs were moved to off-site storage. Twelve microfilm cabinets that were too heavy to move were disassembled, moved in pieces, and reassembled, along with more than 6,000 rolls of microfilm that had to be kept in order. One-hundred-twenty pieces of computer equipment were disconnected, cleaned, wrapped in static-free packing and taken to another location. More than 400 slatwall fixtures were removed, cleaned and polished, encased in bubble wrap, boxed and moved. Four thousand steel bookends were also cleaned, boxed, and moved.

The major challenge was relocating the steel book stacks. Forty-seven stacks, each containing six, double-sided sections, populated with more than 2600 shelves were disassembled and physically carried to the basement where they were reassembled. Books, DVDs, and other materials were moved to Southwest Branch, Ogden Valley Branch, and Pleasant Valley Branch. When these branch library buildings were so full that they could not reasonably hold additional items, the final 100,000 books were moved to the book stacks that had been reassembled in the basement of Main. The loaded shelves have since been covered with heavy plastic and walled-off from the rest of the facility to protect them during construction.

S Jones explained that moving experts and other “wizards” had told Library administrators that the process of vacating the ground floor could not be done within the timeframe allowed. They had also estimated that moving just the book stacks to the lower level would cost roughly \$250,000. On December 2<sup>nd</sup>, however, the final book was moved and the floor was completely vacated. Ironically, the title of the last book to make the trek was, *Wrong*, proving the “experts” wrong. The facility had not only been vacated by Library employees in the time allowed, but the process was completed two weeks ahead of schedule. S. Jones distributed a picture of the south end of the main floor, taken December 2<sup>nd</sup>.



The north end of the ground floor was already undergoing abatement as Library employees finished vacating the south end. The photograph below was taken through a see through containment window.



Spencer asked that a tour be arranged for the Board so they could see what had been accomplished to date, adding that it was enjoyable to see first-hand the construction of Headquarters, and he would like to be as knowledgeable as possible about the Main Library renovation as well.

Bertilson inquired about Special Collections, asking how the abatement was handled without removing the rosewood paneling. Wangsgard noted there was no asbestos in the walls in this area. The abatement took place only in the ceiling and the mastic tile adhesive. The paneling did not have to be removed, just protected.

Allison asked if the process was being documented. S. Jones noted that a photographic essay was being prepared to document progress. Several thousand photographs had already been taken. A closed video loop of the renovation, similar to the one that can be seen running in the gallery at Southwest Branch, will be prepared.

Yearend Acknowledgement and Thank You:

Wangsgard thanked elected officials, the Library Board, Development Board, and Friends of the Library for their hard work and support, praising them as the key ingredients in the success of the Library System.

Public Comments:

There were no public comments.

Other:

Innes offered a motion to Adjourn, which was seconded by J. Jones. All voted in the affirmative.

Respectfully submitted: Julia Valle 2/7/17  
Julia Valle Date