

WEBER COUNTY LIBRARY

BOARD OF TRUSTEES

MINUTES

Date: February 5, 2019

Board Members

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

Board Members

Excused: Judith Jones
Spencer Stokes

Others in

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

Allison called the meeting to order at 5 p.m. and welcomed those in attendance.

Public Comments:

There were no public comments.

Approval of January 8, 2019 Meeting Minutes:

Allison asked if there were corrections to the minutes, noting the written summary of reports given by Rostkowski and Stokes concerning Weber Reads and the events planned for the Golden Spike Sesquicentennial Celebration made for enjoyable reading. Hearing no requests for additions, deletions, or corrections to the minutes, Spencer moved approval. Jensen seconded the motion. All voted aye.

Commissioner's Report:

Harvey reported briefly on innovative County projects about which Board members would want to be knowledgeable.

County officials had recently completed an overlay on a rural, A3-zoned piece of property in order to allow farming of a new, innovative type – solar farming may be coming to western Weber County. Up to approximately 100 acres of the zoned property may now be considered for solar

power generation. A footprint of this size will provide as many megawatts of electricity as an investor can sell, Harvey noted. Solar panels are becoming very efficient, Harvey continued. Only about 70% of the acreage that would have been needed three years ago can now produce the same amount of power.

Harvey said the County was also seriously looking at an innovative methodology for handling the curb-side waste picked up by area carriers. Discussions with Herhof Stabilat, one service provider being considered, would allow residents to combine waste of all kinds in one can. Once haulers deposited the waste at the Herhof's technology-centric processing plant, it would be mechanically sorted, removing non-organics and other valuables as well as separating out contaminants. The remaining organics would be dried, ground, and repurposed as pellets for use as replacement fuel in coal fired furnaces, such as those at power plants. A Utah resident bought the U.S. rights to the Herhof Stabilat Method and is in the process of locating possible demonstration sites. Weber County has the right sized waste stream to make it profitable. Herhof Stabilat pioneered the waste treatment and disposal system in Germany. See: <https://www.youtube.com/watch?v=Mhtnf-g7prI>.

Bringing enterprises like Herhof Stabilat to northern Utah was being facilitated, in part, by a potential for cooperative efforts between Weber and Davis counties. A letter of understanding, along with a request for proposals (RFP), was being processed to facilitate a search for an economic development company to represent the two counties regionally. Harvey noted businesses are interested in locating in "borderless" types of areas where they can be profitable and avoid red tape entanglements that result when governmental entities become territorial. County Commissioners are trying to eliminate red tape by working across county lines.

Lastly, Harvey updated the Board on prospects for business development around the inland port that is being considered by the Utah State Legislature. The current plan is to bring cargo containers off ships and transport them directly to Utah for customs inspection. Goods would then be routed to their final destination via ground and air transportation. U.S. goods bound for other countries would also be shipped to Utah's inland port where they would be inspected and loaded into containers to make the trip to export port cities such as Los Angeles. Northern Utah has a geographic, inland port advantage as "the crossroads of the west," Harvey said. Weber County has a particularly valuable advantage in having a spur off the main line of Union Pacific Railroad that goes directly west. The inland port could make international business a huge player in our area, Harvey said.

Harvey concluded by saying Commissioners have many exciting things in the works for bettering the quality of life for area residents. They are excited about possibilities for the future and are working together respectfully to get the job done.

Director's Report:

Two financial reports, 2018 fiscal year final and 2019 year-to-date, had been forwarded in Board members' meeting packets. Wangsgard noted the 2018 financial report was not yet complete. All expenditures should have been posted for the year but final revenue settlements may still change the bottom line. The Library Board will be returning back a significant surplus to the fund balance; however, the exact amount cannot be determined until all the revenues are accounted for. The 2019 budget report was within expected parameters for this point in time.

Mattson asked about the statistical report, wondering if usage at the Main Library was back to levels recorded before the facility was closed for renovation.

Wangsgard noted usage was not quite back to levels of four or five years ago, but was increasing in one area or another each month. Pressure had been taken off the Main Library with the opening of the much larger Southwest Branch Library, which now shows the highest usage of the five facilities in the County. With these area residents no longer relying as heavily on the Main Library for service, usage numbers may not reach their former level at Main for several years.

The Main Library renovation was recognized as the “Cultural Project of the Year” with an award from the Associated General Contractors Association.

Spencer asked what the award meant.

Wangsgard said that the award recognized the ingenuity required to renovate and restore the classic building, using fiber wrap seismic bracing, as well as the creative design for providing a very robust electrical and communications infrastructure under very challenging conditions. The Contractor’s Association also recognized that addressing the acoustical and heating and air conditioning needs of a modern library building were accomplished without compromising the integrity of the original mid-century modern design. The results were “simply elegant,” the award presentation noted.

Board members received copies of a flexible meeting and training schedule, detailing the organizational planning structure for the year. Wangsgard reviewed plans for open general staff meetings, division-based training, and stand-alone training gatherings scheduled around quarterly project goals. The meeting and training schedule is used to coordinate attendance and staff development opportunities for employees by allowing schedulers to plan several months in advance. Board members were invited to attend trainings as interest and time allows.

A list of new employee work locations was distributed, noting how personnel resources would be reallocated to accommodate for the retirement of Ann Booth and Kathryn Pudlock. Adjustments were also being made to strengthen and better balance work groups at the five library locations. Additional changes will be made throughout March as performance plans are developed under new County guidelines.

Spencer commented that the process for developing the new teams must have been a remarkable amount of work.

Wangsgard said that it was. When people retire, who have been graciously accepting additional duties for almost 20 years, assignments have to be readjusted and teams put in place that have the skills required to not only take on new responsibilities, but also have the ability to work well together, she noted.

Library Board Policy, “Access to Buildings & Grounds”:

During their January meeting, Board members received a proposed revision of the policy titled, “Access to Building & Grounds.” They had spent the month reviewing it, along with an administrative procedure for implementing the policy that had also been distributed.

Allison asked if there were any questions or concerns about updates that were being recommended by Baron to facilitate changes made to State Code. Hearing none, Allison suggested changing the word “will” to “may,” on page 3, under Restrictive Speech.

Baron agreed that “may” was the better word.

Hearing no other questions or call for discussion, Allison asked if the Board was ready for a motion.

Harvey moved approval of the revised policy as presented with the change of the word “will” to “may” under restrictive speech. Spencer seconded the Commissioner’s motion. All voted aye.

Administrative Procedure, “Public Access to Building Grounds”:

Administrative procedures are developed by Library managers to provide a cohesive framework for implementing Board policy. Wangsgard was not recommending any changes in the procedure currently in use to implement the Board’s policy on “Access to Buildings and Grounds.” Jensen asked if the Board needed to approve the procedure.

Wangsgard noted the Board reviews procedures when they are initially developed, but from that point forward they are amended by the administrative team as needed to keep abreast of new precedents that are set. The procedure was being put before the Board at this time to see if they had any questions concerning the implementation of the revised policy.

Baron reminded those present that the Board adopts policy and the library administration develops procedures for implementation. For example, the Board may wish to say who details the costs associated with meeting room damage and who determines how much they should pay.

Spencer asked what would happen if a person used a meeting room and made a hole in the wall.

Wangsgard said the person responsible for reserving the room would be required to pay the full cost of repair. If the individual refused to pay, the repairs would be made from the operating budget, but that individual and the group the individual represents would not be allowed to reserve meeting rooms in the future.

Spencer asked how training was handled as the policies and procedures change.

Wangsgard said all employees are required to review policies and procedures on an annual basis, but are advised in writing each time a policy changes. Changes are reported and discussed during management meetings. Minutes of these meetings are kept and distributed to the entire staff. Division managers also are responsible for updating those they supervise as they discuss the meeting minutes during the work day and during division meetings. Wangsgard referred to the flexible meeting and training schedule distributed earlier during the Board meeting, noting that managers hold regular meetings with their employees where changes in policy are discussed.

Spencer asked if the policy for managing buildings and grounds is posted. Wangsgard noted it is posted, in a revised format, on the community bulletin board in each building.

Board members did not have suggested changes in the administrative procedure.

Ogden Valley Branch Site and Utility Improvements Contract:

Wangsgard reminded the Board that the Ogden Valley Branch septic system design as originally envisioned was not approved by the County Health Department. Tests results illustrated that soils on the west side of the building were unusually porous. If the field drains were buried deep underground as originally planned, effluent would move off site too quickly. The approved design had a special drain field only 18 inches below the surface to slow the effluent as it filters down through several additional feet of material.

Because the new design required a pump station, the drain pipe will not be rerouted westward, through the building gallery, as originally planned. Instead, the drain pipe will go completely around the outside of the building. A pump station will be installed on the east side of the building near the septic tank and front entrance. The drain line will proceed under the sidewalks and promenade areas, on both the southeastern and southern sides of the building, to the drain field located on the far western side of the property. This new plan will require replacement of a significant amount of concrete, including the front steps, which are cracked and in need of repair.

Large crabapple trees grace both the east and west side of the building and ash trees form a bosque on the south side, providing shade for the outdoor programming area. The roots of these trees will need to be protected and provisions for this work are included in the plan.

Three companies attended the required pre-bid meeting. However, only one company submitted a bid, which totaled \$167,984. Wangsgard had sent the bid to Mark Babbitt, the civil engineer for the project. Babbitt reviewed the bid and said that, in his opinion, the unit prices and material prices are a little high, but reasonable as they included materials, equipment, and labor. The general construction costs are very high as is the overhead and profit.

Jay Lems, Prescott Muir Architects, noted that with only one bidder the best option for cost savings would likely be a post bid meeting to see if there would be any savings in closing the Library for a week or two to avoid the cost of providing ADA access while the work was being done. He noted, however, the small savings might not be worth the inconvenience to the public. Lems' concern was that if the Board waits until summer and rebids the job, the cost may go up rather than down. Or worse yet, there may not be anyone willing to bid on the job.

Harvey noted Commissioner Jenkins may have some ideas as to how to save costs since he has vast experience in the plumbing business.

Wangsgard suggested a post bid meeting of the civil engineer, architect, and proposed contractor, along with Library representatives, to see if there are any options for cutting costs without negatively affecting the viability of the septic system or detracting from the design and aesthetics of the facility.

Wangsgard asked the Board to consider giving Allison, as Board Chair, authorization to sign a construction contract once a final cost had been determined and Baron had approved the contract as to form. In this way, the project may be able to move forward without waiting for another Board meeting to be held.

Harvey advised that it is getting more difficult to find contractors who can perform as there are not enough construction teams to accomplish all the projects that are out to bid.

Spencer asked if there were any other possible options for cost savings.

Wangsgard said there were always options for savings, the challenge would be to save money without compromising the long-term viability of the septic system and site improvements.

For example, there is a fence around the drain field to protect it from someone driving over it and compromising the infrastructure which is only 18 inches in the ground. The fence, which is not an expensive design, could be eliminated. There is a larger septic tank in the plan. Costs could be saved by keeping the smaller tank, but that is risky because the design indicates a need for replacement. There are two effluent pumps that provide redundancy when one of the pumps inevitably quits working. One pump could be eliminated. The two-inch drain pipe is covered with insulation and has heat tape around it to prevent freezing should settling occur. This precaution could be eliminated, but with the extremely cold winter temperatures typical of the area and the propensity for some eventual settlement over time that could cause effluent to remain in a line that is only two-inches in diameter, problems may result.

The question is, Wangsgard noted, if this is to be a 30-40 year investment, what are the chances that the savings up front will result in problems and more significant costs in the future, not to mention troublesome issues for Library employees who have not been able to promote programs at the building or market the facility for several years because of issues with the septic system.

Spencer moved that the Board Chair be authorized to sign a contract after negotiation for final cost is completed and Baron has approved the contract as to form. Mattson seconded the motion.

Mattson asked if the contractor was judged to be competent.

Wangsgard said the contractor was capable of doing the job. After the vote is taken, she said she would make the company name a matter of public record. Since there was only one bidder, it was a good precaution to have the company name withheld until after the vote.

Allison called for a vote on the motion. All voted aye.

Wangsgard noted it was Saunders Construction that responded to the request for proposals on the project. The company had done work for the Library in the past, including capping retaining walls at the Branch. The administrative team was confident in their ability to perform. They are a good company, she said.

Adjourn:

There being no further businesses to be considered, Spencer moved the meeting be adjourned. Jensen seconded the motion. All voted in the affirmative.

Respectfully submitted:


Julia Valle


Date