

WEBER COUNTY LIBRARY

BOARD OF TRUSTEES

MINUTES

Date: February 7, 2017

Board Members

In Attendance: Scott Spencer  
Diana Allison  
Jim Harvey  
Brent W. Innes  
Kathleen Jensen

Board Members

Excused: Judith Jones  
Spencer Stokes

Others in

Attendance: Lynnda Wangsgard, Library Director  
Scott Jones, Assistant Director  
Julia Valle, Library Business Office Manager  
Lezlie Sokolik, Library Exhibits Manager  
Bryan Baron, Deputy Weber County Attorney  
Evelyn Bertilson, Friends of the Library  
Marcia Harris, Development Board  
Lynn Koberna, Curator, Scale Model Car Exhibition

Spencer called the meeting to order at 5:00 p.m. J. Jones and Stokes were excused.

Welcome Commissioner Harvey:

Those in attendance introduced themselves and welcomed Commissioner Harvey to the Board. Harvey explained he was overseeing County Culture, and Parks & Recreation; and the Library was a good fit with these services. He noted he was pleased to be working with the Board.

Wangsgard said Harvey had toured the Headquarters Library long before being elected Commissioner, showing interest in life-long learning services provided to County residents.

Spencer acknowledged the good work done for the Library by Commissioner Ebert and asked that some accommodation be made to acknowledge the Board's appreciation.

Copies of the Board's bylaws and contact list were distributed.

Public Comments:

There were no public comments.

### Approval of December 6, 2016 Meeting Minutes:

Allison moved approval of the December 6, 2016 meeting minutes. Jensen seconded the motion. All voted in the affirmative. There were no minutes taken during the January tour of the Main Library as no business was conducted.

### Introduction to Scale Model Car Exhibit, Lynn Koberna:

Wangsgard introduced Koberna who had been inspired by the County's "third place" libraries service concept, and their professional gallery exhibit spaces, to curate a model car exhibition.

Koberna introduced the current exhibit at Southwest Branch, detailing interesting features of winning entries in each of the twelve exhibit categories: factory stock, street rod, street machine and Muscle car, sports car, fire engine, competition, weathered and rat rods, motorcycle, commercial, classic, custom, and die-cast diorama. He invited Board members to "meet the modelers" at the Branch on Saturdays from 1-3 p.m., to see how scale model cars are built and join a model car club. During these meetings, modeling experts show young people and others how they build their model cars. Their goal is to help grow the hobby, build public exhibitions, and provide opportunities for others.

Koberna also demonstrated a Website he had built to accompany and advertise the exhibit: <https://sites.google.com/view/scalemodelcarexhibition/>.

Spencer thanked him for his effort in arranging the competition that led to the Library exhibition.

### Review and Reapproval of Art Exhibit Policy and Administrative Procedures:

Board members reviewed their Artist Display Policy/Agreement, which details the terms under which artists and others may exhibit their work in Library exhibit spaces. Also reviewed were the following three administrative procedures used to effectively implement the policy:

Public Library Gallery Exhibitions, which details the mission of the galleries, the exhibit space available, how to request an exhibit, what the library will do for the artist if an exhibit request is approved, and what the artist is expected to do for the library.

Public Library Gallery Exhibit Application, which must be completed and submitted by the artist before an exhibit will be considered.

Inventory of Exhibit Objects, which details the type, title, exhibitor, and value of each item accepted for exhibit.

Wangsgard first called attention to the administrative procedure titled, "Public Library Gallery Exhibitions," which informs potential exhibitors that:

Exhibit space is available for hanging high quality paintings, drawings, photographs, textiles, and three-dimensional works suitable for viewing by the general public. Artists will be expected to self-select exhibit pieces to comply with all applicable State and Federal laws, keeping in mind the gallery spaces are high-volume traffic areas for Library users of all ages.

Sokolik pointed out that the purpose of Library galleries is to provide high quality/professional - level viewing experiences for the public, although exceptions are made for work submitted by local school children and other community groups at the Library's invitation. School projects do not fall under the exhibits process as space is provided to complement other library or community programs.

Jensen said she knew of an individual who may wish to exhibit a special collection of materials, and asked how to proceed. Wangsgard said the first step would be to review the exhibit space available and then, if interested, fill out an exhibit application.

The exhibit application again emphasizes that:

The Library will provide exhibit space for hanging high quality paintings, drawings, photographs, textiles, and three-dimensional works suitable for viewing by the general public. Artists will be expected to self-select exhibit pieces to comply with all applicable State and Federal laws, keeping in mind the gallery spaces are high-volume traffic areas for Library users of all ages.

In addition, exhibitors are required to submit photographs or digital images of their work in each medium, their resume, an artist's statement discussing their art background, goals, influences, and why and how they create in a particular medium. The application details how the exhibits are selected and by whom, and how the work must be prepared for exhibit.

Spencer asked if there were ever issues that arose as a result of art displayed.

Wangsgard explained that artists were very responsive in selecting materials that complemented the mission of Library galleries. Nonetheless, as with books and other library materials, there are on occasion those who object to the exhibits. While most of the objections are a matter of personal taste, "I don't like abstract art," for example, there are sometimes objections to content. That is, the person doesn't like what the art represents or the idea it communicates.



This photo won first place in the "News Photography" category for the Top of the Rockies contest sponsored by the Society of Professional Journalists.

As an example, Wangsgard told of a photograph that drew criticism. The photo was part of an exhibit provided by the *Standard-Examiner*, featuring work produced by news organizations (*Standard Examiner*, *Deseret News*, *Tooele Transcript-Bulletin*, *Provo Daily Herald*, and the *St. George Spectrum*) from throughout the state.

This award-winning photograph depicted a young person with her two dads. It was labeled "pornography" by a patron who viewed the exhibit and asked that it be removed from the Library.

Procedures for removing art from exhibits follow the same process as those for removing books from the collection, Wangsgard noted. The patron did not follow the established procedure and file a formal request for removal and the photograph remained on display.

Board members discussed the Artist Display Policy Agreement, and asked Baron if he saw any issues relating to insurance or liability. Baron reported that he had reviewed the policy and administrative procedures and did not see anything that needed to be changed. Baron suggested, however, that a paragraph could be added to the mission statement in two administrative procedures; those detailing the formal definition of pornography and obscenity, and a public library's obligation to present all points of view.

Wangsgard noted this statement had already been included in the Board's Internet Access Policy. Wangsgard and Baron will review the language to see if it is suitable to be added to the Artist Display Policy/Procedures.

Harvey moved reapproval of the Art Exhibit Policies and three accompanying Administrative Procedures. Allison seconded the motion. Spencer asked if there were further questions or discussion. Hearing none, he called for a vote. All voted "aye."

Director's Report:

Wangsgard presented the financial report, noting that those line items encompassing salaries/wages and employee benefits had been adjusted by the County Comptroller to accommodate increases resulting from Commissioners approving a tax increase to be used, in part, to upgrade salaries county-wide. It was not yet known how the Library tax rate would be adjusted to accommodate the extra funding required to pay these employee salary and benefit increases, but the adjustments should be made to protect the fund balance, which is needed for planned operating expenses as the expanded Main Library and North Branch come online.

The County Treasurer had provided information concerning credit card processing procedures and associated fees that was presented to County Commissioners during the hearing on the Board's 2017 budget request. The information provided by the Treasurer illustrated that the agreement in place with a local financial institution was designed to accommodate large transactions, such as the payment of property taxes. The minimum credit card fee per transaction was \$1.00. If Library users were to be charged for fines and fees on late or damaged books and materials, the total amount would need to be at least \$40.82 for the minimum fee of \$1.00 to be appropriate and avoid charging at an unfair rate.

<b>County Negotiated Fees Charged</b>		
<b>Book Fine</b>	<b>Number of Fines Paid</b>	<b>Credit Card Fee 0.0245</b>
\$ 5.00	14,797	0.12
\$ 10.00	7,399	0.25
\$ 15.00	4,932	0.37
\$ 40.82		1.00

<b>County Treasurer's Recommendation</b>
Card charge won't work, <b>minimum fee \$1.00.</b>
Card charge won't work, <b>minimum fee \$1.00.</b>
Card charge won't work, <b>minimum fee \$1.00.</b>
<b>Do not charge credit card fee.</b>

Commissioners agreed with the Treasurer's analysis, noting the overall fees for services as currently managed were only 3.01%, representing a reasonable cost for doing business.

Copies of the 2017 Strategic Plan Goals were distributed. These goals focus the budget authority granted the Board for agreed-upon priorities for the year. The document was structured to address the five major County goals that can be seen inscribed on the wall in the Commission chambers:

- To ensure efficient, effective, equitable, and appropriate service to the public.
- To conduct the affairs of County government in such a way as to nurture public confidence.
- To develop a qualified, cooperative, customer-oriented team.
- To achieve and maintain financial stability.
- To improve the County's use of technology to take advantage of its capabilities, to stay abreast of changes, and to maintain a secure environment.

Library objectives had been written in the following seven management areas to address each of the five goals:

Collection Management	Fiscal Management	Personnel Management
Program Management	Property Management	Public Service Management
Technology Management		

Finally, result statements had been written for each objective. These results statements detailed the work that was to be accomplished by Library employees using the annual budget authority approved by Commissioners. Each employee had subsequently used the Strategic Plan Goals to develop an individual performance plan, addressing their responsibility for helping to achieve the desired results by accomplishing specific tasks. These "BY" statements, as they are called, are the basis upon which performance appraisals are given at year end.

Also distributed during the meeting was the annual Flexible Meeting & Training Calendar used to structure major personnel opportunities and responsibilities. Wangsgard noted that employees had not been given an opportunity to attend training meetings and conferences held outside the Library for several years. She was planning to send a significant number to the summer conference of the American Library Association to work the exhibits and attend meetings in preparation for opening the Main Library and North Branch.

S. Jones reported on file system migrations that had taken place during the previous month, noting more than one million files were moved without any corruption or data loss. He had migrated several systems from old legacy installations to the new platforms. The migrations/upgrades included three primary systems: file storage and authentication, email, and desktop management. One specific system that was migrated contained the majority of all of the Library's data. There were also four ancillary support systems that required upgrades once the primaries were completed.

#### Commissioner's Report:

Harvey expressed enthusiasm for joining the Board at an exciting time for libraries in Weber County. He voiced appreciation for the Board and Library employees and pledged to do all he could to help bring outstanding services to the public.

Harvey framed other projects underway in the County and shared details of how they were designed to enhance economic development and expand the tax base. He invited the Board to contact him with any questions or ideas.

Headquarters/Southwest Branch Design Awards:

During the past six months, the Headquarters/Southwest Branch had been selected to receive the following design awards:

Excellence in Masonry Design Award, Utah Masonry Council  
Honor Award, American Institute of Architects, Utah Chapter  
Merit Award, American Institute of Architects, Western Mountain Region  
IDEAS<sup>2</sup> Merit Award for Excellence in Steel Framing, American Institute of Steel  
Construction (to be presented March 22<sup>nd</sup> in San Antonio)

Capital Projects Update:

The Board commented on their tour of the Main Library during January, noting progress in demolishing the interior of all three floors and the special area in the lower level where core collections were being housed. Wangsgard noted that most of the work done in the demolition completed to date was done by Thermal West, not by the general contractor. Thermal West's contract charged them with abating all the asbestos and tearing out all the old infrastructure. Wadman Corporation, the general contractor, had been hired to install the new systems and finishes. Subcontractors were in the process of grinding the carpet glue from the floors.

Spencer asked if the project was proceeding as expected.

Wangsgard noted the asbestos abatement and demolition were completed ahead of schedule, but work by the general contractor seemed to be running a few weeks behind what was anticipated, perhaps because it is hard to coordinate subcontractors during the holiday season. In addition, the general contractor was still working with subcontractors to hold them to the expected standard, emphasizing the project was not a remodel, but rather a historical renovation. Much of what was being torn out, brick walls for example, had to be put back in place, and so proper care had to be taken. In her opinion, the team had not yet completely gelled. A meeting had been held with all interested parties to address these issues and the general contractor had responded appropriately. The project was now proceeding as expected and was almost back on schedule.

North Branch construction documents had been delivered to the North Ogden City Planning Department for review and approval. This review must be completed and the documents approved before the North Branch project can be put out to bid.

Harvey asked when the documents were scheduled to be made available to bidders.

Wangsgard noted the plan was to hand them over to Brianna Sederholm, County Purchasing Agent, the first week in March. Sederholm will then post them for prequalified contractors to review.

Other:

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

Respectfully submitted: Julia Valle 3/7/19  
Julia Valle Date