

# WEBER COUNTY LIBRARY

## BOARD OF TRUSTEES

### MINUTES

Date: July 1, 2014

#### Board Members

In Attendance: Scott Spencer  
Kathleen Herndon  
Brent Innes  
Eric Jacobson  
Spencer Stokes  
Commissioner Jan Zogmaister

#### Board Members

Excused: Tom Taylor

#### Others in

Attendance: Evelyn Bertilson, Friends of the Library  
Marcia Harris, Development Board  
Lynnda Wangsgard, Library Director  
Karen Burton, Associate Library Director  
Scott Jones, Assistant Library Director  
Julia Valle, Business Office Manager

Spencer called the meeting to order at 5 p.m. Taylor and Chris Allred had asked to be excused.

#### Approval of June 3, 2014 Meeting Minutes:

Jacobsen moved acceptance of the May 6, 2014 meeting minutes as written. Herndon seconded the motion. All voted in the affirmative.

#### Director's Report:

Community members' use of the Library showed increases in several categories, including circulation transactions, patron registrations, and meeting room use. Four hundred eighty-seven (487) groups used meeting facilities with 13,664 people in attendance. This May 2014 number compared very favorably with usage during May 2013 when 485 groups comprised of 10,960 individuals met in Library facilities. Program attendance, however, was not as high during May 2014 as it was during the same month of the previous year. Wangsgard noted this resulted from the staff offering only 196 programs, compared with 301 during 2013. Fewer programs were sponsored in order to allow the staff to accommodate work associated with planning the groundbreaking event for the Southwest Branch/Headquarters Library.

Cataloging services transactions for the period January – May, 2014, totaled 34,762, compared to 29,140 for the same time period during the previous year. The increases were a result of new materials being processed to accommodate the more robust collection that was being prepared for the new Southwest Branch Library.

Spencer asked how long the usage statistics had been gathered and how comparative they were from year to year. The group discussed the effect changes in implementation of new automated data gathering systems sometimes has on the accuracy of the output measures. Innes noted that new services offered would also likely affect growth in some categories and may result in the collection of fewer numbers in others. Wangsgard agreed and noted that long-term trends in output measures are important, but exact comparisons are not possible over an extended period of time. Spencer asked that comparisons giving additional insight into the meaning of the usage numbers be presented during the August Board meeting.

The financial report for the month of May illustrated all revenue and expenditures were within established parameters. Several revenue items collected in-house were running ahead of budget estimates.

Herndon moved acceptance of the report. Zogmaister seconded the motion. All voted in the affirmative.

#### National Award Received by Friends of the Weber County Library System:

A news release, published by United for Libraries, a division of the American Library Association, announced three groups had been recognized with "United for Libraries' Baker & Taylor Awards" for outstanding efforts to support their library. This year's winners included Friends of the Weber County Library. The Weber Friends group was selected for their planning, evaluation of needs, implementation, innovative approach, and community involvement in the bond education effort. A news release from the American Library Association stated:

From April to June 2013, Friends of the Weber County Library conducted a public relations campaign, 'Libraries Change Lives,' to educate voters about a \$45 million general obligation bond, the largest in county history. The funding will build new facilities and transform existing libraries into 'third space' community platforms for knowledge creation and sharing. The bond initiative passed by a majority vote of 54 percent in a political environment hostile to tax increases (<http://www.ala.org/news/press-releases/2014/07/three-groups-win-united-libraries-baker-taylor-awards>).

Baker & Taylor, the world's largest book and non-print wholesaler, will contribute \$1,000 grant to Friends of the Library. Libraries United is also recognizing the group with an engraved, rosewood clock.

Bertilson and all those associated with the campaign were congratulated for their efforts, which will become a national model for other libraries conducting bond election awareness initiatives.

#### Progress Report on Headquarters Library:

Basic site work was complete and footings for the new Southwest Branch/Headquarters Library were scheduled to be poured during the next week. Preinstall meetings were being held as needed and thirty-five pages of submittals were being reviewed. Submittals, it was explained, are provided by the subcontractors to the architect, documenting the materials and services they plan to deliver. The architect reviews the submittals to make sure the items meet specifications. Once the submittals are approved by the architect, the materials are ordered and queued into the construction schedule. Owner, Architect, Contractor (OAC) meetings are planned for every-other Tuesday at 1 p.m. Preinstall meetings offer an opportunity for the owner and architect to

review ongoing work, such as the subcontractor's setting of reinforcing steel, and are held as needed to keep the workflow moving on schedule.

The Southwest Branch/Headquarters building was on schedule and under budget. However, Wangsgard noted that lack of a building permit had the potential to slow down construction, which could increase costs, as Roy City building officials will not provide inspections without a permit. Cement cannot be poured as scheduled without inspections.

Wangsgard had applied for the permit during February, but negotiations to waive permit fees were still on-going between the Weber County Commission and the Roy City Mayor and Council. Wangsgard proposed paying the fees, then applying for a refund if the negotiations are successful. Commissioner Bell had told the Library administrative team that the City was likely not going to waive the fees. Zogmaister reported, however, that money in the Roy RDA Fund may be available to help pay the costs of the building permit. She will review these options.

After discussion and duly noting that a delay in obtaining a building permit could stop the project and increase costs, Stokes moved, and Herndon seconded a motion to proceed with payment of the fees, while also continuing to seek a waiver and refund. All voted in favor of the motion.

#### Progress Report on Main Library:

The Board moved to the Main Library auditorium to review the plans projected on the large screen.

The Board review was limited to service adjacencies located on all three floors of the Main Library. The ground and second floor adjacencies were complete, as were the adjacencies on the south end of the lower level. Work was still being done on the north side of the basement level to ensure a smooth transition and future flexibility for this new public service area. Once these adjacencies are complete, the design development drawings will be started. The goal is to have the design development drawings completed by yearend.

Stokes raised a question concerning fundraising for enhancements to each of the projects. He suggested prospective donors be contacted as soon as possible, allowing them to work a request into their giving agenda. It was agreed that time and opportunity to fundraise should be a priority. Success of fundraising endeavors will depend in great part on a unified public message of a shared vision that can be presented to potential donors.

Discussion of possible staging of collections and services during the renovation was discussed and various plans will continue to be considered during the design development and contract document phases of the project. Additional opportunities for maximizing the staging options will be discovered and enhanced as more is learned about the overall renovation plan.

#### FY 2015 Budget:

Work was proceeding on preparation of the 2015 budget. There were no additional Board recommendations to staff.

Other:

There being no further business, Stokes moved, and Jacobson seconded the motion, to adjourn.  
All voted 'aye.'"

Respectfully submitted: Julia Valle 8/05/14  
Julia Valle Date