

WEBER COUNTY LIBRARY
BOARD OF TRUSTEES
MINUTES

Date: July 20, 2010

Board Members
in Attendance: Gary Dohrer, Chair
Kathleen Herndon
Marie Irvine
Karen Leonardi
Tom Taylor
Jan Zogmaister

Board Members
Excused: Marcia Harris
Holly Bauman

Others
in Attendance: Lynnda Wangsgard, Library Director
Karen Burton, Associate Director
Scott Jones, Assistant Director/Technology Director
Kim Hale, Comptroller
Randy Mueller, Adult Services/Law Library Manager
Julia Valle, Business Office Manager
Evelyn Bertilson, Friends of the Library
Monette Hurtado, Legal Counsel

Welcome Kathleen Herndon

Dohrer introduced Kathleen Herndon, who had had been appointed by the Weber County Commission to serve a four-year term on the Board. Herndon currently serves as chair of the English Department at Weber State University where she also served on the Storytelling Festival Board of Directors for five years.

Election of Chair

Marcia Harris was elected to chair the Board for the term July 2010-June 2011. Harris was traveling out of the country, but had reviewed the agenda before leaving and agreed to serve if selected by her peers.

Approval of Minutes:

Minutes of the June 15, 2010 meeting were approved as mailed.

Director's Report:

Hale presented the financial report, current as of June 30, 2010, detailing revenues collected, funds expended, and line item budget changes. All items were within expected tolerances for this time of year.

Wangsgard presented the system services report. She also shared plans for participation at the County Fair, August 11-14th and the Library Book and Surplus Property Sale scheduled for Saturday, August 28th. Volunteers are invited to help with these projects.

Wangsgard distributed a letter from Donna Jones Morris, Director of the Utah State Library, certifying Weber County Library System's compliance with Sections 9-7-215 and 9-7-216, *Utah Code Annotated*, and Administrative Rule R223-2, requiring a three-year review of the Board's internet access policy in order to receive State funds. The letter indicated the Board is in complete compliance.

Reorganization of Library Management Responsibilities:

Kevin Wilson had been hired as the Library's Professional Property Manager. Wilson has a 32-year career as a construction manager, most recently with Jacobsen Construction Company. Wilson was the executive brought on-site when construction of the Pleasant Valley Branch Library fell behind schedule. While working together to complete the project, the Library administrative team was impressed with his expertise, communication skills, and ethical approach to resolving issues. Wangsgard noted the position will be funded by reorganizing responsibilities throughout the Library; that is, downgrading some existing jobs as they become open and by splitting full time positions into part time slots. Zogmaister was thanked for advice and counsel in completing the processes necessary to accommodate Wilson's hire.

Budget Priorities:

Board members detailed the following priorities for the 2011 budget request:

- Employees – salaries, benefits, training
- Collections – core and popular
- Radio frequency identification (RFID) – implement consumer health services system-wide
- Capital Improvements – long range plan
- Literacy programs – Weber Reads, summer reading, America reads, discovery time, etc.
- Public relations – inform public of services available

Collection Development Policy:

Board members received a copy of the Materials Selection Policy, which underpins principles expressed in the *Library Bill of Rights* and the *Freedom to Read Statement*. The policy details responsibility for developing collections, basic selection aids, and the general criteria for

handling best sellers, religions materials, and textbooks. The policy also prescribes the process to be used in evaluating challenged materials.

Suggested updates to the policy were underlined. The policy will be placed on the August meeting agenda for discussion and approval.

Mueller presented an updated Collection Management Manual, the administrative procedure used to implement the Materials Selection Policy. Mueller manages the collection development line item in the budget and, along with Karen Burton, oversees the collection development process at all five County Libraries. Mueller also supervises the Law Library division and negotiates contracts for online data services, including legal resources made available to the County Attorney's Office.

Mueller reviewed the index to the 72-page procedure and offered an overview of the collection management process. Both the policy and procedure will be included on the August agenda for discussion and approval.

Other:

There being no further business, the meeting was adjourned at 6:10 p.m.

Respectfully submitted,



Julia Valle

18 Aug 2010
Date