

WEBER COUNTY LIBRARY

BOARD OF TRUSTEES

MINUTES

Date: June 2, 2015

Board Members

In Attendance: Scott Spencer
James Ebert
Brent Innes
Eric Jacobson
Kathleen Jensen
Spencer Stokes
Tom Taylor

Others in

Attendance: Lynnda Wangsgard, Library Director
Scott Jones, Assistant Library Director
Kevin Wilson, Professional Property Manager
Nate Pierce, Director, Weber County Operations
Evelyn Bertilson, Friends of the Library
Marcia Harris, Development Board
Thomas Brennan, EDA Architects
Sam Hammack, EDA Architects

Public Comments:

Spencer called the meeting to order at 5 p.m., noting that it had been a little more than a year since the passing of former Board Chair, Marie Irvine. He asked for a point of personal privilege in order to take a few minutes to remember her, and asked Bertilson to reminisce.

Bertilson noted she misses Marie more the longer she is gone. She especially misses their work together at the Library and their joint interest in overland trails. Bertilson did not know the status of Irvine's book, which was on the verge of being ready for publication when she passed. Bertilson served as photographer for the biography. The manuscript is now in her family's hands.

Wangsgard noted the longer Marie is away the more she wishes she could confer with her and ask for advice as she was always available to lend an ear or a helping hand. She remembered Marie as a thoughtful, giving, and visionary person.

Spencer noted her broad interests and community involvement in events as diverse as helping time ski races at local resorts to assisting with sheepdog trials. Marie seemed to have limitless interests and energy.

There were no other public comments.

Approval of May 5, 2015 Meeting Minutes:

Spencer called for a review of the minutes. Jacobson noted he was not present at the previous meeting and Bertilson noted a spelling mistake that needed correcting.

Taylor moved and Jensen seconded the motion to accept the minutes with these two corrections. There being no further discussion, Spencer called for a vote with all responding in the affirmative.

Director's Report:

Wangsgard presented the financial report, including notification of a \$2,000 line item transfer from "equipment maintenance" to "equipment" in order to accommodate billing of first year maintenance in conjunction with purchase of a new asset, hadn't yet been made. As purchases were being invoiced, additional transfers were pending to ensure expenditures were properly accounted for and coded.

A State grant that was budgeted as anticipated revenue had been received. The projected total was \$32,685, but the revenue actually received was \$34,655. This grant funding had been deposited in the appropriate revenue account and an expenditure line item, "special services – CLEF," created to accommodate a draw of the total grant amount. The entire grant funding will be sent to OCLC, the Library's contracted bibliographic utility to cover the online cataloging fees associated with processing new materials purchased for Southwest Branch/Headquarters Library.

Harris was making available private funds to help procure advertisements on Utah Transit Authority (UTA) buses. During the previous meeting, Ebert had asked the Board to focus on those area residents who are not currently users, informing them of the services available in modern libraries. Harris took the charge to heart and will provide money for bus advertisements and billboards. The majority of Library public communications are in the form of flyers, digital signage, Web site updates, and emails to users. These notifications are used to inform patrons of services as well as upcoming programs and events, but it is harder to reach those who are not yet tied into these communication channels. Advertisements placed throughout the community will help address this void.

The activity report illustrated a significant drop in attendance and use of the Pleasant Valley Branch (PVB) as construction of Adams Avenue Parkway had all but closed the road to local traffic. The second annual FANTastic Con (comic book convention) was scheduled for the following Saturday at the Branch and Wilson was working to mitigate traffic issues for the 2,000 anticipated participants.

Spencer inquired about the issue of trying to save the American elm trees that were planted on the parking strip at PVB. Wangsgard noted the storm sewer line was relocated in an attempt to avoid significant damage to the roots. Two trees, however, had been removed to make way for a new UTA bus stop. Library usage will likely be down throughout the month of June as well because the project is behind schedule and will not be completed until mid to late July. Other issues will undoubtedly need to be mitigated.

Spencer asked about an opportunity to tour the new SWB with employees June 3rd and 4th. Those wishing to walk the building with Wilson were invited to meet at the Library construction trailer at 3:30 p.m. Board members were also invited to arrange personal tours by calling the administration office. Tuesday afternoons are a good time to walk the building as Jay Lems, project architect, is always on site that day. Wangsgard reiterated that the project is on schedule and under budget.

Wilson said the construction is a series of challenges, but the Board has an excellent architect who has employed an outstanding team of consultants and engineers. R&O Construction Company is also doing a fine job, as is Total Building Commissioning, the independent agent responsible for ensuring the facility is built to LEED standards. Together, the architect, contractor, and commissioning agent make an excellent team. Wilson is having them do a significant number of component mockups to demonstrate expected standards. At the current time, mockup of irrigation boxes was underway.

Jones noted low voltage services were being installed, and stated that it was interesting to see various elements of building coming together into a coherent whole.

During biweekly meetings, the construction schedule is reviewed and issues are addressed and resolved. To date, change orders total less than one percent of the total cost of the project, illustrating that all those associated with the project are doing their job.

Wangsgard introduced Nate Pierce, Director of County Operations, as a member of the owner design/construction team and thanked him for attending the meeting that evening where the design development documents for the Main Library will be presented.

Taylor moved acceptance of the Director's report. Jensen seconded the motion. All voted in the affirmative.

Commissioner's Report:

Ebert reported that his role as Commissioner is to make things happen. To this end, Commissioners are working on acquiring a new governmental accounting software system, a purchase that is very large and encompasses the entire County, including the Library. Converting the Library from its current, independent fund accounting system to the new acquisition will be a lot of work, he said, but Wangsgard has committed to making it happen. The new County accounting system is long overdue, Ebert noted, and will make tracking finances more granular. The Commission is committed to figuring out how to mitigate differences in the Library fund accounting system which has been in use for more than a decade.

Ebert had met with Mark Johnson, Ogden City Chief Administrative Officer, seeking commitments on expansion of the parking lot at the Main Library and construction of a new restroom in Lester Park. He had another meeting scheduled for the following Friday. If his conversations don't result in an agreement that meets the Board's needs, further action can be contemplated.

Jacobson noted that, during the work session with the Ogden City Planning Commission, they didn't seem to know about Library plans for expansion or the visionary services the renovated facility will provide. He asked if Ebert could include additional background so the Planning Commission will not be making a recommendation in a vacuum.

Spencer asked Ebert to take a few minutes to help the Board understand the City's concerns so they could be more effective in helping move the project forward.

Ebert noted expanding parking into Lester Park would require changes to Ogden City's General Plan. Amending the plan requires meeting with the Planning Commission to obtain a recommendation. Whatever the recommendation, the issue will go to the City Council for final action.

Brennan asked that the request for changes in the City's General Plan, and the Main Library renovation site plan amendments, be approved simultaneously. He noted that two previous meetings with the Planning Commission had been canceled by City officials, and lack of action on the City's part had the real potential to delay the entire project, which could be costly. The third attempt to meet with the Planning Commission would likely be July 1, 2015.

Ebert thanked Library employees for reaching out to Health Department to help them contact potential clients, and also for working with Utah State University Extension Services.

Ebert concluded his report by noting that this Commission is involved; they are trying to get in the trenches to work and get a feeling of what is happening within County government. The goal is to be involved, but they are not trying to take control. They want to be a resource. In this way, Commissioners want to interview the nominations for a seat on the Library Board, to get to know the individuals and learn about their involvement in the community.

Spencer asked about process, noting that past protocol had the Board submitting three names to Commission for consideration and approval. "Was the Commission going to allow them to continue to follow this process?"

Ebert replied that previous Commissions had given away their role, but this Commission was taking it back as they are willing to make heavy lifts. The current Commission wants to be active and positive. The Library Board's recommendations will come with high regard, but will not be the only criteria considered. He suggested they change from submitting three names to five, giving the Commissioners more latitude.

Ebert emphasized they do not want to put people on Boards that don't do anything and are not productive. The Commissioners will make decisions based on the process, but may go outside the list, but not to gain control. Going from three to five nominees will help ensure the Commissioners feel comfortable with at least one of the names, as they do not want Boards to become ingrown.

Spencer noted that if the Board members go about the laborious task of vetting applications and presenting a strong group of candidates, and then their effort is overlooked, it is an insult. He recognized the Commission has authority to appoint whomever they wish, but historically

appointees have been non-partisan representatives of the community who have not been affiliated with a special interest group. Commission interviews are fine, but the Board wants their effort to matter and they want a strong, non-partisan Board composed of competent people.

Jacobson asked what Ebert would like the Board to deliver to him by way of recommendations. Ebert replied that he would like three to five strong nominees with stated reasons of why they would make good appointees.

Library Services and Technology Act (LSTA) Grant Funding:

An LSTA grant in the amount of \$54,661 had been awarded Weber County Library for mobile digital training labs. This Federal money flows through the Institute of Museums and Library Services to the Utah State Library. Academic, public, school and special libraries, along with not-for-profit entities that promote literacy, compete for awards. A total of \$300,000 was being allocated statewide.

Jones noted the purpose of the digital training labs was to better position people to be competitive in workforce by becoming digitally literate. Three labs composed of 20 Chrombooks, 20 iPads, and 20 MacBooks will be purchased and housed in charging carts, ready for deployment in Library meeting and training rooms. Library staff will guide students through specific online training, in cooperation with the Goodwill Community Foundation, Learning Express Libraries, and others.

As soon as the Board accepts the grant, the State will cut the check. The labs have to be up and operational by September 30. Training will begin at Main, move to SWB while Main is renovated, and then move back to Main as it reopens as a full service library.

Jacobson inquired about student referrals and what makes the lab mobile. Jones noted Job Service, Ogden-Weber Chamber of Commerce, United Way, Weber Human Services, and Interfaith Works were among the entities that have agreed to promote the training programs. The labs are mobile because they are stored in charging carts about the size of dishwasher. The units can be transported to meeting and training spaces as needed.

Jacobson moved to accept grant and set up appropriate line items in budget. Taylor seconded the motion. There being no further discussion, Spencer call for a vote. All voted "aye."

Utah Library Network E-rate Library Consortium Internal Connections Funding Grant:

Jones reported on E-rate reimbursements that are received from the Federal Communications Commission's (FCC) Universal Services Fund. The FCC has traditionally reimbursed schools and libraries for a percentage of qualifying telecommunications costs at a rate dependent upon community characteristics. Because Weber County Library partners with the Utah Education Network, significant reimbursements have been forthcoming for telecommunications services, but equipment purchases were not part of the program. During December 2014, however, the FCC changed their rules, allowing libraries to apply for reimbursement of certain equipment costs.

Applications were submitted on behalf of Weber County Library and approved by the FCC. Up to 85% of the costs associated with purchase of equipment budgeted during 2015 will be reimbursed. The value of this E-rate funding will total approximately \$40,000.

Capital Project Updates:

Brennan and Hammack were in attendance to present Main Library design development documents for the Board's consideration and approval. Once approved, EDA Architects will begin preparation of construction documents, which are scheduled to be ready for bid by September 30, 2015, but the project could be delayed by Ogden City.

Commissioner Ebert stated during a previous Board meeting that the Commissioners had met with EDA and felt confident in design. The Library staff had worked to redline the documents. Their changes were presented to EDA and corrections made. The staff was now in the process of making an additional review.

Wangsgard explained the design development documents were being presented to the Board for their review. Their suggestions and changes will be incorporated into a final set, along with those that result from the staff's second redlining that is process. She asked the Board to consider approving the design development documents later that evening.

Brennan began his PowerPoint presentation by noting the challenge was to renew and refresh the Main Library while respecting, but not duplicating, the architectural style. He presented samples of three different finishes, all of which connect the Library to Lester Park. The color scheme for the lower level will be green, representing the earth; the main level will be red, yellow, and orange, representing the landscape; and the upper level will be blue, representing the sky.

Themes reflected in the furniture will complement the style of the original pieces that have been preserved, but also reflect the diverse culture of information resources available in modern libraries, representing how people communicate with each other. Screens will be used instead of more expensive walls, in keeping with elements like those presently seen in the administration area.

Major materials also include high quality carpets; Teflon coated wall coverings and aluminum slatwall, to avoid a legacy of maintenance; and gypsum board ceilings with a layer of sound insulation behind it, which is a major change from the asbestos spray-on treatment originally used. The new ceiling material will provide better acoustical control, which is badly needed in a facility with a preponderance of hard wall and window surfaces. The State Historical Preservation Office has approved of this design changes and are generally supportive.

The building will be seismically upgraded using a carbon fiber reinforced plastic system on the underside of the roof and main floor slabs. The mechanical system will be completely replaced with an energy efficient code compliant system. The electrical systems will be entirely replaced and upgraded. All lighting will be updated and changed throughout all three floors, converting the 50-year-old fixtures to LED technology. LED lighting is one-third more efficient and lasts three to four times longer than fluorescents.

Progress on the building exterior was being hampered by Ogden City officials who had twice removed the Library from a Planning Commission agenda. The exterior of the building is not changing significantly. The brick will be cleaned and an anti-graffiti coating applied; the roof is being worked around and not replaced to save money as the insulation was better than expected; and the underside of the soffit will be recoated. Work will also be done to replace or refresh the ramps, sidewalks, and retaining walls.

An entrance will be created to the east, connecting the Library to Lester Park. An outdoor plaza and a sunken garden will create programming space. Stairs and ramps will also double as performance space.

Enclosures for electrical service and a generator are planned on the south side of the plaza.

The lower level of the building is where the most extensive changes will take place.

Glass windows will be incorporated in an activity center to make it easier to manage, and an expanded serving and food preparation area will be added in the current projection space. A large multipurpose/auditorium space, capable of seating 150 people, will be added in what is now system storage. This space will be flexible with partitions that will allow the large area to be divided into two medium-sized meeting rooms. There will also be storage areas to house needed furniture and equipment, as well as access to water and refrigeration to facilitate hosting diverse programs and community meetings.

The historical Special Collections Room will not change in appearance but will be refreshed and upgraded with new technology. Classrooms will stay the same in size but the unreinforced masonry walls will be replaced with stud walls that are seismically safe.

A new digital commons will be semi-enclosed, using the original screen currently in use in that same area. Infrastructure to support state-of-the-art digital equipment with flexibility for future additions is being planned.

A new archive area will be located in the space now dedicated to antiquated HVAC systems, as the existing boiler, chiller, and fan rooms will be expanded underground to the east of building to accommodate new electrical and mechanical systems.

A special teen center with booths and study areas will be located close to the digital commons and in close proximity to the reference desk. The entire lower level is designed to be managed from one large desk in order to keep staffing costs at a minimum.

More private and flexible training rooms designed for language, literacy, and other classes will also be added on the lower level. This space is being dual programmed to facilitate the Library administration moving back to Main, when and if appropriate.

Building support services will include an employee break room, restrooms and lockers, and a couple of business and administrative offices. Maintenance storage space will be positioned in an area close to the loading dock.

Public restrooms are being dramatically expanded on all three floors, but especially on the lower level where an activity center, large auditorium, special collections room, classrooms, digital commons, and teen space will require significantly more accommodations. A family restroom for those who have special needs is also included.

Renovated areas on the lower level alone will add approximately 10,000 square feet of public service space.

The main elevator is being expanded in size to allow wheelchairs use. It will be the type of modern elevator expected in modern library. A second, freight elevator is being removed.

The building is constructed below the water table and some leaks have developed above the area of original waterproofing. Trenching and examination shows the original waterproofing to be in good shape, but it will be overlapped and extended to the top of the foundation in order to ensure that areas that are now becoming public service space will be sound.

The almost 50-year-old water and sewer pipes will be replaced, requiring excavation of the front plaza in targeted areas, but when the project is complete, it will look the same.

The walls on the ground level all remain the same, with nothing taken out or added except for the elevator and restroom remodels.

There will be two entrances, including the current one on the west and a new set of doors serving the plaza to the east. Both sets of doors will be single and larger rather than two separate but smaller openings now in use.

Jacobson asked about symmetry of two entrances, and Brennan noted they would be identical to each other.

The current circulation area will accommodate an RFID materials handling sorter, and staff work space where new library cards will be issued and fines and fees collected. The circulation area will extend to north wall and include staff work areas, volunteer services, and automated checkout stations. Translucent screens will provide separation of public and staff space.

Commercial lease space and a study commons will be located on northeast side of the main floor. The commercial lease space will not include a fire hood required for use of a range and deep-frying, but the area will facilitate a panini grill with a menu of salads, sandwiches, and drinks. It is being designed so the operator will have the ability to cater in the building.

Monitors on walls with directional sound and translucent screens in the study commons seating area will create small gathering spaces for study groups, coffee klatches, and clubs to meet informally.

Public computers and copy machines will be located in kiosks running down the center of the floor in front of the desk where library cards are issued, placing staff in close proximity to assist users. The brick walls will be repaired and cleaned throughout the facility.

The current building is inflexible and inhospitable to adding power and data. The challenge will be overcome by adding power and data outlets in the floor and supplementing these with some in-floor ducts on a grid system. Power and data will be added to the inside of the exterior walls by furring out about four inches, which will also facilitate adding insulation. Windows will be replaced with double panes that will look similar but which will function very differently from the single panes now in use. Solar control no longer requires a dark window tint, so a lighter bronze glass that lets in more light will be used. The new windows will also reflect heat in the summer.

Book stack areas will not change, although reference desks will be moved to the sides of the floor where they were originally located, facilitating north to south views. All furniture will be kept low to preserve views north to south and west to east into the green space. "New Now" materials will be located near the front doors and public computers will fill the spine of both the north and south ends of the floor. The south exit will be closed off and an emergency exit door added. EDA architects are working with the City to address challenges to make all upgrades ADA compliant.

As with the ground floor, walls on the upper level will all remain the same, with nothing taken out or added although furring and treatments will allow for added power and data connectivity as well as additional insulation and lighted art display.

Ogden building officials and owner representatives have determined that raising hand and guardrails six inches is not necessary but all railings will be refreshed.

Jensen asked if building must meet current code on railings. Brennan replied that as long as they are not modified, they do not have to be changed, which would add considerable expense to the project. Wangsgard noted that over the history of the building, there had never been an accident or injury associated with the current system, but that the staff had established a culture of safety wherever needed, including on the stairs and other areas where railings are installed. However, the entire building core will be extended to the upper floor so restrooms can be added to meet current building codes.

The south end of the upper floor will be a balance between bookshelves and public computers. All floors will have comfortable seating and study tables and chairs. The entire building and grounds will be flooded with WiFi access and monitored by a security system.

A significantly expanded children's area complete with storage, a children's restroom, and an enhanced interactive play-motion area will add significantly to the services available to young learners. Shelving for books and other learning materials will also be expanded.

Jacobsen asked about phasing.

Brennan noted the construction will be done in phases and a general plan is being developed. The upper and lower levels will be closed and renovated first, and then the ground floor. However, some work will also be done on the ground floor after hours. The entire facility may have to be closed on occasion to connect plumbing, and so forth, but the public will be given ample notice. The project will take about 18 months to complete.

Jacobson asked for a review of public parking plans.

Brennan shared pictures of the parking lot and space on both sides of Jefferson Avenue, all of which were full to capacity at various times throughout the week. The request to the Ogden Planning Commission was to increase the lot capacity from 76 parking stalls to 108, and then add 28 diagonal places along 25th Street. He noted that current City zoning requires 185 stalls.

Jacobson asked if the sunken garden would contain service drains. Brennan said that it would.

Brennan reviewed the line item budget as estimated using the current design development documents. The estimated projected cost at this point is \$16,574, 989.

Wangsgard noted the furniture, fixture, & equipment (FF&E) line item is not adequate as budgeted. The Library team will evaluate whether it is now appropriate to move funding that is being held in the design and owner contingencies into this line item. She noted the cost of book stacks could be \$850,000 and RFID technology an additional \$300,000, requiring the entire FF&E budget. FF&E cannot be enhanced after the building opens. Bond funding cannot be utilized six months after project completion and all other funding available will be needed for operations.

Wangsgard stated the first three of the four authorized capital projects are on schedule and under budget. Brennan continued, noting that the staff and Board did not just pull capital project costs out of air. Solid numbers were used in budgeting and it is not going to be possible to have significant savings at the Main Library and North Branch without changes in scope which, after thorough owner review, they have not been told to make.

Brennan noted that hard choices had been made, however. Examples of value engineering that resulted in lower costs include, but are not limited to:

- Eliminating raised access flooring
- Removing one elevator
- Accepting an HVAC system that is efficient, quiet, and maintenance friendly, but that was not as costly as the most efficient systems available
- Leaving the existing roof in place
- Using aluminum instead of copper electrical feeders
- Using PEX in lieu of copper mechanical piping
- Reducing the scope of access control system

Brennan assured the Board that EDA Architects are on schedule is to submit a 50% contract documents plan set by mid-July for Ogden City review. They should get a response back from the City by the first week of September. Construction documents will be done by the third week of October, tentatively allowing bidding to take place the first three weeks of November, although bidding during January or February may be more favorable in the marketplace. Construction is scheduled to begin during March of next year with expanded mechanical rooms and asbestos abatement the first items of business.

The Main Library project is scheduled to be completed between December of 2017 and March of 2018.

Wangsgard asked the Board to consider the process to be used to select a construction company, recommending that they follow the same procedures used for the Southwest Branch/ Headquarters project. She recommended they prequalify bidders using the same transparent process that worked so well as a result of bringing in community experts to help evaluate responses to a request for proposals (RFP). Contractors were required to demonstrate to a panel of experts that they were qualified to bid the job and able to complete the work. This process helped ensure qualified contractors did not get undercut by a company that did not do their homework and therefore was unable to compete work to standard and stay on schedule.

Wangsgard suggested a second interview board, including yet another panel of experts, be involved in making a recommendation for a contractor. Of the prequalified contractors who bid the project, the top three bidders will likely be interviewed. The selection should be totally transparent so the public is assured the best choice was made without undue influence on the part of employees, architects, or elected officials. The goal is to employ a model public process.

Jacobson asked if those who pre-qualified for the Southwest Branch project would also pre-qualify for the Main Library. Wangsgard noted they would need to respond to the Main Library RFP and be rated by the review board. No one would automatically prequalify.

Brennan stated that he likes the process Wangsgard recommended because it helps take risk out of the project by controlling the gate. He has used in successfully, but strongly recommends prequalifying no more than five contractors. Contractors will be aggressive when there is a limited number, but if more general contractors are included they will not look at the project as closely and sharpen their numbers, which can result in a subcontractor giving a "low-ball" number and then backing out of the job. This lack of attention and care in bidding puts the owner at risk and uses up the contingency fund. Prequalification also helps ensure a complete bid. If bids have holes, change orders are rampant and costs cannot be controlled. He advised requiring bidders to convince the owner, architects and their engineering consultants, and community experts that they are capable of doing the job.

The Board asked Wangsgard to prepare the required RFP to prequalify contractors. She will coordinate with Commissioner Ebert.

Taylor made a motion to accept design development documents as presented, but also including the red lining the staff will complete within the next two weeks. Jacobson seconded the motion. Spencer asked if there was further discussion or clarification. Wangsgard reminded the Board that once the design development documents are approved, the concepts they represent are set in stone. Changes can be made, but if EDA moves beyond a certain point in preparing the construction documents, it will cost to make conceptual changes. The design development plans are within the conceptual budget. There is enough funding to complete the project.

There being no further discussion, Spencer called for a vote. All voted in favor, none were opposed.

Selection of Nominees for Board Appointment:

Due to the late hour, selection of names to forward to County Commissioners for consideration of a Board appointment will be handled during a special meeting in order to allow Commissioner Ebert to participate as he had to leave to attend another meeting.

Other:

There being no other business, Taylor moved, and Jensen seconded a motion to adjourn at 8:20 p.m. All voted "aye."

Respectfully submitted: Julia Valle 4 August 2015
Julia Valle Date