

WEBER COUNTY LIBRARY

BOARD OF TRUSTEES

MINUTES

Date: June 4, 2019

Board Members

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

Board Members

Excused: Judith Jones

Others in

Attendance: Lynnda Wangsgard, Library Director
Phoebe Carter, Assistant Library Director
Julia Valle, Business Office Manager
Bobby Workman, Library Social Services Specialist
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.

Wangsgard introduced Bobby Workman, Library Social Services Specialist, who had been invited to share some of his experience working at the Main Library in advance of a policy slated for review that evening. She noted that he could return the following month for a more in-depth report, if the Board so desired.

Review/Action:

Jensen moved approval of the May 7, 2019, meeting minutes. Mattson seconded the motion. Allison asked if there were any comments or corrections. Hearing none, she called for a vote. All present responded with a vote of "aye."

Spencer complimented the staff on the level of detail included in the meeting summary.

Commissioner's Report:

Harvey noted Commissioners were working on Library financing issues, including closing of the general obligation bond account. An update will be provided as various options for use of the retainage and savings emerge.

Director's Report:

Allison reported on a celebration she and Wangsgard attended to accept a Preservation Utah 2019 Heritage Award. The award was presented to the Weber County Library System “for the rehabilitation of the distinctive mid-century modern Weber County Main Library.”

They also learned that the process of adding the Library to the National Register of Historic Places should be completed during August.



Wangsgard reminded the Board that several employees were planning to attend the annual conference of the American Library Association, June 20-25 in Washington, D. C. This gathering of 25,000 library professionals, vendors, and suppliers offers a unique opportunity to gain the information and experience needed to manage a progressive public library system. She thanked Stokes who had made arrangements for the group to tour the U.S. Capitol and the Jefferson Building at the Library of Congress.

Saunders Construction had submitted the low bid for completing approved upgrades to the Ogden Valley Branch. Wangsgard noted this was a fortunate happenstance in that this company was already on site working on previously approved site and utility updates, primarily the new septic system. Contracting with this company for the additional projects would avoid the challenge of coordinating two contractors working in the same area at the same time. It would also save general conditions costs. Baron had determined there was no need for a new contract; rather the change in scope was being processed as Change Order #1. The change order had already been approved by the County Commission. Additional change orders will be forwarded as Saunders Construction, acting as a contract manager/general contractor (CM/GC), obtains costs for the additional work authorized by the County Commission.

Work on these new “phase two” projects at Ogden Valley Branch needed to be completed on the fast track in order to take advantage of funding available only through August 1, 2019. Accordingly, Wangsgard asked the Board for permission to proceed with work as it was costed by the Saunders Construction and approved by Baron and County financial personnel, rather than holding paperwork for approval during a monthly Board meeting. For example, a contract for interior upgrades to lighting and data cabling will require a change order and may need to be approved before the next Library Board meeting in order to meet funding deadlines. Circumventing the need to have the Board approve each change order before they are presented to the County Commission

will allow the contractor to move expeditiously in getting the project completed in the timeframe allowed.

Spencer asked what improvements the Board would be learning about after the fact, rather than approving before work began.

Wangsgard noted the Board would be given details on all the projects presented during the May Board meeting and included in bid specifications for the Ogden Valley Branch, Phase 2, Request for Proposals.

Allison acknowledged discussion and general approval of these items during the May meeting.

Harvey invited Wangsgard to talk about the possible addition to the original scope for site improvements on west side of the Ogden Valley Branch, including an outdoor educational facility.

Wangsgard reported that Prescott Muir Architects was designing an educational pavilion based on the outdoor amphitheater at Southwest Branch; that is, a similar assembly but with a roof. Utilizing this design would help speed up the costing process and provide an opportunity to get the work done before use of available funding had to be curtailed. Since the structure had, in essence, already been designed, the plan needed only some modifications. Costing had not been completed by Saunders Construction, so it was not yet known if this plan will be affordable or if a contractor would be able to build such a steel structure in the time allocated for expending the bond proceeds.

Wangsgard noted there is a possibility that the time for constructing the outdoor education center could be extended, but there is a need to proceed as though the August deadline for expenditures cannot be adjusted.

Spencer asked for details about the possible extension of the timeline.

Wangsgard noted the Internal Revenue Service allows only three years to complete projects using general obligation bond money. In the Library's case, the deadline is September 1, 2019. The County Treasurer needs time to set unused funds aside in a special account where they will earn interest until 2026. At that time they can be applied against the cost of paying off the bonds. This process takes time. The Library needs to have all the bills paid by August 15 so the Treasurer will know the exact amount of overage to transfer to the bond retirement account. This timeline cannot be altered. However, if the Library can be reimbursed for capital items purchased from the operating budget, the reimbursement funds will not have this expenditure deadline.

Spencer said it would be nice if the outdoor education center could be completed. It illustrates to the public that the County actually put money in something. The septic system and work on wiring and other infrastructure upgrades will not be as visible to taxpayers.

Allison called for a motion to allow Wangsgard, with approval of Baron and County finance officials, to forward change orders directly to the County Commission for approval prior to authorization by the Board. Jensen so moved. Spencer seconded the motion. Allison asked if there

were any further questions or a need for discussion. Hearing none, she asked for a vote. Each Board member voted in the affirmative.

Valle reviewed the new format for the output measure report as designed by her and Kevin Wilson. The goal during the revision process was to include all those items that are called for by the annual reporting process overseen by the Utah State Library. To date, only select items had been included in the service metrics report to the Board. As services evolved, Valle noted, the methodology for reporting the work done by staff on behalf of community members needed to be updated.

For example, the new report had a place under the heading “technology use” for MakerSpace sessions. MakerSpace equipment had been ordered using proceeds from a State Library Community Library Enhancement Fund (CLEF) grant. The equipment will be installed during the next two or three months. Also added under the heading “circulation” was a provision to report use of both electronic eMedia and value added databases.

Spencer asked what these headings encompass. Valle explained eMedia consists primarily of eBooks downloaded from the Library Web site. Value added data bases are those resources, such as Westlaw, that are accessed electronically, either on computers in the Library or remotely by those who have valid Library cards, rather than on-site in paper format. Usage of these databases is tracked and reported to the Library by service providers.

Valle noted that adding these items to the service metrics will bring Weber County’s reports to the State Library in line with those of other libraries throughout Utah and the U. S.

Board Policy: Suspension of Privileges for Health and Safety Reasons:

Wangsgard noted the purpose of the proposed new policy was “to maintain a healthy and clean environment for all library users and to protect the County’s investment in library collections, equipment, and property.” The policy was developed by Baron in response to her request for advice concerning how to proceed with issues that are not a violation of law but which do present a significant health, safety, or stewardship of property issue. The policy is designed to be added to as the need arises.

Baron noted that Library managers cannot withhold privileges unless a community member violates a law or Board policy. Bringing insects into the building was not currently a defensible reason to ask a person to vacate the property. There is a real need, however, to protect the County’s assets from infestations. Books are especially vulnerable as they are bound with glues that are consumable by a variety of insects.

Wangsgard asked Workman to explain the type of issues the policy was designed to address.

Workman noted staff members had, over time, reported seeing many cockroaches coming out of a particular individual’s computer, clothing, and containers brought into the Library. Workman spoke with the individual and learned that he had moved from a location that was infested with bed bugs, to one infested with roaches. Workman made connection with the local housing authority to see if a better living arrangement could be secured. In so doing, Workman learned that a housing

voucher had already been issued for the gentleman, but the authority did not know how to locate him. The connection was made and the community member was advised of his housing option. If the policy is approved, the community member will be asked to rid himself and his belongings of roaches before returning to the Library.

Wangsgard noted that having a Social Services Specialist on staff allowed connecting the dots that provided an important option for this particular community member. Workman's civility in working with the individual is a key ingredient in treating all people with the respect to which they are entitled.

Spencer inquired concerning the title of the policy, asking if it could be renamed to focus more specifically on a particular issue. He was concerned that it gave employees license to withhold services in quite a broad scope of issues, such as denying access to a person with a communicable disease. Board members discussed options. Allison suggested moving forward with approval as presented while also asking Baron if he could hone the policy to make it less broad without rendering it ineffective.

Spencer moved approval of the policy as presented. Mattson seconded the motion. All voted in favor of the motion.

Board Policy: Internet Access:

Utah requires a triannual Board review of Internet policies and procedures used in all those libraries receiving State funding. Weber County Library receives an annual CLEF grant and, therefore, must comply with sections 9-7-215 and 9-7-216 of the Utah Code Annotated.

Board members received a copy of the Policy for review in their meeting packet. Wangsgard noted the staff was recommending a one-sentence addition to the policy: "To this end, computers are intended and configured for general use, not for competitive gambling or gaming."

Wangsgard noted this recommendation was being made to address issues raised by community members who use public computers for competitive gaming and are sometimes aggrieved at the time limitations imposed by the allocation software. Employees give gamers extra time if no one is waiting for a computer, but the gamers have to ask for this accommodation when they sign up for a session. If they do not ask, they are allocated the standard 30 minutes. They receive a warning before the computer shuts down and this warning also causes consternation on their part as it slows their response time during their game. Response time can be a critical performance factor in some games. Wangsgard noted the Library is not prepared to manage computers that are open to gaming and gambling.

Stokes moved approval of the policy with addition of the suggested language. Harvey seconded the motion. There being no questions or call for further discussion, Allison asked for a vote. All voted in favor of approving the policy as amended.

Administrative Procedure: Access, Display, or Printing of Inappropriate Material:

Wangsgard noted the Administrative procedure used to implement the Internet Access Policy had been in use for 15 years with minor tweaks added as the need arose. It was currently working well in directing staff to be mindful of patron rights while also defining those materials that are not appropriate to a public place. The procedure further directs the staff to use progressive discipline if an individual accesses materials that are not within the scope of what is provided by the Library. Access is monitored by a technology tool provided by the Utah Education Network, as required by State law.

No revisions of the Administrative Procedure were being recommended at this time.

Spencer asked if there were problems resulting from managing access to resources on the Internet.

Wangsgard said there were not as many problems now as there had been a few years ago because most people have broad access on their own devices. Library computers are increasingly used for value added resources and for educational purposes. There have been instances, however, where several people have been told not to come back to the Library because of their repeated disregard for the Board's Internet Access Policy. The increasing sophistication of the Internet appliance provided by the Utah Educational Network (UEN) also helps ensure appropriate access in the various areas of the Library.

UEN provides nuanced Internet access throughout the Library System. That is, the same level of service provided in elementary school libraries is available in the children's areas, the same access available in junior high school libraries is available in the preteen centers, and access similar to that provided to high school libraries is mirrored in the teen centers. Adult computers are set to a standard comparable to that of academic libraries. It is important to note that age restrictions are not in place as to who may use the computers in a particular area. This guidance is reserved for parents.

Spencer moved approval of the Administrative Procedure and Mattson seconded the motion. All voted in affirmative.

Executive Session to Discuss "the Character, Professional Competence, or Physical or Mental Health of an Individual." Section 52-4-5(1)(a)(i):

Spencer moved to close public session and move to an executive session. Stokes seconded the motion. Allison asked for a roll call vote:

Allison voted aye.
Jensen voted aye.

Harvey voted aye.
Spencer voted aye.

Mattson voted aye.
Stokes voted aye.

Allison excused all those who were not members of the Board as they prepared for deliberation and review of applications submitted by those seeking appointment to the Library Board.

Nominations to Fill Vacant Position on Library Board:

Allison reconvened the meeting at 6:05 p.m.

Stokes made a motion to forward the following three names to the County Commission to fill the seat that was being vacated by Judith Jones:

Sandra Crosland
Joe Bauman
Charles Trentelman.

Mattson seconded the motion. All voted in the affirmative.

Harvey asked Wangsgard to prepare a packet, including copies of the applications and a draft resolution, for his action in placing the appointment on the County Commissioners' agenda.

Other:

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

Respectfully submitted: *Julia J Valle* *2 July 2019*
Julia Valle Date