

WEBER COUNTY LIBRARY
BOARD OF TRUSTEES
MINUTES

June 4, 2024

Board Members
in Attendance:

Shannon Sebahar, Chair
Diana Allison
Sandra Crosland
Jim Harvey
Wendy Ogata
Reed Spencer
John Watson

Others

in Attendance:

Bryan Baron, Legal Counsel
Phoebe Carter, Assistant Director
Shari Creer, Friends of the Library
Julia Valle, Business Office Manager
Lynnda Wangsgard, Director

Public Comments:

Sebahar called the meeting to order and welcomed public comments. There were none.

Approval of May 7, 2024, Meeting Minutes:

Sebahar asked if there were corrections to the minutes.

Hearing none, Watson moved approval; Crosland seconded the motion. All voted in the affirmative.

Director's Report:

The May 28, 2024, financial report reflected a deposit of \$152,944 in American Rescue Plan Act funding set aside for improvements to library Wi-Fi.

The expenditure report reflected, that a formula in the county's financial system was being used in posting to the "overtime" line item, did not complement the way in which budgeting authority had been allocated and approved. A second concern was the "print copy" line item being expended at 91.2%. Resolutions for both issues were underway with county officials and vendors.

Expenditures and encumbrances totaled 40.5%, with the majority of remaining funds set aside for employee salaries, wages, and benefits.

The output measures report illustrated exceptionally strong, double-digit increases in the public's use of many services.

Carter reported on the kickoff for children's summer reading programs, noting that over 700 people attended at the Southwest Branch first-day event. Kickoffs were being held at the four other locations throughout the week with weekly programs to follow throughout June and July.

OUTPUT MEASURE COMPARISON			
Service	April		Percent
	2023	2024	+ or -
Reference Transactions	270,666	317,048	17
Program Attendance			
# Programs Offered	941	1,291	37
# Individuals Attending	23,956	40,585	69
Meeting Room Use			
# Groups	2,063	2,362	14
# Individuals Attending	44,369	54,919	24
Cataloging Services			
Items Added/Interlibrary Loan	9,690	10,610	9
Cards Issued	6,060	5,941	-2.0
Items Used/Loaned	760,704	815,234	7.2
In-Person Visits	326,402	350,465	7.4

In addition to the children's summer reading program, almost 1,200 students were registered for America Reads tutoring, facilitated by the services of approximately 200 volunteers. Special summer reading programs for teens and adults were also underway. Some of the most sought-after summer literacy events were the camps offered at various library locations.

Sebahar asked how the programs were advertised.

Carter replied they were detailed in the United Way list of summer events, and the county notice of sponsored RAMP events, by way of email blasts, billboards, paper handouts, vinyl banners, and social media posts. Social media was particularly effective with teens, she said.

Sebahar asked if there was an effort being made to rebid the cafes to get a vendor to take advantage of all this foot traffic. The libraries are great third spaces and food would enhance the experience, she added.

Wangsgard replied that the space could be put out to bid at any time, seeking a partnership with someone who has the capital to leverage a successful start-up while appropriately providing the library with a return on the public's investment in equipment and space.

Watson noted salary costs may make it difficult, even prohibitive, to cover operational costs in the present environment.

It was agreed that Wangsgard will review the bid specifications, make adjustments to allow flexibility for each interested party to present a reasonable business plan, and prepare to put the space out for public submittals.

Creer announced the annual summer staff picnic was scheduled for June 21, 2024, at the Ogden Valley Branch. Friends will provide live music and, along with the Development Fund and the Library Staff Association, provide items for a prize raffle.

Wangsgard said attendance by board members and friends provides an opportunity to meet staff while enjoying an evening filled with good food, music, and outdoor games. A video recording of the picnic will be used to advertise the venue for rent by the general public.

Review of Proposed Nominations to Fill a Seat on Library Board of Trustees:

Wangsgard distributed applications forwarded by those who had applied to be considered for appointment to the library board.

Sebahar requested a change in procedure, giving current board members an opportunity to more thoroughly vet applicants, noting it may be appropriate to check references and otherwise inquire concerning an applicant's background. She proposed that, in the future, the library director review all applications, contact each applicant to determine if they were still interested, select those best suited for appointment at the current time, and then forward those applications with the other items routinely included in the board meeting packet. A minimum of three names should be forwarded for each open seat.

Board members discussed the change in procedure and agreed the updated process would expedite selection and provide time for a more thorough review. Wangsgard will follow the new procedure as detailed during the discussion.

Sebahar called for a motion to close the public meeting and reconvene in a closed session to discuss the character, professional competence, or physical or mental health of individuals.

Crosland moved to close the meeting; Spencer seconded the motion. Sebahar conducted a rollcall vote:

Allison voted aye.	Crosland voted aye.	Harvey voted aye.
Ogata voted aye.	Spencer voted aye,	Watson voted aye.
Sebahar voted aye.		

Closed Session to Discuss the Character, Professional Competence, or Physical or Mental Health of Individuals:

Allison moved the board reconvene in a public meeting. Crosland seconded the motion. All voted in the affirmative.

Action on Nominations to Fill a Seat on Library Board of Trustees:

Crosland moved that names of the three individuals selected during the closed session, Caitlin Gochnour, Michael Blodgett, and Charles Trentelman, be forwarded to the County Commission for appointment to an open seat on the board. Allison seconded the motion. All voted in the affirmative.

Spencer moved approval the board's review of the library director's performance update prepared by the subcommittee composed of Spencer, Harvey, and Allison. The update had also been reviewed during the closed meeting. Watson seconded the motion. All voted in the affirmative.

Motion to Adjourn:

There being no further business, Watson moved to adjourn the meeting; Spencer seconded the motion. All voted in the affirmative.

Respectfully submitted: Julia Valle August 6, 2027
Julia Valle Date