

WEBER COUNTY LIBRARY
BOARD OF TRUSTEES
MINUTES

Date: March 16, 2010

Board Members

in Attendance: Gary Dohrer, Chair
Holly Bauman
Marcia Harris
Marie Irvine
Tom Taylor
Jan Zogmaister

Board Members

Excused: Karen Leonardi

Others

in Attendance: Lynnda Wangsgard, Library Director
Karen Burton, Associate Director
Scott Jones, Assistant Director/Technology Director
Kim Hale, Comptroller
Julia Valle, Business Office Manager
Monette Hurtado, Deputy County Attorney
Evelyn Bertilson, Friends of the Library

Approval of Minutes:

Minutes of the February 16, 2010 meeting were approved as mailed.

Director's Report:

Hale presented the financial report, current as of February 28, 2010. Collection of current property tax and registered vehicle fees were running slightly behind the previous year, but the trend was not yet cause for concern. Delinquent property tax totaled 25.4% of projections for the year, a good indication that it will meet or exceed budgeted amounts. Internally collected revenue should also reach budget projections.

Expenditures were on target for this point in time. Remaining balances were reported with expenditures and encumbrances subtracted as they had either been disbursed to pay invoices or set aside to cover contract obligations.

Wangsgard announced *American Libraries*, a journal published by the American Library Association, had selected the Pleasant Valley Branch Library to be featured in the April architectural issue. The library will be recognized for its public forum spaces, innovative use of technology, and youth services areas.

The Library administrative and management teams were continuing to make adjustments to save funding allocated for use in 2010 so there will be savings accrued in the fund balance which can be used to ease the challenge of 2011, when State assessed revenues will experience what is expected to be a temporary, one-year dip.

Wangsgard presented the revised statistical report, detailing those performance measures that had been added to as of January 1st. The new measures were being used to focus employee resources on those services that are a priority for improvement over the course of the next few years.

Those in attendance were invited to attend the spring general staff meeting March 23rd. Representatives of Ogden City Community Policing will conduct training on building security.

Digitization of Newspapers:

Issues of newspaper publish in Ogden from 1910-1922 had been selected to be digitized with funding received by Utah Digital Newspapers Project (UDNP). Weber County Library has a complete run of newspapers published from 1879 to 1957 in hard copy. As these newspapers are digitized, they are made available on both the UDNP (<http://www.digitalnewspapers.org>) site and on the Weber County Library System Web site (http://www.weberpl.lib.ut.us/content/rec_websites/index.php?c=102).

To date, the following newspapers have been digitized:

<i>Ogden Junction</i>	January 1879 – February 1881
<i>Ogden Herald</i>	May 1881 – December 1887
<i>Ogden Standard</i>	January 1888 – December 1908
	January 1923 – December 1927

The current grant will allow digitization of the *Ogden Standard* from January 1910 to December 1922.

Commercial Lease Between Weber County Library and Bean-A-Colada Coffee Café, DBA Under the Sea-N-Ski Properties, LLC:

Hurtado presented a lease renewal between Bean-a-Colada and the Library to continue operations at the Pleasant Valley Branch. The lease will run from April 13, 2010 until April 12, 2011, under the same terms and conditions as the current year. Wangsgard will verify income levels with the vendor to determine if the rent being paid is adequate under the terms of the existing contract.

The Board voted to renew the contract, with Zogmaister abstaining as she will vote on Commission ratification of the contract. Hurtado will place the contract on the Commission agenda for this purpose.

Building Improvement Projects:

Progress was being made on implementation of radio frequency identification (RFID) checkout services at the North Branch. Plans had been made for redesigning the checkout desk and a consultant had met with staff to begin a new layout of the workroom.

The cement replacement at Ogden Valley Branch had been delayed in order to review problems with the septic system. When the groundwater level subsides, the system will be uncovered and inspected to determine if the drain field needs to be replaced. If the field does require replacement, the funds budgeted for concrete replacement will be used to get the septic system back on-line. In the meantime, the tank is being pumped on a regular basis to keep the restrooms and public kitchen, where hot meals are served to senior citizens, operational.

Green Product Procurement:

Jones reported on his work to find fluorescent blubs to replace incandescent lighting as originally designed at the Main Library. The goal was threefold: save money on utilities; utilize the existing fixtures; and improve the quality of work and reading spaces for the staff and public. The project was particularly challenging because of the variety of lighting used at the Main Library.

Jones displayed the original incandescent blubs and the fluorescent replacements, noting the new lights cut the overall wattage used by approximately two-thirds. Electrical consumption will be compared in September to determine the annual savings. Jones noted Rocky Mountain Power projected that replacement of the twenty-seven 500 watt bulbs in the stairwells and in the reading areas alone would save more than \$5,000 annually.

Valle had been working on procurement of “green” office supplies, seeking high quality products at a competitive cost. She was surprised at how many options were on the market. She will report in April concerning the result of her project.

Wangsgard was working with the building maintenance staff to evaluate “green” building cleaning and maintenance supplies. She will also report on their findings during the April Board meeting.

Green Operations and Maintenance Policy:

A draft copy of a Green Operations and Maintenance Policy had been included the Board’s meeting packet. The policy was developed by Library staff for Board consideration. Monyee Yip will formally present the updated policy during the April meeting. In the interim, the Board was asked to forward their suggestions for changes to Wangsgard.

American Library Summer Conference Attendance:


Plans were being made to attend the summer conference of the American Library Association, June 23-29 in Washington, D.C. Board members were encouraged to contact Wangsgard as soon as possible if they were interested in attending. Eleven library employees have been authorized to attend on a combination of Library and personal resources. Hurtado will also travel with the group and cover sessions relating to library law, legislation, human resource management, etc.

Other:

The Board will hold their April 20, 2010 meeting at the Pleasant Valley Branch.

There being no further business, the meeting was adjourned at 6:45 p.m.

Respectfully submitted,


Julia Valle


Date