

WEBER COUNTY LIBRARY

BOARD OF TRUSTEES

MINUTES

Date: March 3, 2015

Board Members

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

Board Members

Excused: Spencer Stokes

Others in

Attendance: Lynnda Wangsgard, Library Director
Scott Jones, Assistant Library Director
Julia Valle, Business Office Manager
Evelyn Bertilson
Marcia Harris

Spencer called the meeting to order at 5:00 p.m.

Patron Accounts:

The two individuals who were scheduled to appeal charges on their accounts did not keep their appointments. Therefore, no action was taken on patron accounts.

Approval of February 3, 2015 Meeting Minutes:

Innes moved acceptance of minutes of the February 3, 2015 meeting as presented. Jensen seconded the motion. Spencer asked for discussion or comments; seeing none, he called for a vote. All voted in the affirmative.

Director's Report:

Review of the financial report, produced with 85% of the fiscal year remaining, did not illustrate any anomalies or issues of concern.

Wangsgard responded to a question concerning the encumbrances in the Building Maintenance line item, noting the funding has been set aside to cover contracts for services, including, but not limited to, elevator maintenance; HVAC inspections and repairs; and emergency services, such

as septic system pumping. Encumbrances represent funding that has been committed by purchase order to a particular vendor. Purchase orders and encumbrances are handled by the County Purchasing Director.

The Library System service metrics report illustrated continued increases in public consumption of Library services in several categories, including:

	<u>2015</u>	<u>2014</u>
Circulation transactions	181,317	174,248
Programs sponsored	211	191
Meeting room use (groups)	427	387
Meeting room use (attendance)	9,163	8,832
Visits	105,906	102,527
Reference services	64,023	61,076

A general staff meeting was scheduled for 8 a.m., March 25th, at Pleasant Valley Branch. The agenda will include a look at the Library and County’s financial good health. Board members were invited to attend.

A copy of an article that appeared in the March 2015 magazine, *The Rotarian*, titled “In Praise of Libraries,” was distributed.

Taylor moved acceptance of the Director’s report, the motion was seconded by Jacobson, there being no further discussion, Spencer called for a vote. All voted in the affirmative.

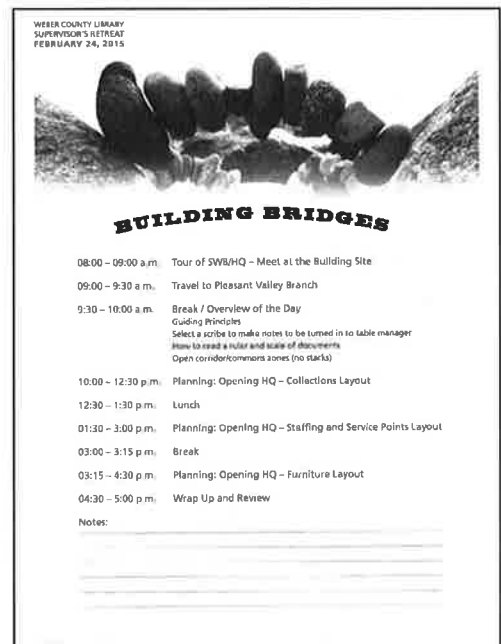
Supervisors’ Retreat, Report on Southwest Branch Shelving and Furniture Layout:

Board members received a copy of the agenda, detailing activities that took place during the February 24th “Supervisors’ Retreat: Building Bridges.”

The retreat offered an opportunity for approximately 35 Library supervisors to tour the Southwest Branch/Head-Quarters Library. They then spent the rest of the day working on recommendations for collection and furniture layout, as well as looking at best practices for staffing and service point locations.

Guiding principles, scribes to document the training, and lessons on how to read architectural scales rounded out the retreat time together.

A compilation of the plans developed will be given to those vendors responsible for laying out furniture and preparing for the installation of raised flooring at the new facility, ensuring that electrical and data outlets, HVAC infrastructure, and other floor penetrations are in the correct locations. Board members were given a glimpse of the floor layouts developed that day.



Capital Projects Update:

The Headquarters Library was approximately 40% complete and was still on time and under budget. A Board meeting will be planned at the site during April or May.

Design development documents for the Main Library were due to be delivered within the next two or three weeks. The only major issue still to be resolved at this stage in the planning was a submittal to the Ogden City Planning Commission, seeking authorization to proceed with some expanded parking as well as the general renovation of the building. The Board will be apprised of this Planning Commission meeting when it is scheduled.

Conceptual design of North Branch should commence no later than April 20th, if projects are to stay on schedule. Architects are awaiting instructions as to how to proceed. Is the building going to be expanded to the south, over the skateboard park, or is the lower level of the facility going to be finished? Once they know the direction, they will begin developing conceptual plans.

Commissioner Ebert noted meetings had taken place with the Mayor of North Ogden and Pleasant View in an effort to reach consensus on how they would like to see the North Branch expanded.

Other:

Ebert reported the County is in the process of creating a fund balance policy that will affect several Departments, including the Library, Paramedic, and Health funds. He noted that, in the past, fund balances have been used for several reasons, but should be created and used only for operational needs during short-term emergencies of a duration of two or three months. Historically, Library fund balances have been approved by former Commissioners as a “savings account,” setting aside resources for capital projects, for example. In the future, funding will be moved from the Library fund balance into special accounts earmarked for particular needs. The Library Board will be asked to approve line item allocations for the current fund balance as a result of this new policy.

Ebert noted the purpose of the new policy is statutory, to avoid accumulating “slush funds.” The Library fund balance, that has been accumulated to open new and renovated libraries without the need to raise taxes for operating expenses, will not be used for other purposes. Ebert assured the Board the money will need to be earmarked and the County will figure out how to do this.

Spencer said the establishment of policy was not objectionable, but raises questions when people don't see where it is going or how it is being used, especially if the savings was accumulated with great effort and sacrifice to plan for future needs. The Board will certainly work to appropriately budget (categorize) the money, he noted, but can't afford to lose it to some other County project.

Ebert assured the Board they should not be concerned money will be lost, used, or taken away from the Library. Creation of the policy is being done to meet policy requirements of the State and establish spend-down plans to clearly articulate how money is being used. The policy is an

attempt to standardize what is going on throughout the County. Spencer reiterated that some projects take years to complete and there must be accounts available to facilitate this taking place.

Ebert noted the new policy grew out of a question raised when the County recently sold bonds. The rating agency asked specifically if the County had a policy. The rating agency didn't require a policy, but asked how the County managed these funds. The focus of the resulting policy is to make sure tax rates are correctly allocated. As capital projects are completed, operating costs can be reviewed and tax rates adjusted accordingly.

Ebert also told the Board RAMP grant money was not allocated to move the North Ogden skateboard park in order to facilitate expanding North Branch to the south of the existing Library. The grant request, submitted by North Ogden City with a letter of support from the Library Board, did not call for expenditure of funding, if received, until 2016. All RAMP allocations have to be utilized in the current fiscal year, so the application was not funded. Ebert explained the Commission office has nothing to do with RAMP decisions. RAMP is not a subdivision of the County, nor is it used for County "pet projects."

Ebert noted the Swanson Tactical Range (gun range) was designed and built for law enforcement. The Weber County Sherriff approached the County Commissioners, seeking a training range. Upon investigating of the possibility of purchasing the tactical range, it was found there is a statutory requirement: if a county is going to purchase a gun range, there has to be a public component. Public ranges have to include alleys and other infrastructure to address safety concerns, which the Swanson facility does not currently have. The county is required to make it a public shooting range to comply with State law, and provide training for County law enforcement. Had it not been purchased, the tactical range would have been sold or refurbished and there would have been a missed opportunity to fulfill the Sheriff's request.

Ebert acknowledged law enforcement's need in this region of the state for a training facility, and noted, for some, it has come to be viewed as a "pet project." RAMP funding was provided for the public component of the gun range, which is a recreational activity. Half of the newly acquired facility will be used by the Sheriff's Department for tactical training, the other half will be renovated and available for use as a gun range by the public. Those with questions about RAMP should be referred to the RAMP Advisory Board.

Harris asked about the gun range that had been discussed in the news and said to be located in West Ogden. Ebert said this particular range was planned to be an outdoor facility for archery and as a long-gun range -- 300-500 yards. This long-gun range is beyond the scope and size of the former Swanson Tactical Training facility.

Board members thanked Ebert for his update.

Innes moved and Jacobson seconded a motion to adjourn. There being no further business, all voted "aye."

Respectfully submitted: Julia Valle 4-7-15
Julia Valle Date