

WEBER COUNTY LIBRARY
BOARD OF TRUSTEES
MINUTES

Date: May 18, 2010

Board Members
in Attendance: Gary Dohrer, Chair
Marcia Harris
Marie Irvine
Karen Leonardi
Tom Taylor
Jan Zogmaister

Board Members
Excused: Holly Bauman

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
Evelyn Bertilson, Friends of the Library
Monette Hurtado, Legal Counsel
Di Lewis, *Standard-Examiner*

Ann Booth, Adult Services Manager
Suellen Summers, Main Library Circulation Services Manager
Phoebe Carter, Youth Services Manager
Lezlie Reinking, Production Services Manager
Angela Igo, North Branch Circulation Services Manager
Victoria Young-Burns, Ogden Valley Branch Circulation Services
Manager
Janet Tillotson, Southwest Branch Circulation Services Manager
Shari Creer, Pleasant Valley Branch Circulation Services Manager
Sandy Warner, Main Library Assistant Circulation Services Manager

Approval of Minutes:

Minutes of the April 20, 2010 meeting were approved as mailed.

Director's Report:

Hale presented the financial report, current as of April 30, 2010. Property tax revenue collected was about equal to that on hand last year at the same time; registered vehicle fees were running short of predictions and may require a budget adjustment later during the year; delinquent property tax was at 50.2% of budget after only four months; and internally-collected revenue was on track to meet or exceed budget expectations. All expenditures were within expected tolerances for this time of the year.

The final payment of \$29, 098 had been made to Jacobsen Construction for the Pleasant Valley Branch Library.

Wangsgard presented the statistical and program reports, detailing plans for a supervisors' retreat on May 25th and a general staff meeting, June 15th.

The retreat will focus on risk management training. Hurtado will review State law, County policy, and Board procedure in relation to confidentiality of Library records. Representatives from those companies, or entities, providing the County's workers' compensation and liability insurance coverage will present information on filing claims and writing incident reports. The Board and Friends were invited to join the group over lunch to discuss the book, *Justice: What's the Right Thing to Do?* The general staff meeting will be held 8:00 – 9:30 a.m., June 15th, in Wangsgard's back yard.

Carter presented plans for the children's summer reading club, the teen summer reading club, and the America Reads summer tutoring program. The youth services team will also present three programs in the parks, designed to introduce inner-city children to the Weber Reads texts for 2010-2011. Books will be distributed to all the children who attend in coordination with a free lunch service.

Cooperative Borrowing Agreement with Davis County Library:

The Davis County Library Board had approved a five year extension, July 1, 2010 through June 30, 2015, of the Interlocal Cooperation Agreement used to allow people living in each of the two service districts to borrow library materials. Wangsgard noted, the agreement is popular with users in the two counties and does not prove burdensome to either library system.

The Board voted to approve the extension, subject to ratification by the Weber County Commission.

Triennial Review and Update of the Internet Access and Online Policy:

Copies of Internet Access policies and administrative procedures for implementing the policies had been included in Board members' meeting packets. A triennial review of these policies and procedures is required by State law (9-7-215, Utah Code, Annotated) to qualify for Federal and State funding.

After review and discussion, the Board voted to reapprove the policies and procedures and forward them to the Utah State Library as required by law.

Process for Handling Damaged Materials:

Booth and Summers reported on the processes used to handle materials damaged by Library users. Managers of each of the five circulation areas in the Library System were on hand to answer questions and receive direction from the Board.

Booth evaluates all damaged materials returned to the Main Library, branch managers perform this function at each of the other four locations. Booth reviews approximately 35 damaged items per day, approximately five of which are assessed damaged fees using the administrative procedure approved by the Board as a guideline. Summers detailed the processes for informing patrons of their financial responsibility for items damaged or lost, and collecting fines and fees as required.

Booth explained that employees examine every item as it is returned, in an effort to find damage before materials are re-shelved. With over 150,000 items handled each month, it is inevitable that some damage will be missed. Patrons are encouraged to review materials before checking them out, and then call immediately if they find damage while the item is at home. Every effort is made to avoid charging a patron for damage caused by previous users.

The Library does not circulate materials that are water damaged materials, chewed, badly soiled, highlighted, or scribbled upon, Booth continued. This type of damage is most objectionable to users who complain that their investment in public property is not being properly protected. Returned materials are constantly being cleaned, mended, rebound, and replaced to keep the collection in an attractive, inviting, usable condition. Fees for those items that are damaged beyond regular wear-and-tear are charged to patrons' accounts in as fair and equitable a manner as possible.

Members of the Board thanked those who handle this challenging process for the public and encouraged the staff to review methods to halt use of self-checkout stations if a patron had not acknowledged reviewing the items they wished to borrow for damage.

Library Board Nomination:

Dohrer's second, four-year term on the Board of Trustees will expire June 30th, though State law authorizes him to serve until a replacement is named. Wangsgard will present the Board with the applications of those willing to serve during the June meeting. Nominations will be forwarded to the County Commission for final selection and appointment.

Other:

Those in attendance were invited to an orientation for those attending the annual conference of the American Library Association, May 20th at 5 p.m.

There being no further business, the meeting was adjourned at 6:30 p.m.

Respectfully submitted,


Julia Valle

6/15/10
Date