

WEBER COUNTY LIBRARY

BOARD OF TRUSTEES

**MINUTES**

Date: November 4, 2014

Board Members

In Attendance: Scott Spencer  
Brent Innes  
Eric Jacobson  
Kathleen Jensen  
Spencer Stokes  
Tom Taylor  
Commissioner Jan Zogmaister

Others in

Attendance: Lynnda Wangsgard, Library Director  
Karen Burton, Associate Library Director  
Scott Jones, Assistant Library Director  
Julia Valle, Business Office Manager  
Chris Allred, Legal Counsel  
Evelyn Bertilson, Friends of the Library  
Margaret Rostkowski, Weber Reads

Public Comments:

There were no public comments.

Review\Action:

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

Minutes:

Taylor moved that minutes of the October 7, 2014 meeting be approved as presented. Jacobson offered a second to the motion and all voted in the affirmative.

Staff Development Day Training:

Staff training was scheduled 12-9 p.m., Tuesday, November 11<sup>th</sup>, Pleasant Valley Branch. The final agenda and other details will be distributed and Board members and Friends of the Library officers were invited to attend the training, and/or join the group for dinner at 4 p.m.

The training was designed to begin framing goals for the 2015 fiscal year.

### Open House to Review Main Library Plans:

The public was being invited to meet with the Library Board and representatives from EDA Architects from 7-9 p.m., November 18<sup>th</sup> and 20<sup>th</sup> to discuss renovation of the Main Library. Meetings will be presented in both English and Spanish to facilitate gathering maximum input from community members. The meetings will be held in the Main Library auditorium.

### 2015 Preliminary Budget Review:

Commissioners had tentatively approved the Board's 2015 operating budget request. Also included were merit step increases for all employees who receive a standard performance review and a proposed two percent (2%) cost of living allowance. To date, there has been no indication that any changes were planned that would disrupt a smooth transition into the new capital facilities as they come online.

### Weber Reads: *Charlotte's Web* and Other Writings by E. B. White:

Rostkowski reviewed the history of Weber Reads, now in its ninth season. Modeled on the One Book, One Community project initiated by the Library of Congress, Weber Reads is designed to create a community-wide discussion by encouraging all area residents to read and join in conversations relating to the same exceptional book.

The first Weber Reads selection was *Beowulf*, chosen because it is the oldest existing work in the English language, and because it is a tale of adventure that can be read and enjoyed by people of all ages. Next came *Frankenstein*, *The Adventures of Tom Sawyer* and *The Adventures of Huckleberry Finn*, the writings of Frederick Douglass and Harriet Jacobs, the Founders and their documents, the poetry of Emily Dickinson, and *The Odyssey*.

The 2014-15 focus will be on reading the works of E. B. White, including the beloved children's book, *Charlotte's Web*. To help facilitate involvement of young people in the discussions, every school in the County had been given Weber Reads teaching materials created by teacher consultants from the Wasatch Range Writing Project, the local site of the National Writing Project. Copies of appropriate texts were also given to each school library, along with an invitation to have librarians from the Weber County Library visit classrooms to deliver a special presentation on the work of E. B. White. The presentations will be educational and will encourage students to continue reading for fun.

Rostkowski explained that Weber Reads mission is "to create a community-wide discussion by providing opportunities for people to read, reflect, and engage in meaningful dialogue built around selected texts that help illuminate experiences and beliefs while transcending group values to unite us as human beings." The success of this program has been acknowledged by the American Library Association, which has three times chosen Weber Reads to receive its Community Reading Program "Best of Show Award."

The 2015-16 Weber Reads program will focus on William Shakespeare, in honor of the 400<sup>th</sup> anniversary of his death.

Rostkowski was thanked for her leadership in co-founding Weber Reads, and for her continued stewardship of the program, which is co-sponsored by the Library, Weber State University, and

the Standard-Examiner. County Commissioners also provide a letter of introduction to encourage participation.

Renewal of Lease Agreement for Bean-a-Colada Café at Pleasant Valley Branch:

A two year extension of an agreement for commercial lease space at Pleasant Valley Branch for the purposes of continuing to operate Bean-a-Colada Café was being recommended by the Library administration staff. Wangsgard noted the tenant will pay a minimum of \$1,000 per month rent, or eight percent (8%) of gross sales, whichever is greater.

The owners of Bean-a-Colada had met all the terms of the current lease and worked to maintain a viable business through some difficult recessionary years. Wangsgard noted that they have built a loyal clientele and have been very accommodating to assist with Library programs as well as cater for those community groups using Library meeting rooms.

Jacobson asked for how the current tenants had been selected. Wangsgard noted a “Request for Proposals to Operate a Coffee Shop/Café” was advertised by the Weber County Purchasing Department. Responses were received, evaluated, and the current vendor selected. Terms of the initial lease agreement provided for renewals as long as the Owner and Tenant agreed to the terms of the lease. The initial lease was for one year, it has since been renewed in two year increments. The current renewal is proposed to run from January 1, 2015 to December 31, 2016.

Zogmaister spoke in favor of renewal, noting it would be disingenuous to put the lease space out for bid after a small business owner had successfully struggled through an economic recession to establish their customer base. Stokes agreed, saying there will be another opportunity for business to apply when a request for proposals (RFP) is let next fall for the commercial lease space in the Southwest Branch/Headquarters Library. In addition, there will be yet another chance for a competitor to establish an outlet in the Main Library where the community has voiced exceptionally strong feelings concerning their desire for a food service vendor to be available.

Allred was asked if he had reviewed the agreement. He noted that he had reviewed and approved the terms of the renewal.

Taylor moved approval of a two year extension of the commercial lease for the purposes of continuing operation of Bean-a-Colada Café. Innes seconded the motion. Spencer asked if there was additional discussion, and hearing none, called for a vote. All voted in the affirmative except Zogmaister who will vote on the agreement when it is presented to the Commission for ratification.

Contract with EDA Architects for Expansion of North Branch Library:

EDA Architects had been selected through a competitive bidding process as the architectural firm to design and oversee renovation of the Main Library, as well as the renovation/expansion of North Branch. Schematic design development of Main Library plans was nearing completion and cost estimates were being updated before construction documents are produced.

County officials had requested that Wangsgard explore updates of preliminary cost estimates for the North Branch, ensuring funding for all four capital projects was still on target. In order to

obtain current estimates for North Branch, an architect and engineering team will need to provide detailed recommendations for HVAC systems, lighting upgrades, and other major components of the building. An agreement between the owner and contractor is required before expenditures can be made for the North Branch project.

The Board considered an AIA Standard Form of Agreement between Owner and Architect, and General Conditions of the Contract for Construction, for Renovation of North Branch Library. They also considered as a part of the Agreement, two separately focused requirements that the EDA Architects either design a LEED Gold certified building, or that they design a building that incorporates sustainable building technologies but which will not be certified by the US Green Building Council.

Wangsgard noted the proposed Agreement had been fully vetted and negotiated by Library managers and had been approved by Allred and managers in County Operations. The Agreement was basically identical to the one approved between EDA Architects and the County for renovation of the Main Library. Compensation for services was set at six percent (6%) of the cost of construction as determined at the end of, and acceptance of, the design development phase, and the corresponding cost of construction estimate.

The Board discussed the desirability of designing to the LEED Gold standard and certifying with the US Green Building Council, vs designing to the standard and auditing the project internally as completed to ensure it meets the desired goal. Wangsgard noted the Board has a contract with a commissioning agent, that is, a team of independent engineers, who will help oversee construction and evaluate the major systems and components of the project. What the LEED certification would ensure is that all the materials used on the job meet the design standards. Without the paperwork trail required for LEED certification, this level of oversight is not possible.

Board members discussed the pros and cons of each of the two design standards, noting they had promised the community LEED Gold facilities during the education campaign for the general obligation bond election, and so it seemed reasonable the public should receive the level of building performance for which they had voted. On the other hand, County elected officials were not inclined to approve a contract that required performance throughout at the LEED Gold level, and for that reason it seemed confrontational to forward an Agreement that required involvement of the US Green Building Council.

Stokes moved the Board approved the Agreement as proposed incorporating the requirement that North Branch be designed and built to LEED Gold standards, incorporating sustainable building technologies, but not be certified through the US Green Building Council. Taylor seconded the motion. Further discussion ensued and upon completion, Spencer called for the vote. All voted in favor of the motion except Zogmaister, who abstained as she will vote on the agreement when it is presented to the Commission for ratification.

#### Consideration of Donation of Additional Property for North Branch Library Expansion:

Wangsgard and Tom Brennan, EDA Architects, had met October 14, 2014, at the invitation of the North Ogden City Council to explore the possible donation of property for the North Branch building project. The land in question is south of the existing facility and currently accommodates the North Ogden Skateboard Park. Donation of the land may allow a more

favorable renovation and expansion of the Branch for the funding available than other options, including moving into the basement.

The North Ogden City Council expressed strong support for the donation of property, but requested that Wangsgard ask the Board about options for helping offset the cost of moving the Skateboard Park to a more desirable location. Preliminary estimates for the move were approximately \$200,000, although it was felt this cost could be cut considerably with the City and Library providing some "sweat equity."

It was noted that every current library facility was built on donated land. It would be difficult to explain to Roy City officials, for example, who donated a nine-acre site, or to those living in northwestern Weber County who will need to provide a site for their new library, that the Board was going to make an exception for North Ogden. The Board was in agreement, however, that they would gladly support a North Ogden City RAMP Grant application to help fund the cost of relocating the skateboard park as long as it resulted in a donation of the land to enhance expansion of the North Branch.

Wangsgard was asked to respond to the City on the Board's behalf.

Other:

There being no further business, Stokes moved, and Taylor a seconded the motion to adjourn. All voted 'aye.'

Respectfully submitted: Julia J Valle 2 Dec 2014  
Julia Valle Date