

WEBER COUNTY LIBRARY

BOARD OF TRUSTEES

MINUTES

Date: November 5, 2013

Board Members

in Attendance:

Kathleen Herndon  
Eric Jacobson  
Scott Spencer  
Tom Taylor  
Jan Zogmaister, Commissioner

Excused:

Marie Irvine  
Spencer Stokes

Others in Attendance:

Lynnda Wangsgard, Director  
Karen Burton, Associate Director  
Scott Jones, Assistant Director  
Julia Valle, Business Office Manager  
Monette Hurtado, Legal Counsel  
Evelyn Bertilson, Friends of the Library  
Marcia Harris, Development Board  
Stephanie Saint-Thomas, Exhibitor  
Susanne Goodwin, County Commission Office

Call to Order and Approval of Minutes:

Taylor called the meeting to order at 5:00 p.m. in the Pleasant Valley Branch Board Room.

Hurtado recommended adding Ernest Rowley's name to further clarify the minutes in relation to work done by the County Surveyor. Spencer moved, and Herndon seconded a motion to approve minutes of the October 1, 2013 meeting with the addition of Ernest Rowley's name as the County Surveyor. All voted "aye."

Director's Report:

Stephanie Saint-Thomas, the artist currently showing in the Elaine Stephens Gallery at the Pleasant Valley Branch, was introduced. Ms. Saint-Thomas described her unique artistic technique and invited the Board to attend a reception in her honor the following Thursday. Saint-Thomas will be exhibiting mixed media paintings and jewelry through December 31<sup>st</sup>.

Zogmaister introduced Susanne Goodwin, a new administrative assistant in the Commission office.

The financial report was beginning to reflect issues caused by loss of power and air conditioning in the data center at the Main Library. This infrastructure failure had a cascading affect and required replacement of a server and data storage device. Fund transfers will be made among line items to adjust for the unplanned expense. Dan Olsen, County Comptroller, advised that transfers be made before year-end, but after auxiliary air conditioning units are installed. Approximately \$75,000 will need to be moved to the equipment line item to cover this expense.

The books and materials budget was being watched carefully, as it is always a challenge to balance at year-end. Each vendor and publisher discounts materials at different rates on different orders, making it impossible to know how much funding has been expended until the items are actually invoiced. Algorithms and experience are used to judge encumbrances and three separate accounting systems, each with special strengths, are used to manage this line item. The goal is to expend the entire books and materials budget, reserving enough funding in other line items to accommodate any invoiced discrepancies in projected cost.

Overall budget expenditures were well within tolerances for this time during the current fiscal year. The projection was that, barring additional equipment or infrastructure failure, total 2013 expenditures will be less than the total authorized budget.

The September service metrics report was strong, reflecting staff work in bringing people in to see exhibits, attend programs, and do research on the Affordable Care Act. Reference transactions, number of items circulated, number of visits, meeting room use, and program attendance all showed increases over the previous year. The only metric measure showing a decrease was the 1,943 library cards issued, which was down from 2,020 during September of 2012.

The finalized Staff Development Day training agenda was distributed. Of particular importance was a proposed policy and terms of acceptable use for Library operated social media sites. These documents will be placed on the December Board meeting agenda for review and possible action.

#### Capital Plan Update:

Bids to complete the parking expansion at the Ogden Valley Branch (OVB) had been received and were very competitive. The low bid was sufficient to allow a change order to extend the curb and gutter on the north side of the Library. The additional curb and gutter had been an anticipated expense included in the bidding process as an alternate item. The goal was to complete the project by December 1, 2013.

Savings in this and other projects budgeted in the building improvements line item were being used to facilitate locating a small shed on the property west of the OVB to house attic stock. Spencer inquired as to the size of the shed. Jones noted it will be approximately 20' x 32'.

A meeting to review the current and future status of the secondary water well located adjacent to the Headquarters building site did not result in an improved strategy for resolving issues related to site improvements. Attendees included representatives from the Library, Roy City Water District, Prescott Muir Architects, and Great Basin Engineering. The most recent recommendation was to place a cement cap over the well and landscape around it.

Architects for the Headquarters Library were scheduled later during the week to provide recommendations on building materials. The suggested materials may be available for presentation and discussion during Staff Development Day.

Employees were preparing for the Main Library renovation, still two years in the future, by shifting collections, evaluating materials, and developing staging plans. A meeting will be scheduled with Ogden City to review options for site plans. Within the next two weeks, EDA Architects will participate in an in-depth tour of the Main Library and begin envisioning use of space.

North Branch planning was not being addressed at this time, except to put the shed in place at Ogden Valley Branch to begin storing attic stock as it is received, instead of locating it in the basement of North Branch. The entire lower level of the North Branch will need to be vacated for renovation. More expensive space in the new Headquarters Library had been eliminated in order to preserve more valuable public service space.

Commissioning Agreement:

Three engineering firms had responded to the Library's solicitation for consultants (SFC). The firm selected will assist the Library during design, construction, and start up of the three capital projects, including LEED certification. Interviews were scheduled within the week and the Board was invited to have a representative participate, if available. Other interview board members will include architects, engineers, and Library employees.

The Board considered whether to hold a special meeting to review and approve the recommended commissioning agent, or authorize the Library staff to proceed as long as the service agreement cost is within budget parameters. Jacobson inquired as to the amount budgeted for commissioning. Wangsgard could not provide that information without consulting spreadsheets at the Main Library, as the commissioning was included in a line item where other costs were aggregated. The exact number was to be sent to the Board the following day.


After discussion, Spencer moved and Herndon seconded the motion to authorize the staff to proceed with the agreement as long as the overall cost does not exceed the amount budgeted for the service. All present voted "aye."

Wangsgard will present a full review of the action taken to hire a commissioning agent during the December Board meeting.

Other:

There being no further business, the meeting was adjourned at 6:10 p.m. Board members were invited to view the exhibit from the United States Holocaust Memorial Museum that was being hosted in the Black Box Theater.

Respectfully submitted:

  
Julia Valle

12/3/13  
Date