

WEBER COUNTY LIBRARY

BOARD OF TRUSTEES

MINUTES

Date: November 6, 2018

Board Members

In Attendance: Diana Allison  
Jim Harvey  
Judith Jones  
Cynthia Mattson  
Reed Spencer

Board Members

Excused: Kathleen Jensen  
Spencer Stokes

Others in

Attendance: Lynnda Wangsgard, Library Director  
Phoebe Carter, Assistant Library Director  
Julia Valle, Business Office Manager  
Bryan Baron, Deputy County Attorney  
Marcia Harris, Library Development Board

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

Public Comments:

There were no public comments.

Approval of October 2, 2018 Meeting Minutes:

Jones moved approval of the October 2, 2018 meeting minutes as distributed. Spencer seconded the motion. Allison called for corrections or discussion and, hearing none, asked for a vote. All voted in the affirmative.

Commissioner's Report:

Harvey reported on the Commissioners' budget hearings with County department heads and elected officials and their plans to address issues that otherwise could result in service levels becoming unsustainable over the years. The Library tax rate was one of the issues discussed as the public's increased usage of expanded and enhanced facilities outstrips an operating budget level that was established for the smaller, less dynamic facilities. The fund balance that is sustaining the operating budget will not be adequate over the next five years. Elected officials were making the decisions and doing things right at this time to avoid compounding issues in the future. Harvey noted the Commissioners are committed to the Library and support and sustain the work that is being done on behalf of Weber County residents.

A three percent (3%) salary increase was being authorized by Commissioners – 2.75% to be distributed based on performance and .25% placed in pool to recognize outstanding work.

Allison asked for a report on any changes that were made to the Board's approved budget. Harvey noted the only changes were to add the three percent to the salaries and wages line items and adjustments to compensate for increased costs to benefits. Health insurance costs will increase by about six percent (6%) and employees will be asked to pick up one-half of the increase; this participation will be offset in part by a fourteen cent (14¢) per hour across the board salary increase. Harvey noted the Board was well represented by Mattson and Spencer who attended the hearing with Wangsgard.

Utah Construction and Design, a voice for the architectural, engineering, and construction industry, presents awards each year for outstanding projects completed in the State. The Weber County Main Library had been selected as the most outstanding project in the category of "renovations over \$10,000,000." Harvey congratulated the Wadman Corporation, the Library Board, and all those associated with the project for this achievement. It is a real source of pride for a County project to be recognized in this way.

Allison noted the Library administration and staff were to be especially commended for their commitment and doggedness in reaching this conclusion.

#### Director's Report:

##### *Thank You for Staff Night Out*

Wangsgard thanked Board members for their sponsorship of an employee night at the movies that was held to recognize the staff's extra work in completing the five-year capital plan on time and under budget. Employees, and their families and friends, filled one theater, and then a second, and vouchers for a late evening showing were distributed to those who could not be accommodated at the seven o'clock screenings. A special thanks was appropriate for Stokes who made the arrangements, including providing private funding for the event, and Jensen who had a special recognition poster professionally prepared for display at the theater that evening. The Miller Group offered tickets at a discount and also supplied free popcorn. Jensen also attended and represented the Board at the theater. The event was a marvelous success and was very much appreciated by the staff, Wangsgard said.

##### *Original Southwest Branch Turned Over to Roy City*

Wangsgard reported that the original Southwest Branch Library Building, located on 4800 S in Roy, was turned over to Roy City on October 31, 2018. Utilities had been transferred and insurance on the facility was in the process of being canceled. Valle oversaw a book and surplus property sale that was extremely successful in allowing the public to procure those items that could not be repurposed for future use in the Library.

Library staff had worked for several weeks to carefully remove special materials that were stored in the building and relocate them to the new archives area in the Main Library. To date, the staff had moved more than three million (3,000,000) pounds of shelving and materials, all by hand.

Kevin Wilson, Robert Armstrong, and other members of the Library maintenance team had done a stellar job of cleaning and polishing the facility so that it looked exquisite as it was turned back to the City.



Roy City had not yet publicly announced plans for the future use of the building.

#### *Schedule for Closeout of Library Capital Projects*

A closeout and final audit of Library Capital Projects was scheduled for 2019, after a lightning protection system is installed at Headquarters and a septic system replacement is completed at Ogden Valley Branch. The financial closeout will be overseen by County officials and will be reviewed by the County's bond counsel. County officials will then recommend what should be done with the surplus from the sale of the general obligation bonds, since the building projects will be completed under budget.

There were still three issues, however, that needed to be addressed at the Main Library before the facility could be considered to have reached final completion. There were also several small issues that were being worked on at North Branch and had to be resolved before the facility could be declared complete. Payment to cover the cost of these contractual obligations, plus retainage, was being held back until the work is completed.

WEBER COUNTY LIBRARY SYSTEM	
Staff Development Day	
November 12, 2018	
12:00	Seeking Wisdom: The Principle of Learning to Unlearn: Lynnnda Wangsgard
1:45	Break
2:00	Bridges Out of Poverty: Jim Ott, "aha! Process"
3:30	Break
3:45	Bridges Out of Poverty
5:00	Dinner & Staff Exhibits/VideoTalent Show
6:00	Bridges Out of Poverty
7:45	Break
8:00	Staff Talent Show
8:30	Ugly Pumpkin Decorating Contest Awards
8:45	Staff Association Business
9:00	Adjourn

### *Staff Development Day Plans*

The agenda for staff development day was reviewed and the Board invited to attend.

The featured presenter from “aha! Process” was to address strategies for empowering individuals to overcome the hidden rules that govern many aspects of life for the poor. The goal was to acknowledge and understand that those in poverty are often in survival mode and the support systems taken for granted in the middle classes and wealth are largely nonexistent. A deeper understanding of their challenges and strengths will help the Library create opportunities for those in poverty to succeed.

### *Tentative 2019 Operating Budget*

The Library Board’s recommended 2019 tentative operating budget had been reviewed by County officials. As Harvey reported earlier during the meeting, County officials approved the budget as presented with the exception of additions to the personnel section, which saw adjustments to accommodate increases proposed and projected for the next fiscal year.

#### An Ordinance (2018-18) of the Board of County Commissioners of Weber County Amending the Ordinance Governing Library Policies and Procedures:

Baron announced County Commission approval of: “An Ordinance of the Board of County Commissioners of Weber County Amending the Ordinance Governing Library Policies and Procedures” (Ordinance 2018-18). The change to the original ordinance included authorization for the Board to restrict expressive activity on public grounds pursuant to Title 11, Chapter 58, Section 101 et seq. of the Utah Code Annotated 1953, as amended. This update was necessary to preserve the Board’s authority to restrict behaviors that could contribute to an unsafe environment for the public.

Baron will make recommendations at a later date for changes to a current Board policy and administrative procedure that will bring them in line with the new law that takes effect May 14, 2019.

#### Amendment to the Scope of Contract (C2014-126) with R&O Construction to Provide Lightning Protection for the Headquarters/Southwest Branch Library:

A bid had been received from R&O Construction to serve as general contractor for installation of a lightning protection system at the Headquarters Library. The bid of \$229,367 was based on design documents provided by Prescott Muir Architects, in conjunction with Spectrum Engineering, and on “as built” drawings prepared by R&O as part of the original construction.

Wangsgard noted the bid was higher than what had been anticipated a year earlier. In the interim, the construction industry had gotten very busy, increasing the cost of having a general contractor on site to oversee the work of more than a half dozen subcontractors needed to complete the project. The actual cost of the lightning protection system equipment and installation was \$64,941. The difference between the total overall bid and the cost of the equipment and installation included, but was not limited to, concrete demolition and replacement; equipment rental; replacement of landscaping; roofing penetration repairs; flooring demolition and repairs; gypsum drywall path creation, preparation for repainting and painting; acoustical ceiling repairs; and business related overhead and profit for the construction company.

Baron reviewed a revision to County procurement policies that made it possible to work with the original architect and their team of engineers, as well as the original contractor and their subcontractors, in order to provide a seamless upgrade without voiding existing building warranties. Involvement of those who originally designed and constructed the technology smart building was judged to be critical to successfully integrating a lightning protection system.

Spencer asked why lightning protection had not been included when the building was first constructed.

Wangsgard noted there was concern the Headquarters Library would usurp too much of the available funding that had to be stretched to cover the cost of four capital projects authorized by voters and completed over a period of five years. Since the Headquarters Library was the first big project, and since officials had removed all the contingency funding from the plans, strategic decisions had to be made to ensure that once the Headquarters Library was constructed there would be enough money available to complete renovations and expansion of the Main Library and North Branch. None of the County Library buildings had ever had a lightning protection system, so it could not be justified and was eliminated. That decision proved to be a mistake. The Headquarters Library houses the Library data center and has had three costly lightning related incidents since opening in January 2016. If the data center were to be taken down by a lightning strike, Wangsgard said, it could well cost many hundreds of thousands of dollars to replace the equipment and software as well as untold additional costs associated with closing the entire Library System for an extended period of time.

Wangsgard counseled the Board to accept the bid provided by R&O Construction. R&O had, she noted, sought competitive bids for the lightning protection system and was recommending the only company that provided a complete proposal for both equipment and installation.

The second company that bid on the project offered to provide equipment but not installation. R&O will bring their original subcontractors to the project to ensure the lightning protection system is interfaced properly with the existing smart building systems. However, the original electrical subcontractor is not trained to install UL-certified lightning protection systems and does not want to become certified. Therefore, the second bid had to be rejected for lack of an installer.

The third provider, located in Montana, did not offer a bid on either equipment or installation. Wangsgard said R&O did their due diligence in trying to get competitive bids, but it is a very specialized application and not many providers are available to do the work.

Harvey noted the Library administration and Board were under tremendous pressure to cut costs when the design of the SWB/Headquarters was underway. The Southwest Branch/Headquarters Library was completed almost \$2,000,000 under budget. The Main Library was also well under budget, so there is money available to go back and install the lightning protection system.

Allison asked if there were any additional questions about the proposed bid or contract with R&O Construction for completing the job. Hearing none, she called for a motion.

Jones moved approval of an agreement for the lightning protection plan as presented by R&O Construction, subsequent to Baron's approval of a final contract document. Spencer seconded the motion. All voted in the affirmative.

A contract with R&O Construction will be forwarded to the County Commissioners for ratification.

#### Update on Replacement of Septic System at Ogden Valley Branch:

Board members reviewed original project plans for adding parking and storm water sumps to the street on the east side of the Ogden Valley Branch. The plans illustrated an approximately 500% increase in the former surface sheet draining that is now channeled into new sumps. The sumps were required by the Town of Huntsville before the project could gain approval from the planning commission. Wangsgard reminded the Board that when the building originally opened there was a school across the street, so additional parking was available in the late afternoon and evening. When the school closed, parking for Library users was limited to just 25 stalls, which was totally inadequate. During the 2013 general bond election, the first project approved for completion by voters was to add additional street parking at the Branch.

Wangsgard noted there is not a storm water system in Huntsville. When the additional street parking was designed, civil engineers were required to install storm water sumps sufficient to handle the runoff along the entire width of 7400 E, between 100 S and 200 S. The result of collecting all this runoff in sumps in front of the library was an exacerbation of an already failing septic system drain field that is located on the same side of the building.

The initial concept to address the failing and undersized septic system was to move the drain field to the west side of the Library on a piece of property purchased by the Development Fund for future expansion of the Branch. Moving the system would allow it to be sized to accommodate a future addition to the facility. It would also allow the existing 22 year-old septic system on the east side to "rest" and serve as a backup should future problems arise.

The original plan was to change the grade and re-route the interior main line out of the west gallery entrance. This plan had to be abandoned when reviews from the County Health Department limited design requirements for the drain field to a depth of no more than 12 inches underground. The existing system is at least five feet underground, requiring addition of an affluent pumping station that could not be accommodated inside the Library.

Wangsgard reported that redesign of the system to accommodate the new requirements was currently underway and will include providing an electrical supply on the east side of the Library to facilitate a below ground pump house that will lift the affluent and send it around the south

side of the facility to a new drain field on the west side. The new drain field will need to be protected by a fence or bollards to ensure no one travels across it in a vehicle, since it is located along an alley open to the public. This new design will also require replacement of a significant amount of concrete, including new stairs, entryway and sidewalk on the east side and replacement of the concrete plaza on the south side of the building.

The time frame for beginning this project is early March. Additional details will be presented as the design plan is developed. In the meantime, use of the Library is being accommodated by pumping the septic tank as needed and by limiting use of the meeting facilities.


Adjourn:

There being no further business, Jones move to adjourn the meeting. Mattson seconded the motion. All voted in the affirmative.

The meeting adjourned at 6:35 p.m.

Respectfully submitted:

  
Julia Valle

  
Date