

WEBER COUNTY LIBRARY  
BOARD OF TRUSTEES  
MINUTES

Date: December 20, 2011

Board Members

in Attendance:

Karen Leonardi  
Kathleen Herndon  
Marie Irvine  
Tom Taylor  
Jan Zogmaister

Board Members

Excused:

Holly Bauman  
Eric Jacobson

Others

in Attendance:

Evelyn Bertilson, Friends of the Library  
Marcia Harris, Library Development Board  
Monette Hurtado, Library Legal Counsel  
Lynnda Wangsgard, Library Director  
Karen Burton, Associate Library Director  
Scott Jones, Assistant Library Director  
Kim Hale, Library Comptroller  
Kevin Wilson, Professional Property Manager  
Ann Booth, Adult Services Manager  
Shari Creer, Circulation Manager, Pleasant Valley Branch  
Julia Valle, Library Business Office Manager

Action on Patron Account:

Leonardi and Irvine summarized a patron's request that the Board reconsider a charge the staff had levied for the damaged book, *The Naming of the Dead*. After discussion, the Board voted to alter the charge to \$12.00, one-half of the item's original purchase price. Booth will communicate the decision to the interested party.

Minutes:

Minutes of the November 15, 2011 meeting were approved as written.

Director's Report:

Hale presented the financial report, current as of November 30, 2011.

Total County collected revenue was \$166,132 ahead of the previous year at the same time. Collection of late book fees was running a little short of budget projections. In all, 2011 revenues should exceed projections. Expenditures were well within tolerances for this time of the year; however, funds had been moved among line items to accommodate completion of various projects.

Weber County Commissioners had approved the Board's budget, as requested, with the exception of those capital projects that would require a tax rate adjustment to complete. In all, the funding provided will accommodate keeping the Library System running smoothly.

Wilson reported on the windstorm and electrical fire that resulted from a power outage at the Main Library. Heat generated when a large fuse on 440 volt electrical transformer, located in the equipment room inside the Library, malfunctioned and caused the main electrical panel to catch fire. The Library was evacuated safely, the Ogden City Fire Department crews responded, and Rocky Mountain Power dispatched a lineman to turn the power off at the pole. Disconnecting the power at the pole was the only way to control the situation once the transformer malfunctioned. In the meantime, all equipment in the Library was shut down appropriately, using backup power supplies. Damage caused by the transformer malfunction was repaired and new fuses installed the following day. The Main Library was closed to the public from approximately 10:30 a.m. on December 1<sup>st</sup> until noon December 2<sup>nd</sup>. Services at all branch libraries were also compromised as the online catalog, checkout systems, and access to the Web were not available from the Main Library data center.

Wilson also reported on problems and progress associated with upgrading the jacks in the public and freight elevators at the Main Library. The first upgrade went smoothly, but the second resulted in ground water flooding the shaft.

Wilson explained that when Otis Elevator, the service provider hired to upgrade the elevators, drilled a small, one-inch hole in the floor of the cargo elevator to begin removing the old jack, ground water began flowing through the boring at the rate of approximately twenty-three gallons per minute. Several pumps and a generator were put into place to handle the flow as the hole had to be enlarged to approximately twenty-four inches in order to pull the old jack up from thirty feet below the basement floor. The resulting volume of water that was being emptied into the main building sump caused the corroded pipes to collapse and the main pump to fail.

In addition, the services of a badger truck had to be employed to remove approximately eight cubic yards of gravel from the bottom of the two shafts. The gravel had been used when the building was originally constructed to stabilize the old infrastructure, but had to be removed to make way for the new equipment. A contractor was also being hired to install bentonite water seals in each of the shafts to prevent water intrusion after the new jacks were put in place. Concrete caps will need to be poured in each elevator shaft to complete the seal.

Wilson showed photographs of elevator shaft with makeshift pumps, the electrical transformer, and other electrical, pneumatic, and plumbing infrastructure issues at the Main Library, as well as worn carpet, upholstery, and finishes.

The Board noted that new carpet had been installed on the Main Library stairs in an effort to alleviate a trip hazard. Wangsgard noted bids for additional carpet were being sought to replace floor covering in high traffic areas where seams had been patched on several occasions. The seam inserts were no longer working because the structure of the existing carpet had broken down and was not sufficient to hold the small pieces in place.

Dan Olsen, County Comptroller, authorized holding over a purchase order, issued with funding saved in the 2011 building improvements line item to the 2012 operating budget, in order to cover the cost of the replacement carpet in several high traffic areas. Wangsgard noted that replacing all the carpet at the Main Library would be cost prohibitive.

2012 Holiday Schedule:

The Board reviewed and approved the 2012 Library holiday schedule as follows:

New Year's Day	January 1 <sup>st</sup> , Sunday (County will close January 2 <sup>nd</sup> )	Library Closed
Martin Luther King, Jr. Day	January 16 <sup>th</sup> , Monday	Library Open
President's Day	February 20 <sup>th</sup> , Monday	Library Open
Memorial Day	May 28 <sup>th</sup> , Monday	Library Closed
Independence Day	July 4 <sup>th</sup> , Wednesday	Library Closed
Pioneer Day	July 24 <sup>th</sup> , Tuesday	Library Closed
Labor Day	September 3 <sup>rd</sup> , Monday	Library Closed
Columbus Day	October 8 <sup>th</sup> , Monday	Library Open
Veteran's Day	November 12 <sup>th</sup> , Monday (Staff Development Day)*	Library Closed
Thanksgiving Day	November 22 <sup>nd</sup> , Thursday	Library Closed
	November 23 <sup>rd</sup> , Friday	Library Open**
Christmas Day	December 25 <sup>th</sup> , Tuesday	Library Closed

Note:

\* All employees will be scheduled for training from 12-9 p.m. on Staff Development Day. Training will be held at the Pleasant Valley Branch Library.

\*\* November 23<sup>rd</sup> holiday is a personal preference day granted by the County Commissioners. Schedule this time with your supervisor as you would any other holiday, November 23<sup>rd</sup> - December 13, 2012. Time not used by December 13<sup>th</sup> will be forfeited.

2012-2014 Technology Plan:

Board members reviewed and approved the Library's three-year Strategic Technology Plan, which detailed the role the Library System serves as a regional information center and the importance of technology resources in the delivery of services.

Jones presented the plan and its justification, including a complete inventory of computers/equipment, telecommunications, software, and future hardware, software, and telecommunications services planned for the three-year period. Those items planned for 2012 were included in the approved operating budget.

Major plans for 2012 included:

- Replacing computers in the Main Library lab with virtualized desktops
- Replacing the core data switch
- Replacing data distribution switches
- Replacing the edge router
- Installing RFID security gates and self-check units at the Main Library

The Technology Plan also detailed the manner in which technology services will be evaluated by the staff and public, training that will be provided users, maintenance contracts used to keep the systems up-to-date and operational, and the electrical systems used to power the equipment and protect it from fluctuations.

2012 Meeting Schedule:

Board members approved the meeting at 5 p.m., on the third Tuesday of each month, at the following locations:

- January, Pleasant Valley Branch
- February, Southwest Branch
- March, North Branch
- April, Ogden Valley Branch
- May – December, Main Library

Distribution of Policy Manual:

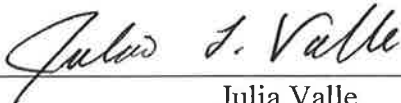
An updated copy of the Library Board's Policies and Administrative Procedures Manual was distributed.

Other:

The Library Board, Development Board, Friends of the Library, and the Library's legal counsel were thanked for their leadership and service during 2011. Major donors, long-term volunteers, and others integral to the Library's success during the year will also be thanked appropriately.

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

Respectfully submitted: \_\_\_\_\_

  
Julia Valle

# WEBER COUNTY LIBRARY SYSTEM

Effective January 1, 2012

## BOARD APPROVED HOLIDAY SCHEDULE

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Presented for approval 12/20/2011.