

**WEBER COUNTY LIBRARY
BOARD OF TRUSTEES
MINUTES**

Date: January 17, 2012

Board Members

in Attendance: Holly Bauman
Kathleen Herndon
Marie Irvine
Karen Leonardi
Tom Taylor
Jan Zogmaister

Board Members

Excused: Eric Jacobson

Others

in Attendance: Evelyn Bertilson, Friends of the Library
Monette Hurtado, Library Legal Counsel
Lynnda Wangsgard, Library Director
Karen Burton, Associate Library Director
Scott Jones, Assistant Library Director
Kathryn Pudlock, Manager, Pleasant Valley Branch
Sarah Lovato, Manager, Southwest Branch
Jessica Whetman, Assistant Manager, Southwest Branch
Julia Valle, Library Business Office Manager

Minutes:

Minutes of the November December 20, 2011 meeting were approved as written.

Director's Report:

Year-end financial report was not available. Wangsgard reported that purchase orders were still being closed out and FY2011 claims against line item allocations, such as utilities, were still being honored. She had reviewed reports received from the County Auditor which illustrated the 2011 budget would be under expended.

Year-end public use statistics were reviewed, illustrating when comparing 2010 to 2011, a 6.92% increase in the number of visits to the County's five libraries.

The Utah State Tax Commission is no longer making printed tax forms available to the public. Taxpayers are visiting County Libraries to pick up their forms and are disappointed to find they are not available. Staff members will help locate needed tax forms on-line, but this may require a wait as Library computers are often booked several 30-minute sessions in advance. This wait may result in a significant annoyance to Library patrons and will likely further overload public computer centers.

The Board asked Wangsgard to prepare a news release detailing the changes made by the State Tax Commission and forward the information to the local newspaper.

Operating Plan Update:

An overview of the 2012 operating plan was presented by management category. Highlights included:

Collection Management.

Burton distributed a spreadsheet detailing allocation of the book and materials budget by material type, vendor, and division. She reviewed the collection development process and responded to questions concerning the allocations and priorities.

Fiscal Management.

Software for the Casselle accounting system had been updated and cost-accounting codes established for programs where additional budgeting information is needed. The cost accounting system is being focused on literacy programs; janitorial and building maintenance, and information technology costs. Other cost centers may be added during 2012. The work is being done under the direction of the County Comptroller in order to coordinate the Library accounting system with that of the County.

Personnel Management.

The CY 2012 Flexible Meeting/Training Schedule was distributed and discussed. All 2011 performance reviews had been completed, a new performance plan template developed, and each employee had set goals for 2012.

Property Management.

Major projects detailed for the first three months of the year included in-house installation of upgraded security systems at Main, re-keying all five library buildings, and installing replacement carpet in high traffic areas at Main. A request for proposals (RFP) will also be developed to aid in selecting a neutral party to evaluate options for updating or replacing the Main Library. Other projects will be placed on a timeline as the year progresses.

Public Services Management.

A "civility" public relations campaign will address issues of inappropriate behavior on Library property. Shoppers will visit each Library and provide focused reports on campaign results, which will be shared with employees who can then set additional goals for improvement.

Programs and services available to the public will be promoted in-house via flyers, posters, and digital signs, and throughout the community via flyers, newspaper articles, and attendance at community events.

In addition, the Library Web site will be updated during the year to improve its usefulness to the public and social media options will be explored.

Technology Management:

The Technology Plan approved by the Board during their December 2011 meeting will guide the use of resources during the year. The first major project will be to install cabling needed at the Main to facilitate upgrading of security cameras inside the building and new installations in the parking lot.

Other:

Sarah Lovato and Jessica Whetman presented a power point program that was being developed to help involve teens in Weber Reads programs. Board members gave suggestions for strengthening the ties with the central theme and thanked them for their work on the project. Margaret Rostkowski is overseeing presentations in the schools.

There being no further business, the meeting was adjourned at 6:15 p.m.

Respectfully submitted:



Julia Valle