

**VIRTUAL LIBRARY BOARD OF TRUSTEES MEETING MINUTES  
WEDNESDAY, FEBRUARY 17, 2021  
4:00 P.M.**

**VIRTUAL ZOOM MEETING**

**The Board met in regular session virtually via Zoom Webinar**

Chair Marsh called the meeting to order at 4:05 pm.

**1) ROLL CALL**

Board Members Present: Amy Ghilieri, Wayne Holland, Zanny Marsh, and Jean Stoess

Board Members Absent: Ted Parkhill

County Staff Present: Assistant District Attorney Keith Munro

Public Present: None noted

**2) PUBLIC COMMENT**

None

**3) APPROVAL OF MEETING MINUTES**

**a. APPROVAL OF MINUTES FROM THE LIBRARY BOARD MEETING OF JANUARY 20, 2021**

On motion by Trustee Ghilieri, seconded by Trustee Stoess, motion which duly carried, the Board approved the meeting minutes from January 20, 2021. All in favor. None opposed.

**4) OLD BUSINESS**

None noted

**5) New Business**

**a. ACKNOWLEDGEMENT OF 1<sup>ST</sup> AND 2<sup>ND</sup> QUARTER FISCAL YEAR 2020-2021 CASH AND NON-CASH DONATIONS RECEIVED BY THE LIBRARY SYSTEM BETWEEN JULY 1 AND DECEMBER 31, 2020 FOR A COMBINED TOTAL OF \$7008.02.**

Development Officer and PIO Andrea Tavener noted the Library System received two (2) State Grant in Aid Grants in the 2<sup>nd</sup> quarter: November 2020 - \$12,646 for Collection and December 2020 CARES grant of \$21,308 for total grant funding of \$33,954. This brings the cash donation total for the 2<sup>nd</sup> Quarter Donation Report to \$40,962.02

On motion by Trustee Holland, seconded by Trustee Stoess, motion which duly carried, the Board acknowledged the donors on the 1<sup>st</sup> and 2<sup>nd</sup> Quarter Fiscal Year 2020-2021 Donation Report to include the updated. All in favor, none opposed.

## 6) REPORTS

### a. **LIBRARY DIRECTOR'S REPORT TO INCLUDE ADMINISTRATION, COLLABORATIONS, PROGRAMS AND ACTIVITIES**

Director Scott noted this is the same presentation provided at the Board of County Commissioners (BCC) meeting on Tuesday, February 16, 2021. He clarified the plan was to share it with the Board at this meeting before the scheduled BCC presentation on February 23 but was given the opportunity to do so one week earlier. He provided an overview of information noted on the slides to the Board as he did for the Commissioners on Tuesday, February 16, 2021.

Upon questioning by the Board, Director Scott:

- Stated the presentation received praise of the library and tracing work being performed by Library staff.
- Noted there were some comments regarding long lines, but how this was self-resolving after initial few weeks rush to pick up materials
- He will be seeking additional guidance from the Health District as well as with the security provider once a new reopening plan has been completed due to uniqueness of the library. He explained that library patronage is more of a retail type access as opposed to government office access and that each library district is different and has different challenges.

### b. **QUARTERLY YOUTH SERVICES AND LIBRARY EVENTS (YSLE) TO INCLUDE UPDATES FROM OCTOBER, NOVEMBER AND DECEMBER 2020**

Youth Services and Library Events Beate Weinert and Judy Hansen introduced themselves and noted they would be presenting updates for November (2020), December (2020), and January (2021).

YSLE Manager Beate Weinert noted the team is status quo at this time and wanted to keep this presentation visual as they are gearing up for bigger things. She highlighted the following:

- Virtual Events: The holidays were fun for the team with much enthusiasm. She provided a summary of the virtual events noted in the presentation.
- Virtual Outreaches: The Library System has started to make progress going out virtually and she provided a progress overview of the outreaches listed in the presentation.

YSLE Librarian Judy Hansen presented an update informing the Board the focus on teens began about a year ago and was inspired when the Library website was redone. The Library System believe it is important to focus on teens and the Teen Engagement Group service team includes a representative from each branch of the Washoe County Library System. She provided an update of teen events and community connections to the Board to include:

- Launching of teen and tween book club this month with informal book discussions
- Teen Social Hour: will be hosted by the Library in the afternoon on the first Fridays of the next three (3) months starting in March.
- Building community connections to including Reno Alliance for Free Tutoring and Nevada Adolescence Literacy Network

YSLE Manager Beate Weinert updated the Board on the following:

- Upcoming Summer Reading Challenge (SRC) 2021. She is hoping to start the challenge from June 1 through August 31, 2021. The theme is Tails for Tales which allows for fun programming. The Library System is currently in planning stages.
- Continuing partnership interactions virtually across the state and provided an overview specific to the partnerships listed in the presentation.
- Social Media: Highlighted quotes and Staff picks that are going out on social media platforms. She also gave a shout out to Russell Dorn specifically as he was in attendance in the meeting.

YSLE Librarian Judy Hansen stated she wanted to finish the presentation with the linked access to the Resource Sheets using the link in the presentation, stating they can be found on K-12 Resource Page as well as the Educator Page on the website in either English or Spanish. The pages are all clickable and printable as a one stop shop for all ages.

Upon questioning by Trustee Stoess, YSLE Hansen noted the designs are done by the team and maintained on the library website.

**c. TACCHINO TRUST UPDATE TO INCLUDE EXPENDITURES AND BALANCE**

Director Scott noted there has not been much change, but the Board will be seeing more as we approach the end of the fiscal year. He reminded the Board Northwest Reno and Sparks Libraries are in the process of starting renovation and materials purchased for these branches are ready to go.

Board Secretary Tami Gaston noted the Board should see an increase in expenditures at the next meeting once accounting completes updating Tacchino trust funding with the invoices she is currently working on.

**d. QUARTERLY STATS REPORT TO INCLUDE STATISTICS FOR OCTOBER, NOVEMBER AND DECEMBER 2020**

Director Scott noted the Library System closed Mid-November and through December which accounts for any drop in numbers. He also noted the Library System was providing space for early voting during this period.

He stated the digital check-outs have remained steady and the Library System is checking out digital materials at higher numbers than when the Library is operating under normal hours.

Upon questioning by the Board, Director Scott:

- Confirmed the Library System has the ability to track individual users and provide how often each individual accesses the Wi-Fi.
- Confirmed Senior Center has not been open for hours and the Wi-Fi stats noted may be staff or users who are close enough to the hub inside to access it.
- A “unique” user is how the Library system is able to identify an individual device

**e. QUARTERLY FINANCIAL REPORT TO INCLUDE GIFT FUND EXPENDITURES FOR OCTOBER, NOVEMBER AND DECEMBER 2020**

Director Scott stated the Library System is trying to remain conservative in using Gift Funds due to possible budget reductions from the General Fund. He did confirm Friends of Washoe

County Library (FWCL) was able to give portion of book sale proceeds, approximately \$48,000 for 2020 and the Library is grateful for them to be able to donate anything.

He noted around \$400,000 of the \$736,075.64 Gift Fund balance will be expended before the end of the fiscal year.

f. **BOARD TASK REPORT TO INCLUDE BOARD TASKS TO BE FOLLOWED UP**

None

7) **STAFF ANNOUNCEMENTS**

Internet Librarian John Andrews informed the Board the Library System will be launching a new interface to the public catalog next month. He stated the interface will be Netflix style to easily find and access materials with user friendly features. Collections Manager Debi Stears and her team have been working on the display features which will be unveiled before next board meeting.

8) **PUBLIC COMMENT**

None

9) **BOARD COMMENT**

None

10) **ADJOURNMENT**

Chair Marsh concluded the meeting at 5:28 pm