

**LIBRARY BOARD OF TRUSTEES MEETING MINUTES
WEDNESDAY, FEBRUARY 20, 2019**

The Board met in regular session at the Spanish Springs Library, 7100A Pyramid Lake Highway, Sparks, NV 89436.

Chair Alderman called the meeting to order at 3:59 pm.

1) ROLL CALL

Board Members Present: Wendy Alderman, Wayne Holland, Jean Stoess, Zanny Marsh, Ted Parkhill (arrived late)

Board Members Absent: None

County Staff Present: Assistant District Attorney Herb Kaplan, Assistant County Manager Dave Solaro

Public Present: Friends of Washoe County Library (FWCL) Vice President Kyle Waxman, FWCL Secretary Marsy Kupfersmith

2) PUBLIC COMMENT

None noted

3) APPROVAL OF MEETING MINUTES

a. APPROVAL OF MINUTES FROM THE LIBRARY BOARD MEETING OF DECEMBER 19, 2018

On motion by Trustee Stoess, seconded by Trustee Holland, motion which duly carried, the Board approved the meeting minutes from the Library Board meeting of December 19, 2018. All in favor, none opposed.

Vice-Chair Marsh arrived at 4:00 pm

4) OLD BUSINESS

a. LIBRARY DIRECTOR LEADERSHIP TRAINING UPDATE

Assistant County Manager (ACM) Dave Solaro provided a quarterly update for the Washoe County Library Leadership Training. He noted that the last of the materials were ordered at the end of the last quarter and everything set up for Library Management to take the Leadership Challenge (Kouzes and Posner) as a group with Dr. Marlene Rebori from UNR Cooperative Extension. The Leadership Team met on February 8, 2019, for their first training and have completed the first self-assessment of the training program. ACM Solaro stated that the team would meet again on March 8 to go over self-reflections associated with their self-assessment. He stated that he believes this course will be helpful as the process includes assessment of the whole Leadership Team as well as team individual assessments of the team members. He informed the Board that program will run monthly, through June 2019, and the team will be able to update where each member is at with their improvements and good skills.

Trustee Parkhill arrived at 4:04 pm.

Upon questioning by the Board, ACM Solaro clarified and answered the following:

- The Challenge covers five areas of leadership: Model the Way, Inspire a Shared Vision, Challenge the Process, Enable Others to Act and Encourage the Heart
- The assessments are individual within the team and information is shared as a team for them to understand the team assessments.
- He believes that the five areas align with the areas of evaluation.
- The training should be mostly completed before the next Library Director evaluation and recommends the Chair to get with the District Attorney on the best way to start the evaluation process.

5) **NEW BUSINESS**

a. **ACKNOWLEDGE A DONATION IN THE AMOUNT OF \$130,000 FROM FRIENDS OF WASHOE COUNTY LIBRARY, WHICH DEMONSTRATES ITS CONTINUED SUPPORT OF LIBRARIES, LITERACY, THE ARTS, AND CULTURAL ENRICHMENT THROUGHOUT THE COMMUNITY**

Development Officer and PIO Andrea Tavener pointed out two Friends Board members: Vice President Kyle Waxman and Secretary Marsy Kupfersmith, thanking them and stating that she could not do her job without all the hard work they do.

Vice President Waxman spoke on behalf of all the Friends volunteers and thanked the Board and Library System for acknowledgment. She also noted that Keith Judson has moved to North Carolina, but is still a member of their organization.

Chair Alderman stated that she could not thank Friends enough and noted that they are a unique organization.

Trustee Holland stated that he had attended several Friends of Washoe County Library Board meetings and appreciates their passion for the work they do.

b. **DISCUSSION OF FREQUENCY OF LIBRARY BOARD OF TRUSTEE MEETINGS**

Trustee Stoess provided a handout for this agenda item to the Board. She stated that she felt there were multiple reasons to consider changing the frequency of the Board meeting. It takes very few Trustee absences at one meeting to lose a quorum and have to cancel a meeting. Trustee Stoess state that she thought bi-monthly could simplify attendance for Board members and staff, as well as providing thicker agendas. She noted that small enough items can be postponed. Trustee Stoess stated that Managing Librarians may find it beneficial to meet 6 times instead of 12 times annually. She requested that this item be agendized for more in depth discussion and potential decision at the March 2019 meeting.

Chair Alderman also would like to include discussion on responsiveness of Board for Library staff in the event an emergency meeting may need to be called for time sensitive issues requiring Board approval.

Trustee Stoess stated that she and Secretary Tami Gaston would be able to see how often meetings have been cancelled due to no quorum and look at meetings cancelled due to light agendas and potentially offer options for a new meeting schedule based upon the findings.

Legal Counsel Herb Kaplan stated that the Library Board of Trustee Bylaws provide an expectation of monthly meetings. He stated that there are not legal meeting frequency

requirements, but that the Board bylaws would have to be revised to reflect any decision of the board should meeting frequency change.

Upon questioning by Trustee Marsh regarding precedence of monthly meetings in the eye of the public, Legal Counsel Kaplan stated that Open Meeting Law does not require any number of meetings, only how it is conducted and notices when meetings are planned and held.

Trustee Marsh invited feedback from the managing librarians regarding the last bullet from Trustee Stoess's Handout "Librarian and staff have fewer interruptions of their activities in order to attend Trustee Meetings" as to not make presumptions and inquire if modifying the meeting schedule creates any issues.

6) **REPORTS**

a. **LIBRARY DIRECTOR'S QUARTERLY STRATEGIC PLAN UPDATE**

Director Scott presented a PowerPoint presentation for the Quarterly Strategic Plan Update for October – December 2018.

b. **SECURITY REPORT**

Washoe County Security Administrator (SA) Ben West introduced himself to the Board. He stated that his position was created last year and is the first of its kind with the County. He provided history stating that Washoe County recently contracted with Allied Universal and Dan, the Downtown Reno Security Guard, switched to Allied Universal with the contract. SA West stated that the contract provides continuity as they provide security to all county locations that have guards and are able to staff locations when guards are out on leave or when additional security is needed and that staff is aware of how Washoe County likes security to be provided at locations that include security guards.

He stated that Allied Universal tries to balance the mission of each department with the security they are requesting. He informed the Board that he has begun to do this with Library locations as well. He stated that he met with staff at Incline Village mid fall and was able to identify some issues as well as possible solutions. He stated that he also met with staff at Sparks Library to work on a long term solution for the overnight parking issues in the parking lot. He stated that they have met with staff at Downtown Reno and are working to provide nightly service for Allied Universal staff to come by and check in on those sleeping around the Library and in the parking garage.

SA West stated that, moving forward, he plans on meeting with local law enforcement agencies to discuss specifics for problem solving and try to obtain statistical information for those locations. He will also offer security awareness training on site locations for best practices.

Upon questioning by the Board, SA West stated the following:

- Currently Allied Universal is not regularly patrolling the parking lot, but this is part of the proposal of next year's contract for visibility purposes and potentially provide escort for employees working late/after hours.
- Allied Universal will be looking to encourage and positive interaction with local law enforcement as well as the public.

- He believes there is an opportunity for Allied Universal to work with the City of Reno and the Human Services Agency side for possible relocation of those who are constant presence with no resources.

Director Scott informed the Board that the City of Reno Ambassador program is working on that side now.

Upon further questioning by the Board, Director Scott confirmed:

- SA West has been meeting with all the Branch Managers at each location to come up with solutions to issues that are unique to each location without infringing on the service the Library provides to the public.
- He will provide future updates to the Board.
- SA West will be working with Director Scott to schedule meetings and training specific to library locations in Washoe County

Trustee Parkhill thanked Director Scott for arranging SA West's presentation in the Board meeting.

c. SOUTH VALLEYS LIBRARY REPORT ON PROGRAMS, ACTIVITIES AND OPERATIONS

Branch Manager Julie Ullman highlighted the following from the submitted report:

- May 2018 marked the 15th anniversary for the South Valleys Library and the Washoe County Facility maintenance staff has been providing some needed maintenance to include: painting walls, fixing carpet in the lobby and sealing areas in the staff room from water leaks
- New partnership (page 1) with Nevada Vocational Rehabilitation/DETR Summer Youth Internship Program and that South Valleys is excited to work them again this year.
- Numerous outreaches (page 3) and South Valleys Library is working with the Washoe County Parks Department as they look to expand park storytimes.
- Many Art and STEAM activities in the last year with great successes with many organizations around town
- Staff is working on getting 3D printing and goal is to have it available at all branches.
- Staff recognitions (page 7, 8) of the efforts they put out daily and recent new additions and promotions.

Branch Manager Ullman also commented on the following items which were not noted in the submitted materials:

- South Valleys Automated Materials Handler expected install dates are in April 2019.
- Library Online Meeting Room Calendaring (LibCal) should be ready soon to go live soon. South Valleys Library has been the testing ground for this software.
- South Valleys staff plan to strengthen the relationship with the Doral Academy on Mount Rose Highway. The new charter school does not have a library in the building.
- Ice arena is still in the planning stages with half of the required funding raised and they expect to break ground Spring 2019. They are still working on a public campaign to build the rest of it.

- Carpet in the meeting rooms have 15 years' worth of stains and they are looking at a project to replace it.

Upon questioning by the Board, Branch Manager Ullman clarified the following:

- Dementia Friendly Washoe County has two arms: one being four community actions groups, one of which Branch Manager Julie Ullman is a member of as a representative of Washoe County Library System. This arm of the organization works on providing information of what dementia is, while the other arm is the "Café" that lets people meet who are dealing with these issues. There will be more one hour sessions for people to learn more about dementia coming this spring.
- Library staff is not seeing much impact from the construction from across the street but has seen an increase in business with the 2 new apartment complexes and housing complex being built. The Library sees more impact during baseball season and hopes that parking issues will decrease when the first two phases of the Ice Rink are completed.

d. MONTHLY TECHNOLOGY UPDATE

Systems and Access Librarian Nancy Keener briefly reviewed the items submitted in her written report to include:

- The Automated Materials Handling (AMH) project schedule may be pushed back farther due to architectural issues that need to go through the Washoe County process (i.e. precise holes cut into building walls) before installation.
- There were no issues with the recent ILS update (library software).
- Systems staff have completed refreshing the public computers at South Valleys and the rest will go to Verdi. There is no budget to do more this fiscal year. County provided staff computer refresh to start soon.
- Systems staff updated the network to front facing IP for Sierra View and Spanish Springs. This is a big move for the Library System to move forward to allow more IP access.
- Washoe County is in the process of migrating the entire County to Office 365 one department at a time. Seven Library staff members elected to move over early to begin working with it to be better able to assist library personnel when the Library System is migrated over.

Upon questioning by Chair Alderman, Systems and Access Librarian Keener clarified that the County and Library have to be compatible with the AMH equipment as it has been built to be set up and work in a specific way, not the other way around.

Trustee Parkhill stated that he believes the Library will love Office 365. He cautioned that the Library should have a plan in place and be organized. He said we have to let the County know how we want it laid out (i.e. folder details and shared drives) and have plan for going cloud based.

e. TACCHINO TRUST EXPENDITURE UPDATE

The Board reviewed the information submitted in the packet.

Upon questioning by the Board, Director Scott clarified that the Tacchino Trust expenditures is limited to materials and furniture, fixtures, and equipment and must be expended by 2021.

f. **QUARTERLY FINANCIAL REPORT**

The Board reviewed the information submitted in the packet.

Board comments noted that the financial report layout is easy to figure out and read.

Upon questioning by Chair Alderman, Director Scott stated that branch gift fund expenditures are at the discretion of the branch manager. He also clarified that “program” expenditures are for furniture, fixtures or equipment for the branch or support of a program, but not for payment of any programs put on by the Library System

g. **QUARTERLY STATISTICAL REPORT**

The Board reviewed the submitted material.

Upon questioning by the Board, Director Scott:

- Explained that some of the declines in checkouts of physical materials can be attributed to weather, as seen in past years, and that all statistics may be affected by other factors that the Library is not able to control or can be captured.
- The relationship (annual statistics) between years can be done annually and are easily obtained.
- When there appear to be anomalies or fluctuations in quarterly stats, Library staff can include information as to why if we know, but there are many other factors that staff cannot really gauge.
- The Library looks at general statistics for general trends but it is often a matter of looking at uses and moving forward to determine what is needed at each location, such as computer use. There are many factors that cannot be captured in a report but that Library staff is aware of and that Branch Managers may be providing input in their branches

h. **BOARD TASK RECORD UPDATE**

The Board reviewed the material submitted.

Chair Alderman stated it appears everything is moving forward as expected and the Leadership Challenge training update would be anticipated to return to the agenda at the June meeting.

The Board cleared the detailed (ledger format) Tacchino Report provided to be included on a quarterly basis.

7) **STAFF ANNOUNCEMENTS**

Development Officer Andrea Tavener informed the Board she had submitted the proclamation to the County to be placed on the Board of County Commissioners agenda for approval at the March 19, 2019 meeting in support National Library Week from April 13-17, 2019. If accepted for that agenda, she will send invitations to Friends.

Upon questioning by Trustee Holland, Director Scott stated that National Library Week is also legislative week and the Library would have staff in Carson to support Library legislation.

Collections Manager Debi Stears provided a brief update on how the annual funding from Friends of Washoe County Library impacts Technical Services and the Library collection. She stated that the impact is significant and allows Technical Services staff to continue purchasing materials during the time that county fiscal spending is restricted between change-over of fiscal years. With the Friends allocation, the library system is able to continue to make purchases during May and June annually without any breaks.

Director Scott announced Jana MacMillan as the new Branch Manager for the Spanish Springs Library.

8) **PUBLIC COMMENT**

FWCL Secretary Marsy Kupfersmith stated she is on several senior advisory boards and likes how the Washoe County Library Board of Trustees run their meetings. She thanked the Library for promotion of senior events. She stated that if it was not for the Library System promoting events, she is not sure how the community would know about the senior events taking place in the community.

9) **BOARD COMMENT**

None noted

10) **ADJOURNMENT**

Chair Alderman adjourned the meeting at 5:24 pm.