



LIBRARY BOARD OF TRUSTEES MEETING MINUTES

WEDNESDAY, November 19<sup>th</sup>, 2025

5:30 P.M.

DOWNTOWN RENO LIBRARY 301 S. Center St, Reno NV 89501

Library Trustees:

Ann Silver, Chair

Lea Moser, Vice Chair

Gianna Jacks, Trustee

Tami Ruf, Trustee

Marie Rodriguez, Trustee

0) Salute to the Flag led by Trustee Rodriguez.

1) Roll Call [Non-Action Item]

- Present: Chair Silver, Trustee Jacks, Trustee Ruf, Trustee Rodriguez.
- Absent: Vice Chair Moser.

2) Land Acknowledgement [Non-Action Item]

- Read by Chair Silver.

3) Public Comment –Three Minute Time Limit Per Person [Non-Action Item]

- Sandee Tibbett: Praised board's oversight of budget process and Solaro's support. Expressed support for an independent third-party audit of the library system for transparency. Hopes for a new director who is open to diverse perspectives and has integrity.
- Debi Stears: Noted compliance issues with minimum public library standards due to expiring strategic plan and lack of MLS-qualified director. Explained a waiver is needed showing how this issue will be remedied.
- Janet Butcher: Thanked trustees for their work on the budget. Questioned why the materials budget request wasn't included in the BCC recommendation. Pointed out the totals for library donations and urged community members to donate to the library.
- Cliff Nellis: Urged the board to hire a director who represents all community perspectives. Suggested reducing staff to meet budget needs. Criticized the land acknowledgement that was read aloud.
- Willie Putchart: Expressed concerns regarding the board and called for an evaluation of trustees for transparency.

4) Board Comment [Non-Action Item] – Limited to Announcements, Strategic Plan Activity, Updates or Issues Proposed for Future Agendas and/or Workshops

- Trustee Jacks pointed out that the updated bylaws were not available on the website. Questioned why the meeting location had changed and if proper notifications had been sent out.

5) Approval of Minutes from the Library Board meeting on October 15<sup>th</sup>, 2025 [For Possible Action]

- Trustee Jacks noted the short time given to review the minutes. Noted that she didn't notice any glaring problems with the minutes but would have liked more time to compare with the meeting recording before approving.
- Chair Silver requested to receive the minutes earlier for review.
- On motion by Chair Silver, seconded by Trustee Rodriguez, which motion duly carried on a 3-1 vote with Trustee Jacks voting no, the meeting minutes from October 15, 2025 were approved.

6) General Business

a) Acknowledge 1<sup>st</sup> Quarter Fiscal Year 2025-2026 Cash and Non-Cash Donations received by Washoe County Library between July 1 and September 30, 2025, for a combined total of \$376,951.40. [For Possible Action]

- Development Officer Jamie Hemingway shared a staff report reflecting donation amounts for the first quarter of the fiscal year.
- On motion by Trustee Rodriguez, seconded by Trustee Ruf, which motion duly carried on a 5-0 vote, the donations were acknowledged.

b) Acknowledge \$369,533.00 donation for the Downtown Reno Library by the Estate of Judith Bark. [For Possible Action]

- Hemingway publicly thanked the Judith Bark estate for the generous donation. Explained how gift funds are used. Clarified that the funds were designated for Downtown Reno and explained the internal codes used to show which branches received donations.

- On motion by Trustee Ruf, seconded by Trustee Rodriguez, which motion duly carried on a 4-0 vote, the donation was acknowledged.

c) Review and approve adjusted library schedule for Duncan/Traner and Verdi partnership libraries: Close when the Washoe County School District is not in session for school break. [For Possible Action]

- Assistant County Manager Dave Solaro shared that the Verdi and Duncan/Traner libraries will be closed during Washoe County School District breaks to better utilize staff. Clarified that these partnership branches are staffed by Sierra View and Northwest Reno branch staff who, when not working at the partnership, are working fulltime at their home branches. Chair Silver asked if these breaks will include summer. Solaro explained that the partnerships are open during the summer, and more discussion can be had later. Chair Silver questioned how the decision was made. Solaro shared that library staff utilized check-out data from past school breaks to make this decision and that the data was similar for Duncan/Traner and Verdi.
- Trustee Rodriguez clarified that the breaks in question were for Thanksgiving, Christmas, and Spring Break. She suggested families do not go to the libraries during these times because of family functions. Solaro agreed. Chair Silver asked if the October break was included. Solaro shared that the October break had already passed and this discussion was only for the upcoming season. A full discussion of the library hours will come to the board in the coming months. Noted that the closure dates given to the board were taken from the Washoe County School District website.
- On motion by Trustee Ruf, seconded by Trustee Rodriguez, which motion duly carried on a 4-0 vote, the partnership library closures during school breaks were approved.

d) Select an Option for meeting the Materials-Expenditure Standard Pursuant to the Minimum Public Library Standards as set forth by the Nevada State Library, Archives and Public Records. [For Possible Action]

- Collections Development Manager Debi Stears explained the Nevada State Library's requirements regarding minimum public library standards for the collections budget and listed three options to meet the standard. Explained that the library did not meet options 1 and options 3, and suggested option 2. Clarified that the 10% increase to the collections budget was approved by the board for FY 2027 but that the library budget is still under the minimum requirement for FY 2026. Trustee Jacks asked if the requirement is yearly and if an adjustment would be needed each year. Stears confirmed the requirement is yearly and may require continued adjustment depending on future library budgets. Trustee Jacks asked if this had been approved last year. Stears clarified that FY 2025's budget included \$1.4 million for the collection's budget so it wasn't an issue, but this year the budget fell to \$700,000.
- Chair Silver noted the budget sent to the BCC didn't include this adjustment. Stears clarified that this years budget is unique and the \$1.3 million held in abeyance was taken from the collections budget. Stears suggested releasing the funds.
- Trustee Rodriguez asked for confirmation that this need was to meet and comply with state library standards. Stears confirmed.
- On motion by Chair Silver, seconded by Trustee Ruf, which motion duly carried on a 4-0 vote, the board selected Option II (30% of the Services & Supplies budget) as Washoe County Library System's Minimum Public Library Standards compliance method for FY 2025/2026.
- Silver called for a recess at 6:17pm. The meeting resumed at 6:22pm.

7) Public Comment – Three Minute Time Limit Per Person [Non-Action Item]

- Shari Sanders: Shared a personal story illustrating the library's impact. Shared information about a free First Amendment Rights workshop. Thanked the library board, staff, and Solaro. Playfully requested more books about dragons.
- Janet Butcher: Corrected her earlier comment regarding donation figures and clarified a misunderstanding about materials expenditure timing.
- Tara de Queiroz: Highlighted how low the collections budget is compared with years previous and urged the board to release the 1.3 million dollars currently held in abeyance.

8) Staff Announcements [Non-Action Item]

- Assistant County Manager Dave Solaro confirmed the updated bylaws would be posted online. He apologized for the delay and clarified that staff were waiting on him to obtain the Chair's signature.
- Solaro clarified that the meeting locations are set by the board in advance, but Chair Silver had requested the meeting be held at Downtown Reno.
- Shared that the meeting minutes were completed in advance but due to current processes for compiling the packet, they hadn't been shared earlier. Expressed appreciation for the board's feedback about this process.
- Reported that the BCC acknowledged the FY 2027 budget recommendation by the board and that final approval would be expected in June 2026. Clarified that the additional 10% for the book budget will go before the BCC in Spring 2026. Thanked staff for their valuable insights and shared the BCC's kudos to the Library Board for their hard work on the budget. Cautioned that the library system won't be held at a different standard to other departments during the BCC's decision process.

- Chair Silver asked for a timeline for approval. Solaro responded that the BCC will share a tentative budget to the state in April 2026. The final approval will happen in June 2026.
- Solaro shared that recruitment for open positions is ongoing, and temporary closures would be required at select branches in December and January, as well as Saturdays at Incline Village.
- Chair questioned if Saturdays are the busiest at Incline. Solaro responded that he worked with staff to determine what would have the least amount of impact on the Incline community. Mentioned there is a book vending machine at the Incline branch for families to use and noted that wintertime changes the dynamics of library visits. Chair Silver asked for clarification regarding the closure on January 12<sup>th</sup>. Solaro explained it was due to staffing levels. Shared plans to discuss library hours and staffing adjustments at the January meeting.

9) Adjournment

- Chair Silver adjourned the meeting at 6:37pm.