

**LIBRARY BOARD OF TRUSTEES MEETING MINUTES  
WEDNESDAY, AUGUST 19, 2015**

**The Board met in regular session at the Northwest Reno Library, 2325 Robb Drive, Reno, Nevada**

**ROLL CALL**

Board Members Present: Wendy Alderman, Zany Marsh, Sara Sattler, Al Stoess, Derek Wilson

County Staff Present: Assistant District Attorney Dania Reid

Public Present: Beth Dummit, Morgan Gottier, Carly Borchard, Kathleen Warner, Colleen Lundgren, Cami Hawkins, Mary Jones, Marcia Whalley, Heather Cook, Dorothy Miller, Susan Olmo, Kathy Nall, Mary Ann McKibben, Jane Mucklou, Dee Ann Radcliffe, Vernon Anderson, Kerry Hansford, Tricia Padden, J.P. Single, Gideon Caploutz, Kathy Johnson, Susan Kehoe

**PUBLIC COMMENT**

Beth Dummit stated this was her second time coming before the Library Board of Trustees to save the Verdi Library. She provided the average age of Verdi residents to be 53 years of age compared to Washoe County overall at 37.2 years of age. She protested the proposed reduction of the Verdi Library hours, asking instead for an increase. She asked that the current hours on Wednesday and Saturday be retained and that Monday from 3-7pm be added. She said that the residents of Verdi provided \$100,000 to keep this branch operating.

Heather Cook, Verdi School Librarian, thanked the Board for reading her letter last meeting and for revising hours instead of eliminating them completely. She informed the Board that she spends time with her students, showing them how to navigate the Library website. She said that her students want to go to the library instead of buying books. She noted that the Verdi Library is used by school staff during school hours also, and focus shouldn't be on after-hours only.

Trisha Paddon stated that is it important to have a local library. She said that she was hooked as a child and still goes to the library now as a disabled adult.

Marcia Walley stated that her name is on a plaque at the Verdi Library. She said local residents have contributed to the library more than they would to anything else. She stated that she was a teacher and feels that books and reading are important.

Vern Anderson stated that although the use may be low, that should not matter to a non-profit organization. He stated that this is a service that should be provided and that people can't go there if the library is closed.

Deanne Radcliff stated she has been a Reno resident her whole life and has used library services more than any other County-provided services including police and fire. She said the loss of the library with lockers as a substitute is of concern. She also noted concern for the bond funding that

was put into the partnership library. She requested that we do not close Verdi Library as the only cost to the Library is 20 hours per week of staff time.

Mary Anne McKibbon asked the Board to keep the library there and noted that if it were open more the library would get more use. She stated she would prefer Monday hours.

Carly Borchard, Verdi Community counselor, stated she helped get the 2000 bond on the ballot. The library is the most important local resource in Verdi. Library supporters not only want to keep it open, but are encouraging residents to use it.

Dorothy Miller stated that there are a number of people who want to volunteer and help out right now and they will likely have more individuals interested.

Susan Kehoe, Verdi Elementary School Principal, stated she is familiar with the bond and sees the passion the Verdi public has for that space.

Kathy Johnson stated that her classroom has a plaque on the wall from the pennies, nickels and other denominations collected by the children.

Gideon Caploutz expressed the impact the library has on the residents. He asked the Board to not reduce, but increase hours so that all residents can go to the library.

Morgan Gottier cited the staff and resources of the Verdi Library as the reason her second-grade child is reading above age level. She stated that going to the library is an important experience, not going to a hold locker would not be such an experience. She said she doesn't like going to the Northwest Library because it is crowded and she cannot always access the books and materials she wants.

Beth Dummit recommended the book "Free Spirit" to the Trustees.

Colleen Lundren, 28-year Verdi resident, stated that she was inspired when the Verdi Library opened due to proximity and she has since become a reader.

Cammi Hawkins stated that closure of the Verdi Library would devastate her son and other students.

#### **APPROVAL OF MINUTES FROM THE LIBRARY BOARD MEETING OF JULY 15, 2015**

On motion by Trustee Marsh, seconded by Trustee Alderman, which motion duly carried, the Board approved the minutes from July 15, 2015. All in favor, none opposed.

**OLD BUSINESS** – [None]

#### **NEW BUSINESS**

#### **SELECTING AN OPTION FOR MEETING THE MATERIALS-EXPENDITURE STANDARD WITHIN THE MINIMUM PUBLIC LIBRARY STANDARDS AS SET FORTH BY THE NEVADA STATE LIBRARY, ARCHIVES AND PUBLIC RECORDS**

The Library Board reviewed the information submitted in the packet.

Director Maurins explained this item is a follow up from Debi Stears' presentation at last month's meeting. He noted that the complete list of standards was included in the staff report. He briefly outlined the staff report, and confirmed that the Library currently meets the first two options for materials expenditures, but falls short on the third.

Director Maurins reminded the Board that Option Three is likely not attainable in the next several years and recommended the Board approve Option Two until the Library is able to meet Option Three.

Upon questioning by the board, Director Maurins clarified the following:

- The option percentages are set by the State, and they are not negotiable.
- This is the first time the decision to approve the State standard option for material spending used by the Library System has been brought before the Board for approval.
- The materials budget is down \$550-560,000 from where it was before the recession began.

Trustee Wilson noted that the Library System has a resource distribution issue, and operational hours and collection materials dollars come from the same resources. He stated that he would be happy to meet with any parties to discuss collection budgets and thinks the Board should aim high while continuing to have the necessary discussions to move towards our goal.

Upon motion by Trustee Alderman, seconded by Trustee Sattler, the Board approved Option Two as requested in the staff report and to emphasize our goal is to move to Option Three as soon as possible.

Trustee Marsh stated that looking to utilize option three "as soon as possible" is vague and the Board should set a definitive timeframe as a goal.

Upon motion by Trustee Alderman, second by Trustee Sattler, which motion duly carried, the Board approved (1) the use of Option Two and (2) that the Library should be using Option Three by FY 2017/18. All in favor, none opposed.

### **APPROVAL OF REVISED PUBLIC HOURS AT NORTHWEST RENO, SOUTH VALLEYS, SPARKS, DOWNTOWN RENO, SENIOR CENTER AND VERDI LIBRARIES, EFFECTIVE NOVEMBER 2, 2015**

The Library Board reviewed the information submitted in the packet.

Director Maurins outlined the changes recommended in each branch. He referred to the Facility Master as the authority for adding another open day at the Northwest, South Valleys and Sparks Libraries. He highlighted the following:

- Total Library System hours would increase by 22 hours per week.
- Adding a sixth day requires additional staffing.
- Downtown Reno Library evening hours would increase by half an hour per day for people who want to stop by after work.
- Senior Center hours would increase, providing an additional day of service to seniors and meeting one of the FY16 County Strategic Objectives to keep senior services on pace with growth in the senior population.
- Verdi Library hours would be adjusted as per the written request from Heather Cook from the June meeting to close on Saturdays and to shift the hours on Wednesdays.

- Northwest Reno and South Valleys Libraries would lose a few evening hours in order to add a sixth open day.
- The Friends of Duncan Traner Library Group has initiated a community survey and may be requesting an increase in hours at that library. If the request is viable within current Library staffing, Director Maurins will include that request in the September Board packet.

Upon questioning by the Board, Director Maurins clarified the following:

- He confirmed his commitment to allocate an additional \$100,000 from the Expansion Fund to the materials budget.
- The Library's focus of adding a sixth day was not determined by the day of the week, but rather as the best way to add hours with the current staffing and newly allocated positions from the Expansion Fund. Adding Sundays to a library that's already open on Saturdays increases scheduling and staffing issues significantly.
- The affected branches added hours based upon individual branch data. These statistics are available upon request down to an hourly figure for gate counts.
- The staff report and Director are requesting review and approval of the agenda item as a whole package instead of individual branches, although the Board could choose to address each location individually.
- Volunteers cannot staff a branch without paid personnel in attendance. Staffing for the partnerships requires two paid staff members for safety reasons.

The following Board questions were addressed by Tammy Cirrincione, Assistant Library Director:

- Downtown Reno Library is extremely busy and well used. The branch manager maintains statistical data including an hourly gate count that is used when the branch is looking at changing its open hours. Another factor in choosing to extend hours rather than adding another day is the staffing requirement due to the size and layout of the building.
- All of the affected branches use statistical data to support decisions that alter schedules, hours and staffing. Other factors like safety are also taken into consideration.

Trustee Sattler stated that, as a parent, Saturdays are hectic for her, and she would like to see more branches open on Sunday.

Trustee Wilson stated that he was getting a sense that the Trustees want more discussion and provided an overview of the changes he has seen in his tenure on the Board:

- Up until recently, approval of hours changes has been easy as there has only been shifting of hours within the branches.
- Resources allocated to the Verdi Library when compared to other branches.
- Many people would benefit from more hours at the Downtown Reno, Sierra View and Sparks Libraries.
- The community surrounding the Duncan Traner Library has organized and the Library System may move towards more hours if able to do so.
- The Board of County Commissioners is always willing to talk about expanding service and Library resources, but so far the Library System is not seeing the dollars match up with those sentiments.
- In general, the individual branch managers know what is needed in their community based on what they see.

Director Maurins asked the Board to clarify their direction to staff, so that staff can provide the information desired to move forward, and meet the expectations of the Board to facilitate the decision-making process.

Trustee Wilson stated that he understood that Sunday hours may be more valuable. He noted that he would like to hear more from Library managers. He also noted that, overall, he liked the geographic triangle idea with Northwest Reno, Sparks and South Valleys opening an additional day.

Trustee Marsh stated a preference to table this agenda item to gather more information and get up to speed on this issue. She said that the cut of six hours at the Verdi Library seems significant due to its size and that she agrees with Trustee Wilson's comments on the knowledge of Library management. She stated she would like to table this item until next month.

Trustee Sattler requested that hours changes at each branch be addressed individually.

On motion by Trustee Marsh, seconded by Trustee Wilson, motion which duly carried, the Board approved (1) tabling discussion for adding library hours and days until the next meeting and (2) that the branches will be discussed individually. All in favor, none opposed.

#### **IDENTIFY A DATE AND POTENTIAL AGENDA ITEMS FOR THE NEXT JOINT MEETING OF LIBRARY TRUSTEES AND BOARD OF COUNTY COMMISSIONERS**

The Library Board reviewed the information submitted in the packet.

Director Maurins identified three possible dates for a Joint Library Board of Trustee and Board of County Commissioner Meeting: October 20, October 27 or November 17. He is looking a mid-afternoon start time, similar to the last joint meeting. The Board of County Commissioner meetings on October 20<sup>th</sup> and November 17<sup>th</sup> have lighter agendas. Although the Commission Chair has the final say, the Trustees can select a preferred date or decide that they are equally doable. Director Maurins recommends either of the October dates.

Director Maurins read the possible agenda items from the staff report for the Board.

Trustees Alderman and Wilson noted a preference for October 20<sup>th</sup>.

Trustee Marsh stated she did not have a preference.

Dania Reid, legal counsel, advised that any motion made did not require a selected or preferred date.

The Board discussion for potential agenda items resulted in replacement of the Ice Arena proposal with a status update on the Library Director Recruitment.

On motion by Trustee Marsh, seconded by Trustee Alderman, which motion duly carried, the Board (1) accepted the meeting date selected by the Commission Chair given the Board does not have an overriding date preference and (2) approved replacement of the Ice Arena proposal with an update on the Library Director recruitment. All in favor, none opposed.

## **REPORTS**

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

The Library Board reviewed the information submitted in the packet.

Director Maurins highlighted the following:

- The Library system will be represented by John Crockett on August 25 at the Governor's Conference on Business.
- The Summer Reading Program numbers are comparable to last year. Statistics were more meaningful this year as the program only counted completed logs.

Trustee Marsh left at 5:08 pm.

### **NORTHWEST RENO LIBRARY PROGRAMS, ACTIVITIES AND OPERATION**

Director Maurins reminded the Board that the Northwest Library manager provided a report at the April Board meeting. He highlighted the following updates as provided by the branch:

- During the month of May, the branch hosted nine programs specifically for seniors as part of Older Seniors Month.
- Branch staff is working on improving line of sight and interior spaces throughout the branch.
- Northwest Library patrons donated \$3,900 in hard print and Flipster magazines and newspapers during the periodical drive

### **FRIENDS ACTIVITIES**

Trustee Sattler reminded everyone that Friends are selling Reno Aces tickets for the August 25 game.

### **FINANCIAL STATEMENTS TO INCLUDE THE MONTHLY EXPENDITURE COMPARISON AND GIFT FUND BALANCES**

The Library Board reviewed the information submitted in the packet.

### **MONTHLY LIBRARY USAGE**

The Library Board reviewed the information submitted in the packet.

### **PUBLIC COMMENT**

Julie Machado, Spanish Springs Managing Librarian, invited the Board to Spanish Springs Library on September 29 from 5:30-6:30 pm for updates on the Pyramid Highway Project. Doug Malloy, Project Manager, will be present to provide a public update.

Tammy Cirrincione, Assistant Library Director, informed the Board that Library staff worked hard on scheduling for adding days and hours and requested clear direction from them so that staff can bring changes back that are desired by the Board.

Dania Reid, legal counsel, suggested agendaing what the Trustees would like to see for group discussion or Trustees may individually provide input to either the Library Director or Assistant Library Director without agendaing in a Board meeting.

Heather Cook thanked the Board for tabling the Revised Public Hours agenda item. She reminded the Board that the Verdi Library is a partnership library with the Washoe County School District and Department of Wildlife and hopes the Board takes that partnership into consideration.

Deanne Radcliffe noted that of the Gerlach Partnership Library is not included in the Master Facility Plan. She stated that the gate counter at the Verdi Library is broken and that staff are tracking visits on paper.

#### **BOARD COMMENT**

Trustee Sattler informed the Board that she found meeting with the Director after the agenda is posted is helpful. She stated that she would like to see more statistical data for individual branches included.

Trustee Sattler also stated that she spent a day at the Verdi Library on a Wednesday where only three people came in to browse and the rest came in for pick-up. She stated they are busy on Saturdays.

Trustee Wilson stated that he had put together a response to an article he read in the Reno News and Review regarding the Duncan-Traner Library. He stated he was willing to push it through the appropriate channels to make sure that his response to the article was not perceived as an official response from the Board.

Trustee Stoess stated that Director Maurins and Commissioner Jung joined him in attending the Duncan-Traner Library open house on August 8<sup>th</sup>. He stated that he was there in the afternoon and there was very little activity at that time.

In response to Trustee Stoess' comment, Director Maurins informed the Board that John Crockett, Sierra View Managing Librarian, opened the Duncan-Traner Library earlier than planned due to a waiting crowd, and that the library issued many new library cards.

#### **ADJOURNMENT**

Chair Stoess adjourned the meeting at 5:18 pm.