

**LIBRARY BOARD OF TRUSTEES MEETING MINUTES
WEDNESDAY, JANUARY 18, 2017**

The Board met in regular session at the Downtown Reno Library, 301 S. Center Street, Reno, Nevada.

Chair Wilson called the meeting to order at 4:00 p.m.

1) ROLL CALL

Board Members Present: Wendy Alderman, Zanny Marsh, Sara Sattler, Derek Wilson

County Staff Present: Assistant District Attorney Dania Reid

Public Present: Kyle Waxman (FWCL), Dan Erwine (FWCL), Sheree Garcia (FWCL), Keith Judson (FWCL), Mary Jones (FWCL), Roxie Naphan (FWCL), Terry Kirschenheiter (FWCL)

2) PUBLIC COMMENT

Jonnica McClure, North Valleys Managing Library, invited the Trustees and those in attendance to the North Valleys Open House on Wednesday, January 25, 2017. The ribbon cutting ceremony is scheduled for 5:30 pm and the Open House is open from 5:30-7:00 pm.

Chair Wilson noted the arrival of Trustee Stoess at 4:03 pm.

3) APPROVAL OF MEETING MINUTES

a) APPROVAL OF MINUTES FROM THE LIBRARY BOARD MEETING OF NOVEMBER 16, 2016

On motion by Trustee Stoess, seconded by Trustee Alderman, motion which duly carried, the Board approved the meeting minutes from the Library Board of Trustee meeting of November 16, 2016. All in favor, none opposed.

b) APPROVAL OF MINUTES FROM THE LIBRARY BOARD MEETING OF DECEMBER 7, 2016

On motion by Trustee Stoess, seconded by Trustee Alderman, motion which duly carried, the Board approved the meeting minutes from the Special Library Board of Trustee meeting of December 7, 2016. All in favor, none opposed.

4) OLD BUSINESS

None

5) NEW BUSINESS

a) ACKNOWLEDGEMENT OF DONATIONS RECEIVED BETWEEN 10/1/16 AND 12/31/16

Director Scott referred to the Staff Report and the intent to recognize all the donors from the Give the Gift of Reading Campaign attending the Board meeting (none were in attendance). He stated the Library intended to recognize the donors at the North Valleys Library Open House as well.

Trustee Alderman stated it was great that the Library met their goal.

b) **ACKNOWLEDGE A DONATION IN THE AMOUNT OF \$125,000 FROM THE FRIENDS OF WASHOE COUNTY LIBRARY, WHICH DEMONSTRATES ITS CONTINUED SUPPORT OF LIBRARIES, LITERACY, THE ARTS, AND CULTURAL ENRICHMENT THROUGHOUT THE COMMUNITY.**

Beate Weinert, Programs and Collaborations, introduced the Friends of Washoe County Library (FWCL) members present and invited them to a photo opportunity with the Board and big check acknowledging their donation in the amount of \$125,000 to the Washoe County Library. She also noted that FWCL donated over \$14,000 to the Gift of Giving Campaign.

Trustee Sattler expressed her sincerest gratitude to FWCL.

c) **UPDATE OF LIBRARY DIRECTOR'S ANNUAL REVIEW FOR JANUARY 8, 2016 THROUGH DECEMBER 13, 2016.**

Tami Gaston, Administrative Secretary Supervisor, summarized the Library Director Review process as outlined in the Staff Report and supporting documents. She highlighted the following:

- The first step of the Board approved process is completion of the Self Evaluation form by the Library Director. Once completed, the form will be send to Chair Wilson and agendized for discussion at the February Board meeting.
- At the February Board meeting, Chair Wilson will provide the Self Evaluation Form to the Trustees for review and questions. Following discussion, the Chair will instruct the Trustees and listed anonymous staff to complete the Performance Evaluation Form provided by Tami Gaston. The Chair will provide a deadline that allows him time to complete a synopsis based upon received evaluation forms.
- All evaluation forms will be sent to Tami Gaston. This can be done either by providing a hard copy or be sent electronically. The forms remain anonymous as there is not a place to provide a name of the rater. Ms. Gaston will keep the forms separate and grouped by either "employee" or "Trustee" as they are received, maintaining confidentiality.
- The synopsis completed by Chair Wilson will be agendized the following meeting for review and to make any changes or modifications as deemed appropriate by the Board.

d) **AUTHORIZATION FOR DIRECTOR TO USE UP TO \$222,000 OF WASHOE COUNTY LIBRARY GIFT FUNDS TO PURCHASE RADIO FREQUENCY IDENTIFICATION (RFID) ENABLED SELF-CHECKOUTS, COLLECTION MANAGEMENT, AND SECURITY SYSTEMS AT ITS 12 BRANCHES (APPROVED BY THE BCC ON 12/13/16)**

Director Scott provided a brief overview of the County Request for Proposal process, noting that Bibliotheca won the bid for the project. He stated that the Library was working with the vendor to tag all library materials by July 1, 2017. The Library filed an LSTA Grant Application that will go to the purchase of more RFID equipment.

Upon questioning by the Board, Director Scott:

- Stated that he touched upon the RFID project at the Joint BCC/LBOT meeting, as well as, the going through the County Request for Proposal process to select a vendor. He believes the Commissioners understood that RFID will create a more efficient process.

- He would review plans to confirm the Sierra View Library plans included RFID equipment at the outside book drop.
- Confirmed that the RFID equipment checks items in by sensor.
- Agreed to provide a tour when the project is complete.

On motion by Trustee Sattler, seconded by Trustee Marsh, which motion duly carried, the Board authorized the Director to use up to \$222,000 out of Washoe County Gift Funds toward the RFID project. All in favor, none opposed.

e) **APPROVAL TO MOVE THE FEBRUARY LIBRARY BOARD OF TRUSTEE MEETING TO WEDNESDAY, FEBRUARY 22, 2017.**

The Board did not note any issues with the date change for the February meeting.

On motion by Trustee Alderman, seconded by Trustee Stoess, which duly carried, the Board approved to move the February Library Board of Trustee meeting from February 15, 2017 to February 22, 2017, to be held at the Sparks Library at 4 pm. All in favor, none opposed.

6) **REPORTS**

a) **LIBRARY DIRECTOR'S PRESENTATION TO INCLUDE SYSTEM PROGRAMS AND ACTIVITIES, AND FRIENDS REPORT FOR NOVEMBER AND DECEMBER 2016**

Director Scott provided a PowerPoint presentation updating the Board on Library System programs and activities, outreach and operations for the month of November and December 2016.

b) **TACCHINO TRUST EXPENDITURE UPDATE**

Director Scott referred to the Staff Report provided with the Board packet. He noted that the report included the Downtown Reno proposal with preliminary design plans provided by the vendor. He stated that the actual costs will likely be lower as the Library will decrease the furniture shown in the plans. He specifically pointed out the two single stall restrooms in the new Children's area and that all computer access will be in the lowest level of the branch with the archives. Director Scott informed the Board that he has met with County Capital Projects and branch lighting costs are already included the County budget.

Upon questioning by the Board, the Director noted that the project will begin mid-2018 pending supplemental grants being awarded.

c) **FINANCIAL STATEMENTS TO INCLUDE THE MONTHLY EXPENDITURE COMPARISON AND GIFT FUND BALANCES THROUGH DECEMBER 2016**

The Library Board reviewed the information submitted in the packet.

d) **MONTHLY LIBRARY USAGE FOR NOVEMBER AND DECEMBER 2016**

The Library Board reviewed the information submitted in the packet.

Upon questioning by the Board, Director Scott noted the following:

- The numbers for Duncan-Traner and Verdi Libraries are starting to increase and we expect to continue to see growth in these branch statistics.
- The Library and Board need to continue paying attention to the Partnership libraries. Issues associated with these branches and statistical data will not go away. It is a better practice to keep them in regular discussion so that any future decision involving them is not a surprise to the public.
- For the record: It is likely that the decrease in Meeting Room Use at the Spanish Springs Library can be attributed to the Pyramid Highway road construction project so that the numbers are not taken out of context while the project is ongoing.

7) **PUBLIC COMMENT**

None

8) **BOARD COMMENT**

Trustee Stoess contacted the Washoe County Board of Commissioners to find out who would be the liaison to the Library this calendar year. She was informed that this agenda item would be placed on the January 31, 2017, meeting agenda.

Upon questioning by the Board, Director Scott confirmed that some of the agenda items requested by the Board were pushed to the February Board meeting to better focus on the agenda items presented and alleviate and extended meeting.

9) **ADJOURNMENT**

Chair Wilson adjourned the meeting at 4:48 pm