

**LIBRARY BOARD OF TRUSTEES MEETING MINUTES  
WEDNESDAY, APRIL 19, 2017**

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

**Chair Wilson call the meeting to order at 4:02 pm**

**1) ROLL CALL**

Board Member Present: Wendy Alderman, Zanny Marsh, Sarah Sattler, Jean Stoess, Derek Wilson

County Staff Present: Assistant District Attorney Dania Reid

Public Present: Mary Jones (FWCL)

**2) PUBLIC COMMENT**

None

**3) STAFF ANNOUNCEMENTS**

None

**4) APPROVAL OF MEETING MINUTES**

**a. APPROVAL OF MINUTES FROM THE LIBRARY BOARD MEETING OF MARCH 15, 2017**

Trustee Alderman reported a typo to Trustee Marsh's name on page 3 of the meeting minutes.

On motion by Trustee Marsh, seconded by Trustee Alderman, motion which duly carried, the Board approved the meeting minutes from the Library Board of Trustee meeting of March 15, 2017, with correction noted. All in favor, none opposed.

**5) OLD BUSINESS**

**a. APPROVAL OF SUMMARY LETTER OF DIRECTOR'S JOB PERFORMANCE**

Chair Wilson, presented the final summary of the approval process for the annual evaluation of the Library Director. He reiterated that this was only a summary for review and approval by the Board.

On motion by Trustee Alderman, seconded by Trustee Marsh, motion which duly carried, the Board approved to accept the summary letter of the director's review. All in favor, none opposed.

**b. LIBRARY DIRECTOR ANNUAL REVIEW PROCESS UPDATE**

Tami Gaston, Library Board Secretary, informed the Board that a draft process has been submitted to Washoe County Human Resources (HR). There are still some areas to review and plan to return this item to the agenda for the May Meeting.

Trustee Wilson noted his appreciation to get the process correct and consistent with current County practices and stated he was not concerned if this item did not return for a couple of months.

Upon questioning by Trustee Sattler, Director Scott stated that he was involved with the process at this time and would be a part of the meetings with HR. He stated that at this juncture, the process can be worked on without sway.

This agenda item is informational in nature and does not require a motion.

**6) NEW BUSINESS**

**a. ACKNOWLEDGMENT OF DONATIONS RECEIVED THIRD QUARTER OF FISCAL YEAR 2016-2017**

Director Scott referred the Board to the staff report with the donation list totaling \$3,625 for the third quarter of fiscal year 2016/17.

Trustee Sattler personally thanked all donors and Library supporters.

Chair Wilson stated that he likes seeing new names on the list.

Director Scott stated that Andy Tavener, Development Officer and PIO, has been instrumental in growth in this area.

On motion by Trustee Sattler, seconded by Trustee Stoess, motion which duly carried, the Board accepted the attached report and acknowledged the named library supporters for the third quarter of Fiscal Year 2016-2017. All in favor, none opposed.

**b. APPROVAL OF APPLICATION BY PAM LARSEN FOR A BOARD SCHOLARSHIP**

Director Scott referred the Board to the Staff report.

Tami Gaston, Board Secretary, provided a copy reporting all Board approved Scholarships for the last three (3) years.

Trustee Marsh stated that professional development is extremely important. Not only about individuals but also for the organization support.

Upon questioning by Trustee Alderman, Tami Gaston stated that, unless specifically notified, the Library System does not know who is taking courses or attending school to further their education. She informed the Board that the Annual Library Surveys do require a breakdown of Certified Librarians and librarians with other degrees.

On motion by Trustee Alderman, seconded by Trustee Sattler, motion which duly carried, the Board approved the award of \$2,000 to Pam Larsen. All in favor, none opposed.

c. **APPROVAL TO MOVE LOCATION OF THE OCTOBER 18, 2017, LIBRARY BOARD OF TRUSTEE MEETING TO HARD ROCK HOTEL AND CASINO IN STATELINE, NEVADA, TO GAIN EXPOSURE OF THE NEVADA LIBRARY ASSOCIATION AT THE NLA-MPLA JOINT CONFERENCE**

Director Scott explained that joint conference scheduled for the Nevada Library Association and the Mountain Plains Library Association will be held at Stateline, South Lake Tahoe this year. We are looking at closing all the libraries (request to be made at a future meeting once a date is determined) for all staff to attend the conference. He invited the Board to attend this conference.

Upon questioning by the Board, Director Scott confirmed that the Board could attend the conference for a full day and that the Library System would cover any attendance costs. He informed the Board that funding was set aside last year to pay for Nevada Library Association memberships for all staff. This covers costs for staff to attend and the Board is welcome to attend.

Upon questioning by Trustee Marsh, Dania Reid confirmed that a Possible Quorum notice could be posted to ensure Open Meeting Law protocols are covered for Board attendance.

On motion by Trustee Marsh, seconded by Trustee Stoess, motion which duly carried, the Board approved the change to move the Board meeting to the Hard Rock Hotel and Casino in Stateline Nevada for the October 18, 2017 Library Board of Trustee meeting. All in favor, none opposed.

d. **APPROVAL TO CLOSE ALL WASHOE COUNTY LIBRARIES AT 5 PM ON NOVEMBER 22, DECEMBER 24 AND DECEMBER 31, 2017**

Director Scott requested to formalize the noted early closures at 5 pm on the dates above. He noted that most of the libraries close at 6 pm and on those nights the traffic is lower.

On motion by Trustee Stoess, seconded by Trustee Marsh, motion which duly carried, the Board approved all Washoe County Libraries to close at 5 pm on November 22, December 24, and December 31, 2017. All in favor, none opposed.

e. **APPROVAL OF DELAYED OPENING OF PUBLIC HOURS ON IN-SERVICE DAYS OF MAY 18 AND DECEMBER 14, 2017**

Director Scott reminded the Board that the Library closed four times in the last year for Staff In-Service days and that he believed that they are going well and that the number of In-service days can be decreased to twice a year. Holding Staff In-Service day in May is good for Summer Reading Program (SRP) information to all staff and that December is a good year-end wrap up.

Upon questioning by Trustee Sattler, Director Scott does not intend to hold an In-service day during the conference, but wants to make more of a showing by having staff attend all day. The date that is decided will be brought back to the Board for approval.

On motion by Trustee Alderman, seconded by Trustee Sattler, motion which duly carried, the Board approved that all libraries would open to the public at 2 pm on May 18 and December 14, 2017. All in favor, none opposed.

## 7) REPORTS

### a. **LIBRARY DIRECTOR'S PRESENTATION TO INCLUDE SYSTEM PROGRAMS AND ACTIVITIES, AND FRIENDS REPORT FOR MARCH 2017**

Director Scott provided a PowerPoint presentation updating the Board on Library System programs and activities, outreach and operations for the month of February 2017.

Director Scott introduced Julie Machado, Spanish Springs Managing Librarian to expand upon the Spanish Springs Branch report (full report can be found in the board packet following the Library Director's Presentation).

Julie Machado, Spanish Springs Managing Librarian, thanked the Board for attending the Volunteer Appreciation. She noted the changes that have been made from Board approved renovations to include the new gallery furniture and hieroglyphics. She highlighted the following from her report, (provided as a separate report at the beginning of the meeting):

- StartUp Faire held on May 22, 2016, had 151 attendees
- Indie Author Day held on October 9, 2016, had 76 attendees, including a 6-person panel discussion with Mark Maynard, who was featured by Nevada Reads
- Idea Boxes have been popular at Spanish Springs Library and throughout the system. These services were also provided at NV reading week in February and will be presented at the NLA/MPLA joint conference in October.
- Outreach: conducted several elementary and high school outreaches.
- Jana MacMillan's Urban Legends presentation was used at staff training.
- Over 40 volunteers at Spanish Springs Library during the year.
- Overall, usage numbers have remained steady despite access due to weather and construction

Based upon a comment by Trustee Wilson, Ms. Machado explained that the Young Writer's workshop is broken into age groups typically during school breaks. UNR professors come to and lead the workshop. This year, the groups used Chromebooks. Another workshop is scheduled for December 2017.

Upon comment and question by Trustee Sattler, who stated she was supposed to attend the Indie author event, but did not make it, Ms. Machado noted that no videos were taken, but that a report was sent in.

### b. **TACCHINO TRUST EXPENDITURE UPDATE**

Director Scott informed the Board that no expenditures have come out of Trust funds for the month of March. He referred to the scanned packet, noting that he met with the CIP Team and received renovation costs for Downtown Reno, Sparks, and Northwest Libraries.

The County cost information in the scanned document is not correct, and CIP informed Director Scott yesterday that the renovation plan includes the Tacchino Trust to cover all furniture, fixtures and equipment, while the County is contributing the costs to complete the full renovation, excluding the furniture, fixtures and equipment

Downtown Reno Library changes include family area at street level with 2 added family restrooms, computers moved to the garden area and fourth floor to become the Maker-space and early literature area.

The renovation to the Downtown Reno Library are a part of the Downtown Reno Renovation project that is focusing on making Downtown Reno a destination.

Trustee Marsh out at 4:54 pm.

The Trust Funds will cover furniture, fixtures and the purchase of more children's books.

Upon questioning by Trustee Sattler, Director Scott stated that although Washoe County Library has not been aggressive about patrons who have bicycles and carry excessive personal packs with them, the Washoe County Library System is looking at bike locker options.

c. **TEDX UPDATE**

Director Scott stated that he has a meeting planned with Brett Simmons of TedX at UNR. They plan on doing a tour of the Downtown Reno Library to see if the building has the capability to do livestreaming and discuss logistics.

This agenda item is on-going, and the Library has been working on it since the December Board meeting.

d. **SPANISH VIDEO WEBCAST/STAFF UPDATE**

Director Scott reminded the Board that this agenda item is an update from when it was first requested in December 2016. He stated that this is not an option at this time and is cost-prohibitive. The Library does have options for those members of the public requiring this type of service. All meetings are recorded by the Board Secretary and retained on-site at the Downtown Reno Library. Appointments can be made with Tami Gaston and a staff interpreter to review the audio in Ms. Gaston's office. The Library will provide a staff interpreter when holding meetings in communities requiring it.

e. **FINANCIAL STATEMENTS TO INCLUDE THE MONTHLY EXPENDITURE COMPARISON AND GIFT FUND BALANCES FOR MARCH 2017**

The Library Board reviewed the information submitted in the packet.

f. **MONTHLY LIBRARY USAGE FOR MARCH 2017**

The Library Board reviewed the information submitted in the packet.

Upon questioning by Trustee Alderman, Director Scott stated that the Library has many segmented programs that have high attendance at this time and that show increased attendance at those locations.

Chair Wilson re-opened Agenda Item 3: Staff Announcements

- John Andrews, Internet Services Librarian, encouraged all the Trustees to consider attending the NLA/MPLA conference in October.

Chair Wilson closed Agenda Item 3: Staff Announcements.

8) **PUBLIC COMMENT**

None

9) **BOARD COMMENT**

Chair Wilson read in the newspaper that there is a movement in Iraq that is trying to rebuild a library in Mosul that was destroyed. He noted that he believes it is good if the Library System was able to help in any way.

10) **ADJOURNMENT**

Chair Wilson adjourned the meeting at 5:03 pm.