

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

**The Board met in regular session at the South Valleys Library, 15650A Wedge Parkway,
Reno, NV 89523**

Chair Wilson called the meeting at 4:05 pm

1) ROLL CALL

Board Member Present: Wendy Alderman, Zanny Marsh, Ted Parkhill, Jean Stoess, Derek Wilson

County Staff Present: Assistant District Attorney Nate Edwards Reid, County Manager John Slaughter

Public Present: Sara Sattler

2) PUBLIC COMMENT

John Crockett, Sierra View Managing Librarian, informed thanked Jeff Scott for the staff restroom that is now available to Sierra View Staff, as well as, a water fountain with bottle filler. He also invited the Board to the Duncan Traner Library to celebrate the Summer Reading Program end party and 20th Anniversary of the Duncan Traner Library on Sunday, August 6, 2017 from 2:00 pm to 4:00 pm.

3) APPROVAL OF MEETING MINUTES

a. APPROVAL OF MINUTES FROM THE LIBRARY BOARD MEETING OF MAY 17, 2017

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 May 17, 2017. All in favor, none opposed.

4) OLD BUSINESS

None

5) NEW BUSINESS

a. ELECTION OF CHAIR FOR THE LIBRARY BOARD OF TRUSTEES

Trustee Stoess nominated Vice-Chair Alderman for the position of Board Chair through June 30, 2018. Trustee Marsh seconded the nomination of Vice-Chair Alderman to the position of Board chair. All in favor, none opposed.

b. ELECTION OF VICE-CHAIR FOR THE LIBRARY BOARD OF TRUSTEES

Vice-Chair Alderman nominated Trustee Marsh for the position of Board Vice-Chair through June 30, 2018. Trustee Parkhill seconded the nomination of Trustee Marsh to the position of Vice-Chair. All in favor, none opposed.

c. **APPROVAL OF BYLAWS OF THE LIBRARY BOARD OF TRUSTEES UPDATED WITH CURRENT FISCAL YEAR INFORMATION, TRUSTEE INFORMATION AND THE ADDITION OF “STAFF ANNOUNCEMENTS” TO THE ORDER OF BUSINESS SECTION**

On motion by Trustee Stoess, seconded by Trustee Marsh, motion which duly carried, the Board approved Library Board of Trustee Bylaws and noted updates with an effective date of July 1, 2017. All in favor, none opposed.

d. **APPOINTMENT/REAPPOINTMENT OF BOARD LIAISONS AND COMMITTEES HELD BY ZANNY MARSH WITH FRIENDS OF WASHOE COUNTY LIBRARY AND SARA SATTLER WITH THE PARTNERSHIP LIBRARY ADVISORY COMMITTEE THROUGH JUNE 30, 2017**

Trustee Stoess expressed interest in the liaison position with Friends of the Washoe County Library.

Upon questioning by the Board regarding the purpose of the Partnership Liaison position, Sara Sattler, former Library Board of Trustee, approached the podium at the prompting of Chair Wilson. She stated the Partnerships have an early morning meeting around every three months. Discussion generally centers on how the partnerships are currently running and the best way to keep them operating in their communities. The Gerlach Partnership was not discussed in these meetings during her tenure.

Upon further committee liaison discussion, Legal Counsel Nate Edwards, reminded the Board that this agenda item is agendaized for appointment and reappointment of the noted committees not general discussion.

Trustee Stoess requested a report from the Library Director at the next meeting regarding the Gerlach Partnership Library and more information on the Budget/Finance liaison with the county.

Trustee Alderman expressed interest in the liaison position for the Partnership Committee.

Upon motion by Trustee Marsh, seconded by Trustee Alderman, the Board appointed Trustee Jean Stoess as the liaison to Friends of the Washoe County Library Committee and Trustee Alderman as the liaison to the Partnership Committee through June 30, 2018. All in favor, none opposed.

e. **ACKNOWLEDGEMENT OF CASH AND NON-CASH DONATIONS RECEIVED BY THE LIBRARY SYSTEM BETWEEN APRIL 1 AND JUNE 30, 2017 FOR A TOTAL OF \$23,330**

Upon questioning by the new Trustee Parkhill:

- Director Scott confirmed that donors for non-cash items receive a receipt of acknowledgement specific to the item(s) donated. He also noted that non-cash donations include time donated for programming.
- Chair Wilson noted that, although the Library has individuals that donate regularly, the total quarterly donation amounts fluctuate greatly.

6) **REPORTS**

a. **LIBRARY DIRECTOR’S PRESENTATION TO INCLUDE THE WASHOE COUNTY LIBRARY SYSTEM MONTHLY REPORT ON SYSTEM PROGRAMS AND ACTIVITIES, AND FRIENDS OF THE WASHOE COUNTY LIBRARY NON-PROFIT REPORT FOR MAY AND JUNE 2017. THIS**

ITEM WILL INCLUDE A REPORT AND INFORMATION ON THE FOLLOWING GENERAL ITEMS: SUMMER READING KICKOFF, STORYTIME AT THE WILBUR D. MAY ARBORETUM, LIBRARY SYSTEM-WIDE PROGRAMS AND BRANCH SPECIFIC PROGRAMS, NEWS STORIES ABOUT THE LIBRARY, OUTREACH EFFORTS IN THE COMMUNITY, ONGOING OPERATION AND FACILITY ISSUES BEING WORKED ON BY STAFF AT CERTAIN BRANCHES, AND STAFFING CHANGES AT VARIOUS BRANCHES

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

Upon questioning by new Trustee Parkhill about how library programs are measured, Director Scott provided a brief history of the Washoe County Library System and Washoe County Budget. He explained the difficulties in quantifying, measuring and comparing operations due to a variety of issues that include, but are not limited to; decrease/increase of staff due to budget restraints, services desired by their communities, and ability to compare to like Library/Library Systems. He stated that although there are surveys and metrics nationwide to help determine where a library system stands with its peers, that ultimately, the driving metric comes down to where a library stands as a resource in its community. The Washoe County Library System

To help provide more information for Trustee Parkhill, Chair Wilson stated that he believes that the Washoe County Library System is in a building phase. During his tenure on the Board, the Library System has begun to rebuild its staff and programs since the economic down turn. Much of the rebuilding has relied upon staff expertise and experience.

Trustee Alderman added the significance of the diversity between the branches and their communities as catalysts for some of the more branch specific programming.

b. SOUTH VALLEYS LIBRARY BRANCH REPORT. THIS ITEM WILL INCLUDE A REPORT AND INFORMATION ON THE FOLLOWING GENERAL ITEMS: STAFF HIGHLIGHTS, BRANCH HIGHLIGHTS, FACILITIES UPDATE, JUVENILE FICTION SHELVING EXPANSION AND ICE ARENA AT THE PARK NEXT TO THE LIBRARY, THE EARLY LITERACY INITIATIVE, THE SCIENCE TECHNOLOGY ENGINEERING ART MATH (STEAM) PROGRAM, ONGOING COMMUNITY PROGRAMS, AND OUTREACH EFFORTS AND TOURS

Julie Ullman, South Valleys Managing Librarian, highlighted the following from her report:

- South Valleys Library had over 180,000 visits and 280,000 checkouts last fiscal year
- Over 15,000 people attended programs and over 9,500 individuals attended Story and Toddler Time last fiscal year.
- New signage in several of the collections, expansion of shelving space and display area.
- New anticipated signage for conference rooms, picnic table and umbrella from donations.

Kristen Ryan, Librarian I, and Morgan Tiar, Library Assistant III, highlighted South Valleys Library Programming from the report:

- Donation to the Gift of Reading from the South Valleys booksale for a total of \$2,641.80.
- Partnerships with the Washoe County School District and Northern Nevada Literacy Counsel in relation to early literacy goals of the Washoe County Library System
- Programs to include S.T.E.A.M. and Summer Reading Program
- Partnership with the Alzheimer's Association and EDAWN

- Outreaches and Tours

Trustee Marsh departed the meeting at 5:01 pm.

c. TACCHINO TRUST LIBRARY RENOVATION PRESENTATION OF UPCOMING RENOVATIONS TO THE DOWNTOWN RENO, NORTHWEST AND SPARKS LIBRARIES DUE TO THE TACCHINO TRUST BEQUEATHMENT FUNDING

Director Scott provided a PowerPoint presentation updating the Tacchino Trust Library Renovation project with focus on the 2017-2018 renovation of the Downtown Reno Library. He did note that this renovation will result in some intermittent closures for the Downtown Reno Library during some of the phases.

Chair Wilson opened Agenda Item 7) Public Comment.

7) PUBLIC COMMENT

Sara Sattler, former Library Board Trustee, expressed her thanks and appreciation of being a part of the Board for the last four years. She stated it was a good experience and that she learned a lot during her tenure. She expressed her continued interest in seeing a new North Valleys Library built, stating too much money has been spent on a building that is not County owned. She congratulated Ted Parkhill, her replacement, noting that she had a lot of questions as a new Trustee. She stated that in her first several months she met with the Library Director after the agenda was created to help clarify any questions she had prior to the scheduled meeting.

Chair Wilson closed Agenda Item 7) Public Comment

d. FINANCIAL STATEMENTS TO INCLUDE THE MONTHLY EXPENDITURE COMPARISON AND GIFT FUND BALANCES FOR MAY AND JUNE 2017

The Library Board reviewed the information submitted in the packet.

Upon questioning by Trustee Parkhill, Director Scott clarified that the % information is reflective of what remains, not what is spent in the Department Monthly Expenditure Comparison Reports.

e. MONTHLY LIBRARY USAGE FOR MAY AND JUNE 2017

The Library Board reviewed the information submitted in the packet.

7) PUBLIC COMMENT

Genevieve, a member of the "Screw Drivers", provided a presentation with the robot created by the 7-person FIRST Tech Challenge Team Sonic Screw Drivers, an FTCT electronic robotics Team. The team went to State and, although they did not win, they were 7 points shy of first place. She explained the basics of the Velocity Vortex Competition they competed in requiring them to build a robot that could perform several functions. She demonstrated the movements capable by driving the robot around during her presentation.

Julie Ullman, South Valleys Managing Librarian, thanked Patti, the robotics team Coach and stated that they actually won State but that they did not win the Robot Games. She noted that Patti is also a Library Volunteer and assists with the South Valleys Coding Camps.

Chair Wilson opened Agenda Item 9) Staff Announcements.

9) STAFF ANNOUNCEMENTS

Beate Weinert, Programs Coordinator, welcomed Ted Parkhill to the Board. After the Robotics demonstration, she addressed a comment made earlier by Trustee Parkhill asking what staff received from the programming efforts. She noted that she received personal satisfaction in what she does every day and in the relationships she forms with community members.

Chair Wilson closed Agenda Item 9) Staff Announcements.

8) BOARD COMMENT

Trustee Alderman commented on her desire to see the Robotics programming reach all branches

Trustee Parkhill stated he was excited to be a part of the Board.

9) STAFF ANNOUNCEMENTS

None

10) ADJOURNMENT

Chair Wilson adjourned the meeting at 6:00 pm.