

**LIBRARY BOARD OF TRUSTEES MEETING MINUTES
WEDNESDAY, November 15, 2017**

The Board met in regular session at the North Valleys Library, 1075 North Hills Blvd #340, Reno, NV 89523

Chair Alderman called the meeting at 4:00 pm.

1) ROLL CALL

Board Members Present: Wendy Alderman, Zanny Marsh via phone, Ted Parkhill, Jean Stoess

County Staff Present: Assistant District Attorney Dania Reid, County Manager John Slaughter, Assistant County Manager Dave Solaro

Public Present: Raechel Thomas

2) PUBLIC COMMENT

None

3) APPROVAL OF MEETING MINUTES

a) APPROVAL OF MINUTES FROM THE LIBRARY BOARD MEETING OF AUGUST 16, 2017

Chair Alderman requested correction on agenda item 5a where the minutes state, "Upon questioning by Chair Wilson.." Tami Gaston will review the August meeting minutes for correction.

On motion by Trustee Stoess, seconded by Trustee Parkhill, motion which duly carried, the Board approved the meeting minutes from the Library Board of Trustee meeting of August 16, 2017 with the corrected Trustee information for agenda item 5a. All in favor, none opposed.

b) APPROVAL OF MINUTES FROM THE LIBRARY BOARD SPECIAL MEETING OF SEPTEMBER 27, 2017

On motion by Trustee Stoess, seconded by Trustee Parkhill, motion which duly carried, the Board approved the meeting minutes from the Library Board of Trustee Special meeting of September 27, 2017. All in favor, none opposed.

Trustee Marsh joined the meeting via phone at 4:06 pm.

4) OLD BUSINESS

a. UPDATE REGARDING STATUS OF ALL GRANTS APPLIED FOR AND ALL GRANTS APPROVED IN THE LAST 12 MONTHS

Upon questioning by the Board, Director Scott confirmed that the \$96,000 approved grant from the Nevada State Library Archives and Public Records is separate from the \$100,000

grant submitted. He explained that they are separate grants are from the same State entity and that the approved one is specifically for the automated materials handling equipment.

This agenda item is informational in nature.

5) **NEW BUSINESS**

a) **APPROVAL OF THE WASHOE COUNTY LIBRARY CLOSURE CALENDAR FOR 2018**

Director Scott noted that the calendar includes approved staff (training) days and branch closures based upon contractually County paid holidays.

Upon questioning by the Board, Board Secretary Tami Gaston, explained that the Tuesday closures for North Valleys Library following holidays is based upon the current schedule of the North Valleys Library and the employee contract.

On motion by Trustee Marsh, seconded by Trustee Stoess, motion which duly carried, the Board approved the Washoe County Library Closure Calendar for 2018 as presented. All in favor, none opposed.

b) **ACKNOWLEDGEMENT OF CASH AND NON-CASH DONATIONS RECEIVED BY THE LIBRARY SYSTEM BETWEEN JULY 1 AND SEPTEMBER 30, 2017, FOR A TOTAL OF \$102,814.53**

Upon questioning by the Board, Director Scott confirmed that the cash donation listed as Early Literacy & Makerspace Grant for \$96,000 is the same one that was approved for the automated materials handler equipment but was titled different and it is listed as received in this report.

On motion by Trustee Marsh, seconded by Trustee Stoess, motion which duly carried, the Board accepted the attached report and acknowledged the named library supporters for the first quarter of fiscal year 2017/18. All in favor, none opposed.

c) **DISCUSSION AND RECOMMENDATIONS REGARDING THE REVISED WASHOE COUNTY LIBRARY TECHNOLOGY PLAN FOR 2018-2021**

Director Scott noted that the last technology plan for the Library System covered 2014-2017. He reminded the Board of the steps taken to create the new Washoe County Library Technology Plan for 2018-2021 which included the presentation of the Edge Assessment at the March 2017 Board meeting. Following the presentation, the draft plan was presented before the Library Reference and Leadership Teams for feedback. The goals created are achievable and stretch forward as timed items, such as makerspace. He addressed the following goals and progress directly:

- Training: In the process of assessing staff training needs and public needs and then implementing
- Maker: There is a lot of maker services going on in Reno communities, but not all are aware of who is doing what.
- Funding: Includes grant writing and fundraising to fund technology needs and newer computer technology needs than currently supplied by the County.

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

- The Library cannot track wireless sessions at this time but it is a goal.
- The funding goal is to move the Library towards moving away from the County technology and the limitations placed upon County computers.

- The Board would receive monthly updates along with being provided updates on the timed objectives.
- The Library System has a good working relationship with stakeholders like the UNR Library.
- The Technology Plan is to make sure that the Library System has the equipment and resources needed at the branches to provide the services of the communities.

On motion by Trustee Stoess, seconded by Trustee Marsh, motion which duly carried, the Board approved the Technology Plan as written. All in favor, none opposed.

d) APPROVAL OF REVISED PUBLIC USE OF LIBRARY TECHNOLOGY POLICY IDENTIFYING THE NEW DEFAULT FILTERING FOR WCLS COMPLIANCE WITH CHILDREN'S INTERNET PROTECTION ACT (CIPA)

Director Scott explained the purpose behind the filtering updates to the Public Use of Library Technology Policy and what it means to the Library System and its patrons to be CIPA compliant. The updates:

- Filter all access to meet CIPA (Federal requirement) standards, but adults can request to have unfiltered internet access.
- Allow for the Washoe County Library System to apply for Federal technology grants
- Allow for future Government E-Rate internet funding.
- Include a filtering process that is government tested and approved via card based access.
- Allow for future independence from the County Technology services/restrictions.

On motion by Trustee Stoess, seconded by Trustee Parkhill, motion which duly carried, the Board approved the Public Use of Library Technology Policy, effective November 16, 2017. All in favor, none opposed.

e) APPROVAL OF NEW INTERNET SAFETY POLICY THAT IDENTIFIES INTENT AND PURPOSE OF WCLS COMPLIANCE WITH CIPA

Director Scott explained that this document provides clear definitions of what is filtered or blocked.

Upon questioning by the Board, Director Scott confirmed that this was not a document the Library System created, but was provided by another library system using it to update for the Washoe County Library and patrons. He acknowledged that under the Inappropriate Network Usage paragraph, the "Red Wing Public Library" should read "Washoe County Library."

On motion by Trustee Parkhill, seconded by Trustee Stoess, motion which duly carried, the Board approved the new Internet Safety Policy, effective November 16, 2017. All in favor, none opposed.

f) REVIEW OF NEW LIBRARY DIRECTOR EVALUATION PROCESS BASED UPON CURRENT PROCESS FOR EVALUATING WASHOE COUNTY APPOINTED DEPARTMENT HEADS

Board Secretary, Tami Gaston, provided a brief overview of the previous Library Director Evaluation Process and some of the issues found to be detrimental as noted in the staff report. She explained that, with Board approval from the March 2017 meeting, she

reviewed and modified the process currently used for the County Manager to fit the Library Director review process.

Upon questioning by the Board, Legal Counsel Dania Reid, confirmed her approval of the new process. Ms. Reid agreed that she was pleased with the process as outlined.

The agenda item is informational in nature.

6) **REPORTS**

a) **LIBRARY DIRECTOR'S PRESENTATION TO INCLUDE SYSTEM PROGRAMS AND ACTIVITIES, AND FRIENDS REPORT FOR AUGUST, SEPTEMBER AND OCTOBER 2017 AND SB549 LEGISLATIVE SESSION**

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

Washoe County Library Assistant Director and NLA Government Relations Committee Co-chair Joan Dalusung updated the Board on the recent legislative session and the lobbying roles Nevada librarians played. She provided background information back to when the State of Nevada provided state-wide library funds of a million dollars in 1998/99 to the current allotment of \$135,000 for all state public libraries last year.

Assistant Director Dalusung applauded the time and efforts of numerous library personnel from all over the State who connected with legislators throughout the 79th Legislative Session, including Library Legislative Day on April 12, 2017. On June 5, 2017, the both houses of the Nevada Legislature approved an additional, one-time, \$500,000 budget increase for the Nevada State Library and Archives by unanimous votes. These funds will be distributed to libraries throughout Nevada. An example of the benefit to the Washoe County Library System, specifically, is the increase of approved grant funding for the collection from \$7,000 last year to \$22,000 this year.

She also noted the recognition of the Senate Finance Committee and presentation of the inaugural Nevada Library Legislator awards the Committee members at the recent NLA/MPLA Conference at the Hard Rock Hotel in October 2017.

b) **NORTH VALLEYS LIBRARY PROGRAMS, ACTIVITIES AND OPERATIONS**

Jonica Bowen, North Valleys Managing Librarian, referred to the staff report provided, highlighting the biggest change since the Board convened at North Valleys last year as the renovation of the North Valleys Library. The photos provided in the packet provide images of before the renovation and after. She stated that the facility is more open and friendly to the patrons and there are more places for patrons to meet and gather. The community is not just coming for programs but making the spaces their place to gather.

Trustee Marsh left the meeting at 5:25 pm

c) **LIBRARIAN UNCHAINED PRESENTATION FROM NLA/MPLA CONFERENCE**

Jonica Bowen, North Valleys Managing Librarian, provided a PowerPoint presentation on the Zone model of staffing used by the North Valleys Library and presented at the NLA/MPLA Conference at the Hard Rock Hotel in October 2017.

d) **TACCHINO TRUST UPDATE**

Director Scott reported no expenditures from the Tacchino Trust in August, September or October 2017

e) **FINANCIAL STATEMENTS TO INCLUDE THE MONTHLY EXPENDITURE COMPARISON AND GIFT FUND BALANCES FOR AUGUST, SEPTEMBER, AND OCTOBER 2017**

The Library Board reviewed the information submitted in the packet and the updated expenditure reports passed out at the meeting.

f) **MONTHLY LIBRARY USAGE FOR AUGUST, SEPTEMBER AND OCTOBER 2017**

The Library Board reviewed the information submitted in the packet.

7) **STAFF ANNOUNCEMENTS**

None

8) **PUBLIC COMMENT**

Raechel Thomas, a Washoe County Library user, exuberantly expressed her appreciation for Washoe County Library System and libraries in general. She provided many examples of how she utilized the library and how she regularly promotes the library and library services to others.

9) **BOARD COMMENT**

None

10) **ADJOURNMENT**

Chair Alderman adjourned the meeting at 6:01 pm.