

**LIBRARY BOARD OF TRUSTEES MEETING MINUTES
WEDNESDAY, JULY 18, 2018**

The Board met in regular session at the Northwest Reno, 2325 Robb Drive, Reno, NV 89523

Chair Alderman called the meeting at 4:00 pm.

1) ROLL CALL

Board Members Present: Wendy Alderman, Wayne Holland, Zanny Marsh (via telephone), Ted Parkhill and Jean Stoess

Board Members Absent: None

County Staff Present: Assistant District Attorney Jennifer Gustafson, Assistant County Manager David Solaro

Public Present: None noted

2) PUBLIC COMMENT

Library Public Information and Development Officer Andrea Tavener directed the Board to second paragraph on page 10 of the May 16, 2018 Meeting minutes in the Board packet. She stated that in reviewing the minutes noticed that Librarian Jana MacMillan's name was not listed in her acknowledgment of the Marketing and Communication team efforts resulting in the 2018 Summer Program Schedule. She asked the Board that she be added to the meeting minutes for the record.

3) APPROVAL OF MEETING MINUTES

a. APPROVAL OF MINUTES FROM THE LIBRARY BOARD MEETING OF MAY 16, 2018

Trustee Stoess asked Board Secretary Tami Gaston the location of the written statement from Mary Lohnes. Ms. Gaston stated that the written statement can be found attached to the May 16, 2018, board packet on the Washoe County Library Website.

Trustee Stoess informed the Board that she was the one who had delayed approval of these meeting minutes. She stated that she met with Board Secretary Tami Gaston and is fine with the minutes to be approved as written.

Upon questioning by Trustee Stoess asking where the statement from Mary Lohnes was, she was advised that it was included in the May Board packet upon advice by legal counsel and can be found there on the Library website under the Library Board meeting information.

On motion by Trustee Stoess, seconded by Trustee Parkhill, motion which duly carried, the Board approved the meeting minutes for the Library Board meeting of May 16, 2018 – all in favor, none opposed.

b. APPROVAL OF MINUTES FROM THE LIBRARY BOARD MEETING OF JUNE 20, 2018

On motion by Trustee Stoess, seconded by Trustee Holland, motion which duly carried, the Board approved the meeting minutes for the Library Board meeting of June 20, 2018. All in favor, none opposed.

4) OLD BUSINESS

None

5) NEW BUSINESS

a. ELECTION OF CHAIR FOR THE LIBRARY BOARD OF TRUSTEES

Trustee Parkhill nominated Trustee Alderman as Library Chair for another year. No other nominations were presented. Trustee Alderman accepted the nomination.

On motion by Trustee Stoess, seconded by Trust Holland, which motion duly carried, the Board approved to reappoint Trustee Alderman as the Library Board chair for fiscal year 2018-19. All in favor, none opposed.

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

Chair Alderman informed the Board that the main role of the vice-chair is to serve as chair in the absence of the appointed chair.

Upon questioning by Trustee Parkhill, Trustee Marsh confirmed her ability to serve as vice-chair for another year.

On motion by Trustee Parkhill, seconded by Trustee Stoess, which motion duly carried, the Board reappointed Trustee Marsh as the Library Board vice-chair for fiscal year 2018-19. All in favor, none opposed.

c. APPROVAL OF BYLAWS OF THE LIBRARY BOARD OF TRUSTEES

Chair Alderman noted that the Library Board Bylaws are reviewed annually to ensure relevancy. The current updates to the bylaws include fiscal dates and the trustee information update.

The Board did not have any additional recommended changes to the bylaws.

On motion by Trustee Holland, seconded by Trustee Stoess, which motion duly carried, the Board approved the bylaws as presented for fiscal year 2018-19. All in favor, none opposed.

d. APPOINTMENT OF ONE LIBRARY BOARD TRUSTEE AS FRIENDS OF THE WASHOE COUNTY LIBRARY LIAISON

Trustee Stoess stated she would like to remain as the liaison to Friends of Washoe County Library.

Trustee Holland stated he was interested in attending meetings held by Friends of the Washoe County Library and asked to be included on informational emails and meeting updates.

Chair Alderman reappointed Trustee Stoess as Friends of Washoe County Library liaison.

e. **APPOINTMENT OF ONE LIBRARY BOARD TRUSTEE TO PARTNERSHIP LIBRARY ADVISORY COMMITTEE**

Following discussion on the inactivity for this committee, the Board tabled this agenda item to the August Library Board meeting with the intent to dissolve this committee as authorized by the Library Board of Trustee Bylaws.

f. **ACKNOWLEDGMENT OF CASH AND NON-CASH DONATIONS RECEIVED BY THE LIBRARY SYSTEM BETWEEN APRIL 1 AND JUNE 30, 2018 FOR A TOTAL OF \$14,953.57**

Director Scott informed the Board that the report included additional information as requested to include dollar amounts for the cash donations and the program presented for non-cash donations.

Following discussion during this agenda item, Legal Counsel Jen Gustafson advised that the Board appeared to be discussing two separate items. The discussion in question has been moved to the first section of Agenda Item 9 – BOARD COMMENT.

On motion by Trustee Parkhill, seconded by Trustee Holland, motion which duly carried, the Board acknowledged the cash and non-cash donations received by the Library System between April 1 and June 30, 2018 for a total of \$14,953.57. All in favor, none opposed.

6) **REPORTS**

a. **LIBRARY DIRECTOR'S QUARTERLY STRATEGIC PLAN UPDATE**

Director Scott provided a PowerPoint presentation, reviewing the initiatives outlined in the Washoe County Strategic Plan and objectives set for the last quarter of Fiscal Year 2017-2018, April through June 2018.

During this agenda item, Legal Counsel Jen Gustafson advised that the Board discussion appeared to be discussing separate agenda items. The discussion in question has been moved to the second section of Agenda Item 9 – BOARD COMMENT.

Director Scott referenced the Internet speed document that was passed out just prior to the meeting.

b. **MONTHLY TECHNOLOGY UPDATE**

The Board reviewed the information submitted in the packet.

Director Scott briefly reviewed the information provided in the report.

Upon questioning by the Board, Systems and Access Librarian Nancy Keener provide a brief background to the new copier contract. She clarified that the previous 4-year contract was coming to an end and the current vendor failed to provide any quotes or information as requested. Additionally, Ms. Keener noted that the new vendor is providing better machines with more capability at a lesser cost. She informed the Board that current copiers had issues with USB printing and scanning to USB that the new machines are capable of doing.

South Valleys Branch Manager Julie Ullman responded when the Board asked if any branch had experienced the rollout. She stated that the machines were installed today at the South Valleys Library and Incline Village Library. She said the new copier prints fast and was installed with minimal issues, although staff is interested in some training.

Ms. Keener and Director Scott informed the Board that the teleconference equipment will be tested tomorrow.

Upon questioning by the Board, Ms. Keener stated that the equipment was purchased the funds remaining at the end of the fiscal year that needed to be spent. She also confirmed that a majority of her budget comes from operating expenses and that FWCL donations supplement technology purchases

c. TACCHINO TRUST EXPENDITURE UPDATE

The Board reviewed the information submitted in the packet

Director Scott spoke with Robert Rueckl at the Destination Dance event on Thursday, July 12, 2018 at the Downtown Reno Library and was informed that the Library System could expect the remaining balance of \$450,819 within the next month or two.

d. FINANCIAL STATEMENTS TO INCLUDE MONTHLY EXPENDITURE AND GIFT FUND BALANCES

Trustee Parkhill stated that this agenda item has been touched on and feels there is still room for improvement. He agreed with Trustee Holland's suggestion that the donation report be presented in the same time frame as the financial report and that he has other suggestions that he will provide when he meets with the Library Director off-line.

Chair Alderman requested that this item be agendaized for discussion in the August Board meeting with the actual reports returning in the September Board meeting.

Trustee Parkhill requested input from the Library Branch Managers in the audience asking him to send him an email informing him of information they feel should be in the financial report.

Trustee Holland stated that he felt the Board was doing a lot of directing and asked if creation of a subcommittee would benefit.

Legal Counsel Jen Gustafson advised that any subcommittee would be open to the same Open Meeting Laws as the Library Board of Trustee meeting. She also clarified that the commonality of the Board comments are recommendations about how the items are being reported. She recommended that one member of the Board to meet with Library Director and discuss their recommendations in reporting the information. At that point, the agenda can reflect an item "discussion of reporting reports." Trustee comments can be recorded in Board Comments section of the meeting, but they are not actionable items.

e. **LIBRARY USAGE STATISTIC FOR 4TH QUARTER 2017/18**

Chair Alderman stated that this agenda item is a work in process to broaden the view of what is happening branch wide versus a picture in time view. She stated that any comments can be noted on the reports and those can go back to Director Scott, Ms. Gaston or herself to work on and get back to the Board.

Trustee Parkhill stated that he liked the pictures and they are more helpful. He referred to the ease of viewing patron computer usage by branch and thanked Library Administrative Secretary Lorna Grasso for her efforts.

Chair Alderman thanked the library for increasing the size of the charts.

Upon questioning by the Board, Director Scott confirmed the library has a reporting problem with tracking library visits due to the gates not functioning correctly. He also stated that he would try to include the 12-month pattern or end of fiscal year statistics in the report presented at the next Board of County Commissioners and Library Board of Trustee Joint meeting as has been done in the past.

7) **STAFF ANNOUNCEMENTS**

Sparks Branch Manager Corinne Dickman informed the Board that her responsibility is to understand the laws, policies and procedures around operating her library branch and that she recently purchased \$300 of supplies using Sparks Gift Funds. She stated that she does not call the library director when she needs to order small items like glitter glue but will contact her supervisor and Director Scott on large branch purchases over \$250. She directed the Board to the donation of \$690.66 listed under Sparks Branch Gift Fund Totals in the financial report explaining that those donations resulted from the small book sales in the Sparks Library branch.

Trustee Parkhill responded, confirming his understanding that Branch Managers have some discretion over their branch funds. He reiterated his understanding that, although the ultimate approval of expenditures is required by the Library Director, the branches have approval to spend up to a certain amount for certain types of items without first requesting approval and that they know how much is in there branch gift funds.

Pubic Information and Development Officer Andrea Tavener noted the Youth Services, Library Events and Marketing Teams have been working hard and attendance at the Summer Reading Programs has increased. Andrea asked the Trustees, if they have not done so, to sign up for Washoe County Library News and LibraryAware. Washoe County Library News is cmail and they would select the option for library issues group and LibraryAware is the Library System newsletter that is sent out regularly providing program and other event information. She stated that by signing up for these, Trustees can stay up to date on all the programing and event information, and media and press release information that is sent out by the library system.

Spanish Springs Branch Manager Julie Machado informed the Board that when she received the grant funds from Commissioner Hartung for \$1,000, she went to Board of County Commissioner meeting and thanked them. She also made sure they knew what items the funds were being spent on as that is a part of the information they need.

Upon questioning by the Board, Collection Development Manager Debi Stears explained why the Library System eliminated the Amazon Wish List. She stated when she was hired, her job

included looking at costs and how services could be improved. She said that the Library System prefers cash donations for materials because, using preferred vendors, the Library System can plan expenditures, receive discounts and can ensure the collection receives desired materials rather than hoping they come in through a wish list type set up. Ms. Stears provided acknowledgement to Director Scott stating that the tendency for donation is to look at each branch when part of the job of the Library Director is ensuring the branches operate as a system, operating with multiple tiers.

8) **PUBLIC COMMENT**

None

9) **BOARD COMMENT**

The following discussion has been separated from Agenda Item 5f – ACKNOWLEDGMENT OF CASH AND NON-CASH DONATIONS RECEIVED BY THE LIBRARY SYSTEM BETWEEN APRIL 1 AND JUNE 30, 2018 FOR A TOTAL OF \$14,953.57 as suggested by Legal Counsel Jen Gustafson.

Upon questioning by the Board, Development Officer and PIO Andrea Tavener clarified the following:

- Funds received from a commissioner is listed as a grant and is typically County funds provided to the Commissioner for their district to award as they choose.
- Each County Commissioner is awarded \$20,000 at the beginning of each fiscal year to use as they deem fit within the guidelines provided by the County. Last year, the Library System received \$5,000 for the Summer Reading Program (Commissioner Berkbigler) and \$5,000 for upgrades to Duncan Traner Partnership Library (Commissioner Berkbigler). Other Commission grant/donations include \$3,000 from Commissioner Lucey for South Valley's STEM, Commission District 4 provided \$1,000 for Spanish Springs STEAM, and Commissioner Jung donated \$1,250 for the Summer Reading Program and \$5,000 previously
- At this time, funding is needed for the Summer and Winter Reading Programs. These programs cost over \$20,000 to run them by providing book prizes and programming.
- The Library System appreciates any assistance that the Trustees can provide to receive funding. Trustees can assist by emailing or setting up a meeting with their commissioner or sending a letter asking for support. Ms. Tavener volunteered to also attend commission at the request of the Trustees.

Upon request by Trustee Parkhill, Ms. Tavener stated she would send an email to the Board informing them who their commissioner is.

Board discussion under the Donation report in relation to tracking received funds on the Financial Statements included:

- Consolidation or ease of following listed donations/grants into the financial statements and see where the funds are expended.
- The Donation report dates (done quarterly) need to match the Financial Statement dates (done monthly).
- The Donation report cash donations should include the recipient branch for reference to match to the Financial Statements.

The Board discussed revisions they would like to see to the Donation Report that include a grid outline versus only listing both cash and non-cash donation sections.

Board discussion for changes to the Financial Statements include:

- The three (3) fund “buckets” or categories need to be separate with separate reports for each.
- The Trustees need to be able to follow the revenues and expenditures all the way through and understand where it is going.
- Confirmation that the branch itself has discretion to spend branch undesignated funds.

The following discussion has been separated from Agenda 6a- LIBRARY DIRECTOR’S QUARTERLY STRATEGIC PLAN UPDATE as suggested by Legal Counsel Jen Gustafson.

The Board discussed things they would like to see to the Quarterly Strategic Plan Update, such as quantifying information provided in statistics such as the Summer Lunch Program (partnership with Northern Nevada Food Bank) and what the impact of removing the meeting room fee has.

Upon questioning for the best way to meet with the Library Director before Board meetings, Director Scott informed the Trustees that he would like them to schedule a meeting(s) with him to work on agenda items that the Trustees want to see.

Upon questioning by Trustee Marsh, Director Scott informed the Board that he is a TedEX team member and the team is working on the Ted Talks for next year. He explained that last year TedEX wanted to make sure they sold their tickets prior to the Library System promoting free live stream tickets to attend at the Downtown Reno Library. He said they sold out the Tuesday before the event and the Library system was able to get every news channel to promote free livestream tickets through the Library System. The Library is planning on working with them again this year. Trustee Marsh thanked Director Scott and stated that she feels strongly about this partnership and the project.

Trustee Holland stated he agreed with a Trustee meeting with Director Scott regarding the look of the financial reports and maybe with the Strategic Plan statistics. He asked the Trustees if any of them had attended any of the summer programs, stating they were excellent. Trustee Holland complimented the Library System on the programs and the pamphlet advertising them.

Trustee Parkhill referred to page 10 of the June 20, 2018 meeting minutes public comment section asking if the Trustees could see the completed training for all Library Staff. He stated that the Board could ask Assistant County Manager Solaro and provide what training is required by the County as a future agenda item. Trustee Parkhill stated he would table this item and his suggestions for reporting of gift funds until after he meets with the Library Director.

Upon discussion of tracking Board direction to the Library Director, the Trustees agreed they provide much direction and do not have a method in place to track direction or requests. The Trustees requested Board Secretary Tami Gaston create a summary of requests and direction by the Board and follow-up, similar to a “to do” list.

Upon questioning by the Board, Director Scott advised that he had met with Assistant County Manager Solaro regarding training from his evaluation and they are working on a plan of action.

- Chair Alderman asked that this item be placed on the “to do” list.

Trustee Parkhill publically invited the branch managers to provide input regarding what information they believe should be on the financial statements.

Chair Alderman stated that she planned to meet with the Director Scott to determine how to create parameters and measurable information for the Library Directors evaluation and the Washoe County Library Strategic Plan.

Trustee Marsh stated that more information needs to be quantifiable.

10) **ADJOURNMENT**

Chair Alderman adjourned the meeting at 5:51 pm.