

**LIBRARY BOARD OF TRUSTEES MEETING AGENDA
WEDNESDAY, MARCH 20, 2019**

The Board met in regular session at the Spanish Springs Library, 7100A Pyramid Lake Highway, Sparks, NV 89436.

Chair Alderman called the meeting to order at 4:00 pm

1) ROLL CALL

Board Members Present: Wendy Alderman, Wayne Holland, Zanny Marsh, Ted Parkhill

Board Members Absent: Trustee Stoess

County Staff Present: Assistant District Attorney Herb Kaplan

Public Present: none present

2) PUBLIC COMMENT

None noted

3) APPROVAL OF MEETING MINUTES

a. APPROVAL OF MINUTES FROM THE LIBRARY BOARD MEETING OF FEBRUARY 20, 2019

On motion by Trustee Marsh, seconded by Trustee Parkhill, motion with duly carried, the Board approved the meeting minutes from February 20, 2019. All in favor, none opposed.

4) OLD BUSINESS

a. DISCUSSION AND POSSIBLE APPROVAL FOR 1 OF 3 OPTIONS TO REVISE LIBRARY BOARD BYLAWS TO POTENTIALLY CHANGE THE FREQUENCY OF LIBRARY BOARD MEETINGS

Chair Alderman tabled this agenda item until the next meeting for attendance to include Trustee Stoess, who originated this agenda item, and to update the subject line and staff report to allow Board discussion without limiting to options as currently presented in this agenda item.

5) NEW BUSINESS

a. WASHOE COUNTY LIBRARY BUDGET REVIEW PRESENTATION FOR 2019-2020

Director Scott presented the Washoe County Library Fiscal Year 19/20 Budget Review PowerPoint as presented in the board packet.

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

GIFT FUND Clarifications:

- The balance in the Gift Funds is higher than average due to the Tacchino Trust balance. Tacchino funds must be fully expended by 2021.
- Gift Funds are separate from the General Budget, are not affected by the County fiscal year, and are carried over annually.

EXPANSION FUND Clarifications:

- The Library is requesting more funding from the Expansion Fund this year than years prior.
- There is some disparity in the language from the original initiative and Washoe County interpretation for how the Library can expend allocated funds.
- The Library System is aware that language for a new initiative will need to be clearer so that there is separation allowing for the Library to have more control of library expansion fund expenditures.
- Once the Expansion Fund initiative sunsets and (if not approved for the Library by voters), the fund will continue to grow as taxes are continued to be collected; however, the County (not the Library) will be able to determine who benefits from collected tax dollars.
- The second to last slide in the budget review breaks down a request to increase the expansion fund by \$124k for additional Library expenditures.

COUNTY BUDGET/CIP Clarifications:

- The County is cautious and the budget will remain the same as there are no changes in the tax base calculation.
- A new North Valleys Library has again been requested for the County CIP Budget with a recommendation for a bond vote in November of 2020 to build if approved.
 - Branch Manager Jonnica Bowen stated, as a point of information, that the County has land located near the current location and that a new North Valleys Library has been on the CIP list since 1990.
 - Director Scott explained the \$10 million estimate for a new North Valleys Library comes from the most recent facility study, and using South Valleys as footprint. The estimate includes anticipated inflation costs associated with construction.
- For County match of Tacchino Funds, the Library is only asking for carpet and paint to spruce up the Sparks and Northwest Reno Libraries. There has not been an amount assigned to this project through CIP at this time. Tacchino Funds will be used to update furniture and fixtures for the branches.
- The Sierra View lease does not expire for two (2) years. Although staff is finding it increasingly difficult to serve the community as a whole, due to restricting access to the mall for homeless patrons by mall management. There are enough politics behind the scenes that the Library would need to determine where the County stands on the possibility of relocating the Sierra View Library.

Board Discussion included requesting a comparison to regional or similar sized libraries for budget, salary and benefits costs in general.

6) **REPORTS**

a. **SPANISH SPRINGS LIBRARY REPORT ON PROGRAMS, ACTIVITIES AND OPERATIONS**

Branch Manager Jana MacMillan stated that she pulled the annual Spanish Springs report together from reports provided by the previous branch manager. She highlighted the following from the staff report provided in the packet:

- Biggest change at Spanish Springs in the last year is staff changeover and movement between branches.
- Facility improvements to include replacement of handicapped entrance mechanisms, updated lighting, new sign, and weatherproof book drop.
- Events: hosted diverse variety of events to include System-wide Idea Box Faire

- Java Lounge Services: kiosk style cafe run through State of Nevada's Services for the Blind has seen changeover in state representatives three times in the last year. Additionally, they sold more beverages in February 2019 than in any month in the last year.
- Civic Engagement knitting and crochet groups have contributed to many community events
- Staff Highlights: Spanish Springs staff assisted other branches and programs as needed in the last year
- Volunteer: Three (3) of the Spanish Springs Volunteers were recipients of the bronze level Presidential Volunteer Awards and the volunteer run Book Sale has brought in \$75,000 since 2007.
- Variety of community outreaches and news review article from August 2018.

She reported the following upcoming community involvement that was not provided in the written report:

- Spanish Springs is reaching out to the school staff at the new elementary school (Bohach) to be opened in 2020 and the new middle school (Sky Ranch) opening this year, and hiring for middle school staff will be taking place at Spanish Springs this week and next.
- Re-creating Spanish Spring Teen Zone and limiting adult access/pass through to other areas of the Library
- Scheduled a teen art event set up for July

Board Comments included:

- Glad to see the Library is still collaborating with native schools and customs
- Liked the format of the report, it was very readable

Upon questioning by the Board, Ms. MacMillan clarified the following:

- Her statement on the meeting room usage seeming to be busier than ever was supported by more constant use throughout the week; however, she does not have statistics yet to support the statement.
- There is a library team that works to ensure programming is reviewed and shared between branches and make sure all communities have access to similar programming.

Ms. MacMillan invited the Board to the Young Writers night next Tuesday (3/26/19) to hear some of the authors read excerpts from the book created this January.

Upon questioning by the Board, Director Scott:

- Confirmed that minutes are created from the branch manager meeting, not officially but more to provide follow up and they could be provided upon request.
- Invited Trustees (less than 3 at any given time to not create a quorum) to attend a Youth Services and Library Events (YSLE) meeting to better understand how programming is communicated at the Library level and shared in community programming.
- Clarified that programming throughout each library and system wide is immense and that the Library Director's reports have included bullets on programs in the branches as well as the system briefly as highlights to help prompt questions by the Board and that he has always been willing to answer any questions during this report.

Trustee Holland agreed with Director Scott's suggestion of attending applicable library staff meetings if Trustees have questions about specific library operations or program logistics. Any pertinent information could then be shared with the Library Board at the next published meeting.

b. TACCHINO TRUST EXPENDITURE UPDATE

The Board reviewed the information submitted in the packet.

Director Scott stated that Downtown Reno Library is getting ready for the Opening Day Collection and purchasing of furniture in anticipation for the Grand Re-opening scheduled for May 17, 2019. He is hopeful this will be ready by mid-April.

c. BOARD TASK REPORT UPDATE

The Board reviewed the information submitted in the packet.

7) STAFF ANNOUNCEMENTS

None noted.

8) PUBLIC COMMENT

None noted.

9) BOARD COMMENT

Trustee Marsh thanked Director Scott for following through with livestreaming TedX. She said she believed the calendar worked out well this year.

Trustee Holland thanked Director Scott for the time spent explaining how the expansion funds and taxation works in relation to the budget. He requested that Director Scott allow for similar discussion when the County budget and CIP requests are approved for the upcoming fiscal year.

Chair Alderman requested budget update and expansion discussion to be included on the May 2019 Agenda

10) ADJOURNMENT

Chair Alderman adjourned the meeting at 5:21 pm