

**LIBRARY BOARD OF TRUSTEES MEETING MINUTES**  
**WEDNESDAY, JUNE 19, 2019**  
**4:00 P.M.**

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

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

**1) ROLL CALL**

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

Board Members Absent: None

County Staff Present: Assistant District Attorney Herb Kaplan

Public Present: Wendy Urruty, Mary Schmitt, Deanna Ross, Jo Hawthorne, Christine Powers, Cindy Hall

**2) PUBLIC COMMENT**

Mary Schmitt introduced herself and began to read the letter she wrote to the Board (attached to the end of the June 2019 Board Packet) until she reached her 3-minute time limit.

**3) APPROVAL OF MEETING MINUTES**

**a. APPROVAL OF MINUTES FROM THE LIBRARY BOARD MEETING OF MAY 15, 2019**

On motion by Trustee Stoess, Seconded by Trustee Parkhill, motion which duly carried, the Board approved the meeting minutes from May 15, 2019. All in favor, none opposed.

**4) OLD BUSINESS**

None

**5) NEW BUSINESS**

**a. ELECTION OF CHAIR FOR LIBRARY BOARD OF TRUSTEES FOR FISCAL YEAR 2019-2020**

Trustee Stoess nominated Trustee Holland for Board Chair. Trustee Parkhill seconded the nomination. Trustee Holland accepted the position.

On motion by Trustee Stoess, seconded by Trustee Parkhill, motion which duly carried, the Board elected Wayne Holland as Chair of the Library Board of Trustees for fiscal year 2019-2020. All in favor, none opposed.

**b. ELECTION OF VICE-CHAIR FOR LIBRARY BOARD OF TRUSTEES FOR FISCAL YEAR 2019-2020**

On motion by Trustee Parkhill, seconded by Trustee Holland, motion which duly carried, the Board re-elected Zanny Marsh as Vice Chair of the Library Board of Trustees for fiscal year 2019-2020. All in favor, none opposed.

c. **APPROVAL OF LIBRARY BOARD OF TRUSTEE BYLAWS FOR FISCAL YEAR 2019-2020**

Upon questioning by the Board, Director Scott explained that the lined out reports on page four cleans up the bylaws and allows for flexibility.

Trustee Parkhill state he believed verbiage under Organization and Membership/Membership/Removal should match NRS 379.020 which states, "5. The board of county commissioners may remove any trustee who fails, without cause, to attend three successive meetings of the trustees."

On motion by Trustee Parkhill, seconded by Trustee Holland, motion which duly carried, the Board approved the bylaws as presented to include updated verbiage for the removal of a trustee to match NRS 379.020. All in favor, none opposed.

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

Trustee Holland stated he was the current liaison and was willing to continue as liaison for the next fiscal year.

On motion by Trustee Parkhill, seconded by Trustee Stoess, motion which duly carried, the Board reappointed Trustee Holland to continue as Friends of Washoe County Library liaison. All in favor, none opposed.

e. **UPDATE ON TAX INITIATIVE (EXPANSION FUND) WHICH SUNSETS IN 2024**

Chair Alderman informed the Board that she thought the tax initiative sunset in 2022 but wanted the agenda item included to remain in peoples' mind that it is coming up. She also reminded staff and Trustees that past Board members are resources to help move the information through their communities.

Director Scott provided information about past experience of this nature and stated that he will create a reverse timeline after the 2020 presidential election. He said that the Library System is starting to tell the story now which will start to emerge the story of what tax initiative means for the Washoe County Library System. He noted that voter turnout is higher during presidential election years and more people tend to vote yes on ballot items.

6) **REPORTS**

a. **LIBRARY DIRECTOR UPDATE**

Director Scott referred to the provided report, noting many things are going on, to include:

- Courier RFP: draft for Courier services is being reviewed by Washoe County to assist with existing courier services.
- Summer Reading Launch: launched June 1, 2019. The Library System will look at providing June numbers at the July Board meeting
- Summer Reading/Explorer Brochures: have been printed and are available to all (available at door)
- Decorative cap for historical building (Downtown Reno): will help protect surrounding wall that is starting to deteriorate
- Leadership training: has been completed and will have a follow up by Acting County Manager David Solaro in the next couple of months.

- Drag queen story time: has received much attention and has been picked up in news across the country from our local Channels 4 and 8, and Reno Gazette Journal, to USA today, and news in Las Vegas, Idaho, Ohio and FOX news. The Nevada Family Alliance is opposing this scheduled program and have requested information. The Library System is currently working with them to provide what they are asking to see. He stated that is it likely that this program will be overcrowded and the Library System will have a security guard on site during this program. The Library is working on logistics in the event there are problems.
  - Chair Alderman informed the Board and meeting attendees that Drag Queen Story Time is a national program and held in public libraries across the nation.
- Crochet group: Director Scott noted that the Crochet groups have not been cancelled. He stated they were included in the Winter Explorer brochure last year as a program. The winter brochure became unwieldy as it also included volunteer programs on top of all library programming. The decision was made to include Library Story Time in the brochure, but not advertising volunteer run programs. Director Scott stated that he did not know where the idea that the program was cancelled originated from. He reiterated that the program was not cancelled, just not advertised.
  - Spanish Springs Branch Manager Jana MacMillan informed the Board that volunteers of the Spanish Springs Crochet Group attendees were all informed in advance that the Crochet meetings were still scheduled in the meeting rooms but they were not being advertised through the Explorer brochure.
  - Director Scott followed up stating that providing information on volunteer run programs is more than can be handled by library staff on a monthly basis but that the volunteers can do their own promotion of their programs. He also stated that he would put a report together and provide an update on the Crochet programming for next month's meeting.
  - Chair Alderman affirmed that the volunteers need to promote their own programs.

**b. NORTHWEST RENO LIBRARY REPORT ON PROGRAMS, ACTIVITIES AND OPERATIONS**

Branch Manager Kristin Reinke provided information from the provided report:

- Northwest Library celebrated its 20<sup>th</sup> birthday last week. The Powerpoint presentation provided a variety of pictures from the last 20 years.
- Statistics Slides: provided almost last 3 years of Northwest Statistics.
  - Holds: holds statistics are reflective of items picked up and not necessarily items pulled from shelves for pick-up.
  - Computer Usage Trends: computer sessions likely down from people bring in their own devices and using the free public wi-fi. Branch staff have not noticed any connection slowdowns.
    - Upon questioning by the Board, Department Systems Specialist Shawn Polka stated that public internet is provided though Charter, and the Library System has some things in place to stop high downloads of movies to prevent slowdown of internet connection.
  - Programming Trends: STEAM, black history month, 400 years of underwear, Exploretch. Packet includes pictures from a variety of programs
  - Outreach Connection: more outreaches were done 2016-17 before the Library System started the mandatory Read by 3<sup>rd</sup> Grade initiative the

following year. Statistics show the jump of outreaches in the community fiscal year 2018-19.

- Meeting Room Usage Trends: jumped up 2018-19 with removal of \$20 fee. Northwest Library has two rooms that double as study room and meeting room and are continuing to look at more ways and space to open up.
- What's New: Tinkertorium was created in the space previous inhabited by Second Hand Prose. This will be used for a variety of hands on programming and access similar to the Quad at Downtown Reno, but a smaller scale.
  - Northwest Reno Library book sale reported almost \$2,700 dollars within the last five months from holding their own book sales. This figure is close to the yearly amount received from Second Hand Prose.

Chair Alderman thanked Branch Manager Reinke and stated that the data helped provide trend information and will help with 2024 tax initiative process.

**c. MONTHLY TECHNOLOGY UPDATE**

Access and Resources Librarian Nancy Keener noted the following from the provided report:

- Office 365: was rolled out to the Library System last month with mixed results. Staff will have the ability to use both the online and desktop versions of Outlook, Word and Excel until October 2020. At that time, the majority of staff will go to cloud completely.
  - Starting July 1, 2019, Washoe County will be moving staff files from assigned personal drives to the cloud for a two week timeframe.
  - Library System as a new Sharepoint site, which is a staff landing page
  - Once this is all done, staff pc's will be refreshed to Windows 10
- Public PC's: purchased 60 dell pcs for public with saved funds which will go to Incline Village and Spanish Springs Library
- Downtown Reno Children's Area: has a recently purchased interactive "white" board, but there has been some issues getting it up and running.

**d. COLLECTIONS UPDATE**

Collections Manager Debi Stears passed out the current Collection Development and Management Policy to Trustees and provided an oral update to the Board. She stated it is not only a policy, but a guiding tool of what the Library System has in its collection and how the collection is developed and maintained. She stated she loves the current policy and its structure helps build a collection that meets the needs of our communities with a diverse range of material and plurality of information. Ms. Stears explained that patrons who request reconsideration starts the formal processing noted in the last section of the policy. As the Collections Manager she offers her willingness to do the research informally and send patrons the information. She said that if the patron still wants reconsideration after her research then it would be elevated, as noted in the policy, to the Director followed by the Board.

Upon questioning by the Board, Director Scott confirmed his decision, as the Library Director, is the final decision. He also noted that budget is the first priority and the Library System has finally reached the \$1M dollar mark for collection development.

e. **YOUTH SERVICES AND LIBRARY EVENTS UPDATE**

Youth Services and Library Events Librarian Judy Hansen introduced herself to the Board and stated that the presentation was prepared so that the Board would be able to see all the different Summer Reading Programs displays without the Trustees having to go each library to see. This year the team decided that all the displays would be similar with a rocket moving towards the moon. Each branch selected the number of points to reach the moon based upon their statistics from last year. She explained participants need 600 points to complete and prizes include selection of one of two available bag styles and receipt of a free book of their choosing. She also informed the Board that participants received a themed pencil and temporary tattoo upon sign-up.

Youth Services and Library Events Manager Beate Weinert highlighted that Washoe County Library System Summer Reading Program included support from KNPB who provided public service announcements and PBS promoted the Washoe County Library Summer Reading Program bookmarks into their activity books they pass out.

Ms. Weinert informed the Board that she and Ms. Hansen were asked to be take part in the final cut of the KNPB Writers Contest as judges. The contest included 2,634 entries from 134 classrooms of 51 schools in Nevada. She also informed the Board that the top 3 winners in each age group will be displayed at the Reno-Tahoe International Airport all summer long.

Ms. Weinert referred to the partnership with the Arboretum and that there were 150 attendees in a recent Story Time. She said that the Library System will be hosting Story Time at the Arboretum every Thursday through July.

f. **TACCHINO TRUST EXPENDITURE UPDATE**

Director Scott noted that the overall balance in Gift Funds last month exceeded \$1M as there had been minimal expenditure of Tacchino Trust Fund monies. He referred to the Tacchino Trust report which shows a substantial decrease in balance due to reimbursement of funding to Washoe County for recent renovation expenses.

Upon questioning by the Board, Director Scott confirmed that the Library System was not a recipient of any Capital Improvement Project (CIP) funding from Washoe County for FY19/20. He stated that he hopes to get some smaller funding (under \$100) through County IP funding for upgrades such as carpet since the Tacchino Trust covers furniture type items.

g. **BOARD TASK REPORT UPDATE**

Director Scott providing the following information for the Board Task report items pending:

- The Library System is hoping that Acting Manager Solaro may be able to provide training update at the July meeting.
- The Summer Reading Program started in June. The Library system will be able to provide better numbers in July or August.
- Comparison reporting for the Downtown Reno Library hours has been delayed as the renovation process was not smooth or effectively coordinated resulting in closures and partial section closures. Renovations were finally complete in June and the Library system is moving forward and should be able to show comparison

statistics between being open to the public five days a week to seven in the next couple of months.

- County Security Administrator Ben West is waiting on his budget before returning to report back to the Library Board.

Chair Alderman requested an update on the knitting group at the next meeting to close the loop.

#### 7) **STAFF ANNOUNCEMENTS**

Youth Services and Library Events Manager Beate Weinert advised the Board that the Downtown Reno Library would be a site host for the Washoe County School District who is hosting the National Family and Engagement Conference in July. Participants will be onsite at the Downtown Reno Library on July 10, 2019.

#### 8) **PUBLIC COMMENT**

None

#### 9) **BOARD COMMENT**

Trustee Parkhill thanked Chair Alderman for her service and guidance, stating the Board would miss her.

Trustee Parkhill shared his thoughts that today's reports were really thorough and thanked the staff for efforts in providing metrics. He thanked Collection Manager Debi Stears, Branch Manager Kristin Reinke, Systems and Access Librarian Nancy Keener, Library Services and Events Manager Beate Weinert and Library Services and Events Librarian Judy Hansen specifically.

Trustee Holland provided the following thoughts and updates:

- The Explorer brochures are awesome
- Friends of Washoe County Library (FWCL) will be staying at same location
  - Last FWCL book sales made almost \$3,000
  - One set (Louis Lamoure Western series) made \$700 alone
  - Arts in the Garden will be on July 13. 20% of total sales go to FWCL. Last year FWCL sales was in the thousands
  - On September 21, 2019, FWCL will participate at the River Merchant Wine Walk from 2-5pm and 4-6 pm

Chair Alderman stated she wanted to remind everyone that previous board members are a huge resource for the library and can respond to the community for future initiatives such as promotion of the 2024 tax initiative. She said she has enjoyed her service on the Board.

#### 10) **ADJOURNMENT**

Chair Alderman adjourned the meeting at @ 5:22 pm.