

**LIBRARY BOARD OF TRUSTEE MEETING MINUTES
WEDNESDAY, JANUARY 15, 2020
4:00 PM**

The Board met in regular session at the Sparks Library, 1125 12th Street, Sparks, NV 89431

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

1) ROLL CALL

Board Members Present: Amy Ghilieri, Wayne Holland, Zanny Marsh, Ted Parkhill and Jean Stoess

Board Members Absent: None

County Staff Present: Assistant County Manager David Solaro, Judge Tammy Riggs

Public Present: None

2) PUBLIC COMMENT

None

3) APPROVAL OF MEETING MINUTES

a) APPROVAL OF MINUTES FROM THE LIBRARY BOARD MEETING OF NOVEMBER 20, 2019

On motion by Trustee Stoess, seconded by Vice-Chair Marsh, motion which duly carried, the Board approved the meeting minutes for the November 20, 2019. All in favor, none opposed.

Upon suggestion by Legal Counsel Herb Kaplan, Chair Holland opened Agenda Item 5a) Presentation on Community Court by the Honorable Judge Tammy Riggs.

5a) NEW BUSINESS: PRESENTATION ON COMMUNITY COURT BY THE HONORABLE JUDGE TAMMY RIGGS

Reno Municipal Court Judge Tammy Riggs introduced herself to the Board and people present. She provided a PowerPoint presentation which highlighted the purpose of Community Court, the history of how it was created, and the importance of working with the stakeholders in Reno to get it started. She informed the Board of her approach to Director Scott and his willingness to support her efforts by providing a venue. They started Community Court in March 2019.

Judge Riggs provided the Board with the goal of the program and information on how the typical nuisance charges and warrants operate and the difference that Community Court provides its defendants while still conforming to legal requirements and standards. She informed the Board that she has a partnership with University of Reno, Nevada (UNR) who is helping to compile statistics and expects to have some numbers reported at the end of the month.

Upon questioning by the Board, Judge Riggs:

- Explained the proposed downtown area in the maps provided in the presentation represent the borders of the business district of Downtown Reno.

- Confirmed she would be willing to come back to the Board with a brief presentation on the statistical data compiled through the partnership with UNR.
- Noted Community Court security on Wednesdays is provided by Reno Municipal Court Marshal staff with one marshal downstairs and one upstairs at the front door.

Judge Riggs completed her presentation with a shout out to Downtown Reno Branch Manager Brenda Owens and staff, noting they are an indispensable part of the process with great de-escalation skills and their willingness to help.

Chair Holland stated that Community Court is doing a great thing building relationships in a relaxed atmosphere and he encouraged the Trustees to go and see how it operates.

Chair Holland returned to Agenda Item 4) Old Business.

4) **OLD BUSINESS**

a) **APPROVAL OF LETTER DRAFTED BY TRUSTEE GHILIERI TO PETITION AGAINST MACMILLAN PUBLISHERS FOR THE EMBARGO ON EBOOKS FOR LIBRARIES AND AUTHORIZE CHAIRPERSON TO SIGN THE SAME ON BEHALF OF THE BOARD**

Trustee Ghilieri noted that the draft in the agenda was missing bullet points and headline.

Legal Counsel Herb Kaplan suggested the Board approve noted formatting and authorize the Board Chair to sign the completed document for the motion. Upon questioning, he stated that once the formatting was completed by Trustee Ghilieri, the draft would be sent to Board Secretary Tami Gaston who would contact Chair Holland to execute the document. Once the letter was signed, it would be returned to Tami Gaston.

Upon questioning by the Board, Director Scott confirmed the final draft of the letter could be posted to the Library website and then sent (by the Library) to the Reno Gazette Journal for publishing.

On motion by Trustee Stoess, seconded by Vice Chair Marsh, motion which duly carried, the Board approved noted formatting on the drafted letter from the Board packet and authorized Chair Holland to sign the final draft on behalf of the Board. All in favor, none opposed.

5) **NEW BUSINESS**

b) **PROCLAMATION TO THANK COMMISSIONER HARTUNG FOR \$2,500 DONATION TOWARDS IMPROVEMENT OF SPANISH SPRINGS LIBRARY**

Director Scott read a proclamation for Commissioner Hartung thanking him for donation of \$2,500 of special district funds to the Spanish Springs Library. These funds are being used to enhance Spanish Springs Library with interactive map. Director Scott handed the proclamation to Assistant County Manager David Solaro for Commissioner Hartung.

c) **SELECT AN OPTION FOR MEETING THE MATERIALS-EXPENDITURE STANDARD PURSUANT TO THE MINIMUM PUBLIC LIBRARY STANDARDS AS SET FORTH BY THE NEVADA STATE LIBRARY, ARCHIVES AND PUBLIC RECORDS**

Director Scott provided a brief history on this agenda item and informed that Board the Library recommends Option 1.

Upon questioning by Chair Holland, Director Scott stated the goal set by the Library Board, noted in the staff report, was set prior to his employment with Washoe County. He noted the Library System cannot increase more funding to the collection than currently is allocated because most of the funding is from special property tax. He also stated there is no penalty for not meeting the goal set by the Board or the goal sent to the State of Nevada.

On motion by Trustee Stoess, seconded by Vice Chair Marsh, motion which duly carried, the Board approved selection of Option 1 for meeting the materials-expenditure standard pursuant to the minimum public library standards as set forth by Nevada State Library, Archives and Public Records. All in favor, none opposed.

d) **APPROVAL OF FINES, FEES AND CHARGES POLICY REMOVING VERBIAGE FOR ITEMS DAMAGED BEYOND REPAIR, REMOVAL OF CHARGES FOR FORMATS/ITEMS NO LONGER CARRIED AND CLARIFYING UP TO TWO RENEWALS FOR ITEMS CHECKED OUT TO BE EFFECTIVE FEBRUARY 1, 2020**

Director Scott noted the changes to the Fines, Fees and Charges policies falls in line with the Library System moving to Automated Materials Handling (AMH) units in two branches. He stated that not charging for items damaged is a cost of doing business and with AMH, materials will be automatically checked in.

Upon questioning by the Board, Director Scott:

- Reminded the Board that all fines and fees return to Washoe County General Fund
- It is difficult to track which patrons pay outstanding fines.

On motion by Trustee Ghilieri, seconded by Vice Chair Marsh, motion which duly carried, the Board approved the policy changes noted in the staff report. Trustee Parkhill opposed.

6) **REPORTS**

a) **LIBRARY DIRECTOR'S UPDATE**

Director Scott referred to staff report provided in the Board packet.

He included the following items which were not included in report:

- Commissioner Bob Lucey is the new Board of County Commissioner Chair
- Commissioner Marsha Berkbigler is the new Board of County Commissioner Vice-Chair
- The Library System is working on scheduling a joint meeting for the Board of County Commissioners (BCC) and the Library Board of Trustees (LBOT)

b) MONTHLY TECHNOLOGY UPDATE

Systems Librarian Nancy Keener noted the Automated Materials Handlers were scheduled for install the beginning of Feb 2020 instead of the end of January as anticipated. She expects the installation will take two weeks.

She provided more detail on the information that will be available to the Library System with the recent install of WhoFI stating that we now have way to count wi-fi users based upon the number of devices accessing the network. She informed the Board this access was purchased by the Nevada State Library for all NV libraries. She will be able to bring samples of reports to the next meeting.

c) YOUTH SERVICES AND LIBRARY EVENTS REPORT

Youth Services and Library Events (YSLE) Manager Beate Weinert and Librarian Judy Hansen introduced themselves. They explained that youth covers ages 0-18 and the Library System is supporting teens. As Ms. Weinert operated the computer, Ms. Hansen talked about the website, teen page and resources available. She stated that YSLE has formalized a teen service group consisting of a staff member from each branch in an attempt to reach the teens in our communities.

Upon questioning by Trustee Ghilieri, Ms. Hansen stated that the Library System has moved away from kindle devices and upgraded to showing teens the Libby app as they love digital and audio books and access.

d) MAKER SERVICES PRESENTATION

South Valleys Branch Manager Julie Ullman and Sparks Library Assistant Denise Viss introduced themselves to the Board and provided more detail on the pictures and information provided in the report included with the Board packet.

Ms. Viss informed the Board that she had reached out to coworker for VR equipment and a 3D printer for a 3-day STEAM program where participants attended a coding camp. At the camp, they also received an introduction to Virtual Reality and used the 3D printer to make a Stars Wars character.

Trustee Ghilieri informed the Board that she attended a Nevada Library Association (NLA) Quad Make-Your-Own Swag session and loved it.

e) REFERENCE, TRAINING, AND TECHNOLOGY (RTT) PRESENTATION

Assistant Library Director Joan Dalusung introduced herself to the Board, informing them the RTT Team had created a presentation (included in Board Packet) that included RTT's Mission. She stated the team meets monthly, includes a representative from each branch, and focuses on all things training to include public, technology, and staff training. She said that much of the training is created by team members. She then turned it over to library staff members on the team that were co-presenting with her. (presentation slides 1-3)

Sparks Library Assistant Karen Forrester introduced herself stating she had worked 15 years at the Sparks Library and spoke on her experience of beginning computer classes at Sparks Library and how it has expanded to other branches. (presentation slide 4)

North Valleys Branch Manager Jonnica Bowen stated that North Valleys patronage consists of retirees and a lot of families that need the resources provided by the Library System. Her presentation slide (slide 4) provided quotes from appreciative participants. Ms. Bowen stated this has been a great experience but is a challenge facility wise for North Valleys Library who does not have the meeting room option but intends to keep offering opportunities.

Downtown Reno Librarian Marc Tiar spoke on behalf of the Systemwide Tech cafes which started from an Ebook Café and has since expanded to 6 branches, 5 days a week. (presentation slide 6).

Ms. Dalusung concluded the RTT presentation stating that library staff are always willing to try to help those in need.

f) TACCHINO UPDATE

Director Scott noted no expenditures for the Tacchino Trust for November or December 2019.

g) BOARD TASK REPORT

Chair Holland noted no changes to the Board Task Report presented in the Board packet after confirming the Director's evaluation metrics would be amended for the February 2020 meeting.

7) STAFF ANNOUNCEMENTS

Librarian Judy Hansen passed each Trustee a Winter Explorer Brochure, noting the teens on the cover and that she had marked the page in each explorer that was dedicated for teens.

At the request of Chair Holland, PIO and Development Officer Andrea Tavener provided a brief update on Friends of Washoe County Library (FWCL) to include the following:

- The Library System should be getting information soon on the results for the Give the Gift of Reading.
- FWCL are currently in the middle of a book sale.
- FWCL will be donating \$100k to the Library System and will be presenting the big check at next meeting.
- FWCL membership recently partnered with NV Museum of Art and soon with the Discovery Museum. They are trying to work on a partnership with Fleishmann Planetarium.

8) PUBLIC COMMENT

None

9) BOARD COMMENT

Trustee Parkhill stated he was glad to be back and thanked all who reached out to him and his family during their family emergency.

Vice-Chair Marsh was advised upon questioning that the TedX update would be at the February 2020 Board meeting.

10) **ADJOURNMENT**

Chair Holland adjourned the meeting at 6:01pm