

**VIRTUAL LIBRARY BOARD OF TRUSTEES MEETING MINUTES
WEDNESDAY, MARCH 17, 2021
4:00 P.M.**

The Board met in regular session virtually via Zoom webinar.

Chair Marsh meeting was called to order at 4:00 pm.

1) ROLL CALL

Board Member Present: Amy Ghilieri, Wayne Holland, Zanny Marsh, Jean Stoess

Board Member Absent: Ted Parkhill (arrived at 4:28 pm)

County Staff Present: Assistant District Attorney Keith Munro

Public Present: None noted

2) PUBLIC COMMENT

None

3) APPROVAL OF MEETING MINUTES

a. APPROVAL OF MINUTES FROM THE LIBRARY BOARD MEETING OF FEBRUARY 17, 2021

On motion by Vice Chair Stoess, seconded by Trustee Holland, motion which duly carried, the Board approved the minutes from the February 17, 2021 meeting.

4) OLD BUSINESS

None noted

5) NEW BUSINESS

a. REVIEW AND APPROVE OF WASHOE COUNTY LIBRARY RE-OPENING PLAN

Director Scott referred to the Plan included in the board packet. He noted the following:

- He is waiting to hear from the County about filling the vacant LAll positions
- Public facing staff have begun to receive vaccines with a mix of the single dose and 2-shot vaccines. He noted the majority of staff have received their first shots this week which means that staff should be mostly inoculated late April.
- The plan is conservative. He provided expanded detail on the bullet points noted on page one (1) of the plan under each phase. He also explained the text (page two of the plan) includes more detailed explanation of the concepts. He finished by explaining the Library Re-opening Plan basically continues to look at adding services in each phase. He also noted it may possible to open early pending the outstanding bullet points under Phase III that have yet to be accomplished.

Board Comment included:

- Trustee Holland stated the planning out was good. He suggested independently noting the three (3) things the Library is waiting to occur before opening so the public is aware of the reason and understands what needs to occur for the Library System to resume operates that include access to physical materials. Director Scott noted he would include that information in the phase.

- Trustee Ghilieri stated she believed it was a positive thing the Library did not succumb to the pressure of emails demanding the Library open and putting employees at risk. Director Scott noted the public need accesses to services and virtual mostly meets this need. He stated the ability to hang out at the local library is a soft service that can wait for the Library to open safely to its staff and patrons.
- Chair Marsh stated she appreciated the way the Library System kept the community informed since the beginning of COVID and has provided a menu of various services available. She stated this past year has tested the Library System to its limits and the Library met and exceeded those limits of services provided. She stated it is important for the library to prioritize safety and health and the phased plan does this.

On motion by Chair Stoess, seconded by Trustee Holland, motion with duly carried, the Board approved the Washoe County Library Re-Opening plan as presented.

6) REPORTS

a. **LIBRARY DIRECTOR'S REPORT TO INCLUDE ADMINISTRATION, COLLABORATIONS, PROGRAMS AND ACTIVITIES**

Director Scott noted his report was short as the Library Re-opening plan was its own agenda item. He noted the recent staff vaccinations were a positive for the Library System in the step to reopening and the Library is waiting on the school district to determine where Library staff are and how soon they can be working back on the line.

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

- The Library System is still quarantining items for 7 days after return at this time pending any updates. He anticipates the Library may be able to decrease that time come June.
- The Trustees are being sent the Library News and Events newsletters weekly. They are sent out on Friday and being forwarded to the Trustees who have not set themselves up to receive them.

b. **CIRC TEAM UPDATE**

Library Technology Manager introduced herself to the Board and noted in the prior presentation (September 2020) included information on the staff comprising Circ Team. She stated the Team felt this presentation should focus on the system used (KOHA) that catalogues and organizes all the library data. She noted a large portion of KOHA is devoted to the staff that handles acquisitions, purchases, works with vendors, and catalogues materials. She stated another portion of the database supports patron information and data, as well as handling the rules that monitor data and access to the materials. She explained there were other "buckets" of information that need to be sorted, organized, located and able to be provided to patrons. She noted that all of this is what the Circ Team does and that its members dig into the details to ensure the integrated library system KOHA functions correctly and effectively. She said that the Team has been working heavily on the patron autorenewal portion of KOHA and now patrons have the ability to turn on or off the ability to auto-renew materials. She also noted the team has been working on how the Library System is handling materials and holds with most (excluding North Valleys and Northwest Reno Libraries) now having a machine that handles returned items. She stated that the Circ Team deals with the details in the system and that next presentation will include more detail into what they do.

Trustee Parkhill arrived at 4:28 pm.

c. **TACCHINO TRUST UPDATE TO INCLUDE EXPENDITURES AND BALANCE**

Director Scott noted he should have renovation updates soon.

d. **BOARD TASK REPORT TO INCLUDE BOARD TASKS TO BE FOLLOWED UP**

Chair Marsh noted the next task would be followed up in April 2021 upon request by Trustee Parkhill. She noted the Board plans on hearing any feedback received from the community regarding the no fine policy.

7) **STAFF ANNOUNCEMENTS**

None

8) **PUBLIC COMMENT**

None

9) **BOARD COMMENT**

Vice Chair Stoess asked if the Library planned on mentioning the new look for Digital book check outs. Director Scott noted the Library planned on ASPEN update for the April meeting.

Trustee Holland stated Friends of the Washoe County Library (FWCL) were interested in the Washoe County Library Re-opening plan and requested if he could share the board packet from this meeting with them. Director Scott confirmed sharing the packet was fine and that the Library System would be posting the approved plan to the Washoe County Library website.

10) **ADJOURNMENT**

Chair Marsh adjourned the meeting at 4:40 pm.