

LIBRARY BOARD OF TRUSTEES SPECIAL MEETING AGENDA

WEDNESDAY, MAY 07, 2025

5:30 P.M.

Downtown Reno Library

301 S. Center Street, Reno NV 89501

Library Trustees

Ann Silver, Chair

Tami Ruf, Vice-Chair

Gianna Jacks, Trustee

Lea Moser, Trustee

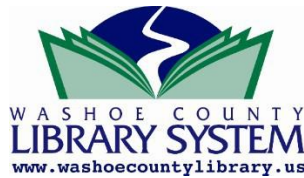
Marie Rodriguez, Trustee

Members of the public may attend this meeting in person or can attend by teleconference by logging into the Zoom webinar accessible through the following link: <https://us02web.zoom.us/j/84224131597>
If prompted, use the following passcode: 889408 Please note: the Zoom link option will require a computer or phone with internet access or the Zoom application with audio capabilities.

Forum Restrictions and Orderly Conduct of Business. The Library Board of Trustees conducts the business of the Washoe County Library system and its citizens during its meetings. The orderly, efficient conduct of the meeting is integral and necessary to allow the Board to conduct business. The Chair or presiding officer may order the removal of any person whose statements or other conduct disrupts the orderly, efficient or safe conduct of the meeting. Warnings against disruptive comments or behavior may or may not be given prior to removal. Examples of disruptive conduct include, without limitation, yelling, stamping of feet, whistles, applause, heckling, name calling, use of profanity, threatening use of physical force, or any other acts intended to impede the meeting or infringe on the rights of the Library Board of Trustees, staff, or meeting participants. The viewpoint of a speaker will not be restricted, but reasonable restrictions may be imposed upon the time, place, and manner of speech. Irrelevant and unduly repetitious statements and personal attacks which antagonize or incite others are examples of speech that may be reasonably limited.

Public Comment. Public comments, whether listed on the agenda or not, are welcomed during the Public Comment period before any items on which action may be taken are heard by the Library Board and again before the adjournment of the meeting. Public Comment is limited to three (3) minutes per person. Persons may not allocate unused time to other speakers. During the "Public Comment" items, anyone may speak pertaining to any matter either on or off the agenda. Anyone wishing to provide live public comment may do so in person, or by teleconference by logging onto the Zoom webinar by accessing the above link. To provide public comment via Zoom, log into the meeting at the above link and utilize the "Raise Hand" feature during any public comment period. Additionally, persons are invited to submit comments in writing by emailing Jamie Hemingway at JHemingway@washoecounty.gov The County will make reasonable efforts to send all email comments received by 4:00 p.m. on the business day before the meeting to the Trustees prior to the meeting.

Response to Public Comment. The Board can deliberate or take action only if a matter has been listed on an agenda properly posted prior to the meeting. During the public comment periods, speakers may



address matters listed or not listed on the published agenda. The Open Meeting Law does not expressly prohibit responses to public comments by the Board. However, responses from the Board members to unlisted public comment topics could become deliberation on a matter without notice to the public. To ensure the public has notice of all matters the Board will consider, Board members may choose not to respond to public comments, except to correct factual inaccuracies, ask for Staff action, or to ask that a matter be listed on a future agenda. The Board may do this either during the public comment item or during the following item: "Board Comment – limited to announcements, strategic plan activity updates, or issues proposed for future agendas and/or workshops."

How to Get Copies of Agendas and Support Documentation. Copies of agendas and supporting documentation for items on the agenda are available to members of the public at the Downtown Reno Library Administration Office, 301 South Center Street, Reno, Nevada, and may be obtained by contacting Jamie Hemingway at JHemingway@washoecounty.gov or (775) 327-8341. Copies of agendas and supporting materials are also posted on the following websites: www.washoecountylibrary.us and <https://notice.nv.gov>.

Special Accommodations. We are pleased to make reasonable accommodations for members of the public who are disabled, who need special accommodations or assistance, and wish to attend meetings. Should you require special assistance or accommodations for any Board meeting, please contact Jamie Hemingway at (775) 327-8341, at least 24 hours prior to the date of the meeting.

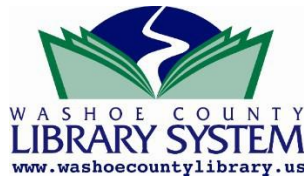
Possible Changes to Agenda and Timing. The Library Board of Trustees may take agenda items out of order, may consider two or more items in combination, may remove one or more items from the agenda, or delay discussion on an item. Items scheduled to be heard at a specific time will be heard no earlier than the stated time but may be heard later.

Posting of Agenda. Pursuant to NRS 241.020(4)(b), the agenda for the Trustees' meeting has been posted at the following locations: Washoe County Courthouse, Washoe County Administration building, Downtown Reno Library, Incline Village Library, North Valleys Library, Northwest Reno Library, Sierra View Library, South Valleys Library, Spanish Springs Library, and Sparks Library. Further, in compliance with NRS 241.010, this notice has been posted on the official website for the Washoe County Library System at www.washoecountylibrary.us and at <https://notice.nv.gov>.

Land Acknowledgement. We begin by acknowledging that we gather today on the ancestral homelands of the Waší-šiw (Washoe), Numu (Northern Paiute), Newe (Western Shoshone), Nuwu (Southern Paiute), and Pipa Aha (Mojave), the original caretakers of the land that we now call Nevada. Washoe County, formally named after the Washoe people in 1861, continues to be a gathering place and home for Indigenous Peoples, and we recognize their rich history and deep connections to these lands. May we honor their past, present, and future stewardship by remembering that the health of the land and its people are inextricably linked.

LIBRARY ADMINISTRATION

301 South Center Street | PO Box 2151, Reno NV 89505
(775) 327-8341 | www.washoecountylibrary.us



The Board of Trustees may take action only on the items below that are preceded by the words “For Possible Action.” The Board will not take action on any other items.

- 0) Salute to the Flag
- 1) Roll Call [Non-Action Item]
- 2) Public Comment – Three Minute Time Limit Per Person [Non-Action Item]
No discussion or action by the Board may be taken upon any matter raised under this public comment section until the matter has been specifically included on an agenda.
- 3) Reports
 - a) Acting Director report by Stacy McKenzie [Non-Action Item]
 - b) Washoe County Budget Report by CFO Abbe Yacoben, with discussion and possible action for the LBOT to schedule additional meetings to discuss and work on the FY 27 Library Budget. [For Possible Action]
- 4) Board Comment [Non-Action Item] – Limited to Announcements, Strategic Plan Activity, Updates or Issues Proposed for Future Agendas and/or Workshops
- 5) Old Business
None
- 6) New Business
 - a) Discussion and possible action to appoint Stacy McKenzie as Interim Library Director [For Possible Action]
 - b) Acknowledge the Nevada Attorney General's Office Findings of Fact and Conclusions of Law regarding Open Meeting Law Complaint, file number 13897-506 [For Possible Action]
- 7) Public Comment – Three Minute Time Limit Per Person [Non-Action Item]
No discussion or action by the Board may be taken upon any matter raised under this public comment section until the matter has been specifically included on an agenda.
- 8) Adjournment

General Fund

Run by:
 Run date: 05/05/2025 14:11:14
 Report: 400/ZF15

Washoe County
 Plan/Actual/Commit (FC)

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Period: 1 thru 16 2025	 	Washoe County Funds
 	 	Library Department

Accounts	Plan	Actual	PO Commit	Actual + PO	Available	Avail%	PreCommit	Available	Avail%
431100 Federal Grants	67,120.00-				67,120.00-	100.00-		67,120.00-	100.00-
432100 State Grants	36,037.00-				36,037.00-	100.00-		36,037.00-	100.00-
* INTERGOVERNMENTAL	103,157.00-				103,157.00-	100.00-		103,157.00-	100.00-
471100 Library Fines and Fees	10,000.00-	7,735.83-		7,735.83-	2,264.17-	22.64-		2,264.17-	22.64-
* FINES AND FORFEITURES	10,000.00-	7,735.83-		7,735.83-	2,264.17-	22.64-		2,264.17-	22.64-
485315 Copy Machine Receipts	41,950.00-	32,805.05-		32,805.05-	9,144.95-	21.80-		9,144.95-	21.80-
* MISCELLANEOUS	41,950.00-	32,805.05-		32,805.05-	9,144.95-	21.80-		9,144.95-	21.80-
** REVENUE	155,107.00-	40,540.88-		40,540.88-	114,566.12-	73.86-		114,566.12-	73.86-
701110 Base Salaries	6,693,798.16	5,355,438.30		5,355,438.30	1,338,359.86	19.99		1,338,359.86	19.99
701120 Part Time	623,891.27	439,539.64		439,539.64	184,351.63	29.55		184,351.63	29.55
701140 Holiday Work	400.00	592.80		592.80	192.80-	48.20-		192.80-	48.20-
701200 Incentive Longevity	173,450.00	88,587.22		88,587.22	84,862.78	48.93		84,862.78	48.93
701300 Overtime	1,000.00	1,015.96		1,015.96	15.96-	1.60-		15.96-	1.60-
701403 Shift Differential	11,632.00	7,075.59		7,075.59	4,556.41	39.17		4,556.41	39.17
701408 Call Back	330.00	478.22		478.22	148.22-	44.92-		148.22-	44.92-
701409 Assmt Diff IV & Gerlach	24,403.38	27,282.80		27,282.80	2,879.42-	11.80-		2,879.42-	11.80-
701414 Vacation Denied-Payoff		23,534.20		23,534.20	23,534.20-			23,534.20-	
701420 Incline Travel Allow		14,178.86		14,178.86	14,178.86-			14,178.86-	
* SALARIES AND WAGES	7,528,904.81	5,957,723.59		5,957,723.59	1,571,181.22	20.87		1,571,181.22	20.87
705110 Group Insurance	1,088,887.41	828,230.72		828,230.72	260,656.69	23.94		260,656.69	23.94
705115 ER HSA Contribs	106,000.00	119,265.17		119,265.17	13,265.17-	12.51-		13,265.17-	12.51-
705190 OPEB Contribution	352,197.00	322,847.25		322,847.25	29,349.75	8.33		29,349.75	8.33
705210 Retirement	2,333,434.68	1,830,759.67		1,830,759.67	502,675.01	21.54		502,675.01	21.54
705230 Medicare April 1986	105,735.66	83,919.37		83,919.37	21,816.29	20.63		21,816.29	20.63
705240 Grp Insur Budget Inc	54,775.00				54,775.00	100.00		54,775.00	100.00
705320 Workmens Comp	11,514.18	9,139.64		9,139.64	2,374.54	20.62		2,374.54	20.62
705330 Unemply Comp	8,165.51	6,637.01		6,637.01	1,528.50	18.72		1,528.50	18.72
705510 Severance Pay		50,096.80		50,096.80	50,096.80-			50,096.80-	
* EMPLOYEE BENEFITS	4,060,709.44	3,250,895.63		3,250,895.63	809,813.81	19.94		809,813.81	19.94
710100 Professional Services	8,115.54	4,371.25	8,115.54	12,486.79	4,371.25-	53.86-		4,371.25-	53.86-
710200 Service Contract	20,250.00	13,697.92	500.00	14,197.92	6,052.08	29.89		6,052.08	29.89
710205 Repairs and Maintenance	1,176.00	300.00		300.00	876.00	74.49	75.00	801.00	68.11
710210 Software Maintenance	3,500.00	1,800.00	6,270.00	8,070.00	4,570.00-	130.57-		4,570.00-	130.57-
710300 Operating Supplies	123,479.00	46,943.43		46,943.43	76,535.57	61.98	13,531.81	63,003.76	51.02
710310 Parts and Supplies	700.00				700.00	100.00		700.00	100.00
710314 Library Materials	36,037.00				36,037.00	100.00	36,037.00		
710316 Library Cur. Titles	54,720.00	54,545.00	5,175.00	59,720.00	5,000.00-	9.14-		5,000.00-	9.14-
710318 Library ILL Replacem	500.00	64.95		64.95	435.05	87.01		435.05	87.01
710334 Copy Mach-Lease Exp	111,366.04	24,608.68	12,588.32	37,197.00	74,169.04	66.60		74,169.04	66.60
710335 Copy Machine-Copies	59,021.89	9,761.86	15,952.54	25,714.40	33,307.49	56.43		33,307.49	56.43
710350 Office Supplies	10,200.00	215.73		215.73	9,984.27	97.89		9,984.27	97.89
710360 Postage	5,557.41	9,797.43		9,797.43	4,240.02-	76.29-		4,240.02-	76.29-
710361 Express Courier	500.00	505.10		505.10	5.10-	1.02-		5.10-	1.02-
710400 Pmts to O Agencies	6,173.12	4,096.67		4,096.67	2,076.45	33.64		2,076.45	33.64
710502 Printing	1,800.00	665.00		665.00	1,135.00	63.06		1,135.00	63.06

710506	Dept InsDeductible	400.00			400.00	100.00		400.00	100.00
710507	Network and Data Lines		21.25	21.25	21.25-			21.25-	
710508	Telephone Land Lines	23,600.00	14,305.64	14,305.64	9,294.36	39.38		9,294.36	39.38
710509	Seminars and Meetings	2,800.00	761.79	761.79	2,038.21	72.79	1,899.00	139.21	4.97
710512	Auto Expense	11,785.00	7,896.65	7,896.65	3,888.35	32.99		3,888.35	32.99
710519	Cellular Phone	5,000.00	1,606.67	1,606.67	3,393.33	67.87		3,393.33	67.87
710529	Dues	800.00			800.00	100.00		800.00	100.00
710535	Credit Card Fees	1,000.00	127.97	127.97	872.03	87.20		872.03	87.20
710546	Advertising	800.00	200.53	200.53	599.47	74.93		599.47	74.93
710600	LT Lease-Office Space	366,034.00	340,276.10	30,991.88	371,267.98	5,233.98-	1.43-	5,233.98-	1.43-
711008	Combined Utilities	256,352.00	256,352.00		256,352.00				
711100	ESD Asset Management	2,517.00	2,727.27		2,727.27	210.27-	8.35-	210.27-	8.35-
711113	Equip Srv Replace	7,531.81	11,586.11		11,586.11	4,054.30-	53.83-	4,054.30-	53.83-
711114	Equip Srv O & M	13,598.78	10,774.68		10,774.68	2,824.10	20.77	2,824.10	20.77
711117	ESD Fuel Charge	7,456.00	6,197.23		6,197.23	1,258.77	16.88	1,258.77	16.88
711119	Property & Liability	14,890.00	13,649.13		13,649.13	1,240.87	8.33	1,240.87	8.33
711210	Travel	10,000.00	3,009.60		3,009.60	6,990.40	69.90	6,990.40	69.90
711300	Cash Over Short		25.00		25.00	25.00-		25.00-	
711504	Equipment nonCapital	29,926.00	26,939.69	23,150.01	50,089.70	20,163.70-	67.38-	10,846.15	31,009.85-
*	SERVICES AND SUPPLIES	1,197,586.59	867,830.33	102,743.29	970,573.62	227,012.97	18.96	62,388.96	164,624.01
**	EXPENDITURES	12,787,200.84	10,076,449.55	102,743.29	10,179,192.84	2,608,008.00	20.40	62,388.96	2,545,619.04
***	Total	12,632,093.84	10,035,908.67	102,743.29	10,138,651.96	2,493,441.88	19.74	62,388.96	2,431,052.92

Expansion Fund

Run by: XXXXXXXXXX
 Run date: 05/05/2025 14:39:53
 Report: 400/ZF15

Washoe County
 Plan/Actual/Commit (FC)

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Period: 1 thru 16 2025	XXXXXXXXXX	Washoe County Funds
XXXXXXXXXX	XXXXXXXXXX	Library Expansion

Accounts	Plan	Actual	PO Commit	Actual + PO	Available	Avail%	PreCommit	Available	Avail%
411000 General RPT Current	4,209,882.00-	4,118,214.75-		4,118,214.75-	91,667.25-	2.18-		91,667.25-	2.18-
411001 General RPT Prior	20,233.00-	7,513.09-		7,513.09-	12,719.91-	62.87-		12,719.91-	62.87-
411500 General PPT Current	270,398.00-	241,458.89-		241,458.89-	28,939.11-	10.70-		28,939.11-	10.70-
411501 General PPT Prior	10,584.00-	4,124.24		4,124.24	14,708.24-	138.97-		14,708.24-	138.97-
* TAXES	4,511,097.00-	4,363,062.49-		4,363,062.49-	148,034.51-	3.28-		148,034.51-	3.28-
481000 Interest-Pooled Inv.	15,000.00-	108,288.19-		108,288.19-	93,288.19	621.92		93,288.19	621.92
482100 RGL Pooled Inv.		10,991.28-		10,991.28-	10,991.28			10,991.28	
482200 URGL Pooled Inv.		73,792.29-		73,792.29-	73,792.29			73,792.29	
* MISCELLANEOUS	15,000.00-	193,071.76-		193,071.76-	178,071.76	*87.15		178,071.76	*87.15
** REVENUE	4,526,097.00-	4,556,134.25-		4,556,134.25-	30,037.25	0.66		30,037.25	0.66
701110 Base Salaries	1,387,495.35	1,111,302.67		1,111,302.67	276,192.68	19.91		276,192.68	19.91
701120 Part Time	192,865.21	143,284.51		143,284.51	49,580.70	25.71		49,580.70	25.71
701200 Incentive Longevity	45,550.00	21,219.24		21,219.24	24,330.76	53.42		24,330.76	53.42
701300 Overtime		1,015.12		1,015.12	1,015.12-			1,015.12-	
701403 Shift Differential	4,500.00	2,263.28		2,263.28	2,236.72	49.70		2,236.72	49.70
701408 Call Back		103.48		103.48	103.48-			103.48-	
701413 Vac Payoff Sick Term		42,321.10		42,321.10	42,321.10-			42,321.10-	
701414 Vacation Denied-Payoff		4,780.15		4,780.15	4,780.15-			4,780.15-	
701417 Comp Time		7,112.87		7,112.87	7,112.87-			7,112.87-	
* SALARIES AND WAGES	1,630,410.56	1,333,402.42		1,333,402.42	297,008.14	18.22		297,008.14	18.22
705110 Group Insurance	211,841.09	162,746.14		162,746.14	49,094.95	23.18		49,094.95	23.18
705115 ER HSA Contribs	27,750.00	28,612.28		28,612.28	862.28-	3.11-		862.28-	3.11-
705190 OPEB Contribution	72,207.00	66,189.75		66,189.75	6,017.25	8.33		6,017.25	8.33
705210 Retirement	477,726.11	380,114.29		380,114.29	97,611.82	20.43		97,611.82	20.43
705230 Medicare April 1986	23,012.33	18,889.29		18,889.29	4,123.04	17.92		4,123.04	17.92
705240 Grp Insur Budget Inc	9,932.00				9,932.00	100.00		9,932.00	100.00
705320 Workmens Comp	2,349.64	1,867.11		1,867.11	482.53	20.54		482.53	20.54
705330 Unempty Comp	1,991.13	1,622.60		1,622.60	368.53	18.51		368.53	18.51
* EMPLOYEE BENEFITS	826,809.30	660,041.46		660,041.46	166,767.84	20.17		166,767.84	20.17
710100 Professional Services	146,500.00	51,889.51	25,997.16	77,886.67	68,613.33	46.84		68,613.33	46.84
710142 Prop Tax Process Fee	20,470.00	18,751.16		18,751.16	1,718.84	8.40		1,718.84	8.40
710149 Invest Pool Alloc Ex	1,600.00	1,366.65		1,366.65	233.35	14.58		233.35	14.58
710200 Service Contract	38,100.00	3,600.98		3,600.98	34,499.02	90.55		34,499.02	90.55
710205 Repairs and Maintenance		45.00		45.00	45.00-		400.57	445.57-	
710210 Software Maintenance		14,964.00		14,964.00	14,964.00-		3,830.03	18,794.03-	
710212 Software Subscription							4,830.00	4,830.00-	
710300 Operating Supplies	10,000.00	18,596.55		18,596.55	8,596.55-	85.97-		8,596.55-	85.97-
710316 Library Cur. Titles	1,360,000.00	666,059.20	93,999.55	760,058.75	599,941.25	44.11	649,167.80	49,226.55-	3.62-
710507 Network and Data Lines	150,000.00	102,971.76	32,970.00	135,941.76	14,058.24	9.37		14,058.24	9.37
710508 Telephone Land Lines		0.50		0.50	0.50-			0.50-	
710509 Seminars and Meetings	15,000.00	1,502.81		1,502.81	13,497.19	89.98		13,497.19	89.98
710512 Auto Expense	600.00	838.49		838.49	238.49-	39.75-		238.49-	39.75-
710519 Cellular Phone		461.88		461.88	461.88-			461.88-	
711119 Property & Liability	591.00	541.75		541.75	49.25	8.33		49.25	8.33
711210 Travel	15,000.00				15,000.00	100.00		15,000.00	100.00

711400 Overhead - General Fund	80,222.00	66,851.70		66,851.70	13,370.30	16.67		13,370.30	16.67
711504 Equipment nonCapital	179,770.00	113,991.65		113,991.65	65,778.35	36.59	6,840.38	58,937.97	32.79
* SERVICES AND SUPPLIES	2,017,853.00	1,062,433.59	152,966.71	1,215,400.30	802,452.70	39.77	665,068.78	137,383.92	6.81
** EXPENDITURES	4,475,072.86	3,055,877.47	152,966.71	3,208,844.18	1,266,228.68	28.30	665,068.78	601,159.90	13.43
814092 To Public Works Cons	124,628.20	2,075.00		2,075.00	122,553.20	98.34		122,553.20	98.34
** OTHER FINANCING SOURCES/USES	124,628.20	2,075.00		2,075.00	122,553.20	98.34		122,553.20	98.34
*** Total	73,604.06	1,498,181.78-	152,966.71	1,345,215.07-	1,418,819.13	*27.64-	665,068.78	753,750.35	*24.06-

Library Board of Trustees



Budget Discussion

May 7, 2025



Agenda

1. Introduction
2. Two Funds
 - General
 - Expansion
3. Expansion Fund Residual Fund Balance
4. Proposed FY2026 Solution
5. Next Steps – Permanent Solution



Two Funds – General and Expansion Funds

- **General Fund**

- Budget approximately \$12.5 million
- Approximately 101 employees
- Savings is not retained for Library

- **Expansion Fund**

- Budget approximately \$4.5 million
- Approximately 23 employees
- Savings is retained for Library
- Residual Balance
 - Estimated to be \$3.5 million
 - June 30, 2025
 - Must be used for original intent
 - Separate from general fund



Additional Support - \$1.3 million

- What is it?
 - Funding needed to add to the residual balance
 - Maintain flat Library budget during FY2026
 - July 1, 2025-June 30, 2026
- Why is this a transition year?
 - LBOT to assess operational needs
 - Post WC-01
 - Determine ideal funding levels
 - Propose solution to Board of County Commissioners
 - September 30, 2025
- Permanent solution anticipated for FY2027
 - July 1, 2026 – June 30, 2027



Next Steps

- Assess and Determine Operational Needs
 - Library Board of Trustees
- Determine Resulting Budgetary Needs
 - Library and Finance staff
- Proposed Operations Plan and Budget to Board of County of Commissioners
 - September 30, 2025

Thank you & Questions



OFFICE OF THE ATTORNEY GENERAL
STATE OF NEVADA

In the Matter of:

WASHOE COUNTY LIBRARY
DISTRICT BOARD OF TRUSTEES.

A.G. FILE NO.:13897-506

FINDINGS OF FACT
AND CONCLUSIONS OF LAW

Valerie Fiannaca, Bruce Parks and Reva Crump filed complaints with the Office of the Attorney General ("OAG") pursuant to Nevada Revised Statutes ("NRS") 241.039 alleging violations of the Nevada Open Meeting Law ("OML") by the Washoe County Library District Board of Trustees ("Board") regarding its December 20, 2023, and January 17, 2024, meetings. The Complaints allege that the Board violated the OML by (1) failing to include comments made by Trustee Jacks in the minutes; (2) posting additional supporting material for the January 17 meeting after the 3-working day agenda deadline; and (3) failing to adequately record the December 20 meeting.¹

The OAG has statutory enforcement powers under the OML and the authority to investigate and prosecute violations of the OML. NRS 241.037; NRS 241.039; NRS 241.040. The OAG's investigation of the Complaints included a review of the Complaints; the Response on behalf of the Board; the agenda, minutes and audio/video recording for the Board's December 20 meeting; and the agenda and minutes for the Board's January 17 meeting. The OAG finds that the Board violated the OML by failing to include proposals brought by Trustee Jacks during the December 20 meeting in its minutes. The OAG notes that this violation has already been remedied and does not find violations with respect to the other allegations.

¹ The complaints alleged several other violations that fail to state a claim under the OML. They are not address in this opinion.

1 FINDINGS OF FACT

2 1. The Board held public meetings on December 20, 2023, and January 17, 2024.

3 2. The Board posted the January 17 meeting agenda on January 11, 2024. The
4 draft minutes for the December 20 meeting were posted later, but prior to the January 17
5 meeting. The minutes were not given to the Board trustees until the January 17 meeting.

6 3. Agenda Item 6.a of the December 20 meeting included a staff report and
7 review of the Library Director's annual performance evaluation. Trustee Jacks made two
8 motions: (1) calling for a closed-door meeting to discuss the Library Director's performance,
9 and (2) to fire the Library Director.

10 4. On the first motion, another trustee noted her belief that such a closed-door
11 meeting would violate the OML and the motion was not further discussed or voted upon.

12 5. The second motion failed for lack of a second and no discussion was had.

13 LEGAL STANDARDS AND CONCLUSION OF LAW

14 The Washoe County Library District Board of Trustees is a "public body" as defined in
15 NRS 241.015(4); therefore, the Board is subject to the OML.

16 **1. The Board violated OML by failing to include any mention of Trustee**
17 **Jacks's proposals in the minutes.**

18 Complainants allege the Board's minutes do not include some of Trustee Jacks's
19 comments during agenda item 6.a.

20 Minutes of public meetings are required to include "the substance of all matters
21 proposed, discussed or decided." NRS 241.035(1)(c). Verbatim minutes are not required
22 under the OML. *Nevada Open Meeting Law*, Manual, Section 9.02 Requirement for and
23 content of written minutes, 12th Ed. (January 2016, Updated March 2019). However, a
24 violation may occur where minutes are completely silent about the substance of a
25 discussion. *See In re: Washoe County School District Board of Trustees*, OMLO 98-03 (July
26 7, 1998) (OAG found that the public body violated the OML where the public body spent
27 one-third of the meeting discussing one particular agenda item, but the minutes did not
28

1 reflect the substance of that discussion); *see also In re: Board of Directors of Douglas County*
2 *Sewer Improvement District No. 1*, OAG File No. 13897-201 (2016).

3 Here, the original minutes for agenda item 6.a were silent on Trustee Jacks's
4 proposals. The Board admits to not including Trustee Jacks's proposals. However, the OAG
5 notes that the proposals were not the subject of much, if any, discussion by the Board as a
6 whole and neither was subject to a vote. Because the original minutes did not include
7 either of Trustee Jacks' proposals, the OAG finds a technical violation of the OML but notes
8 that the Board has taken affirmative action to correct the minutes to include the omitted
9 remarks and has taken steps to ensure that future minutes are more accurate.

10 **2. The Board did not violate the OML by posting the draft minutes of the**
11 **December 20 meeting later than the agenda for the January 17 meeting.**

12 Complainants allege that the Board failed to timely make the draft minutes of the
13 December 20 meeting available as supporting material for the January 17 meeting where
14 they were to be approved. The facts indicate that the agenda for the January 17 meeting
15 and supporting material packet were posted and available to the public prior to the 3-
16 working day deadline for agendas. The minutes of the December 20 meeting were made
17 available to the public after the agenda posting, but before the meeting, and were provided
18 to trustees at the January 17 meeting.

19 The OML requires that supporting material be made available to the public no later
20 than it is made available to members of the public body. NRS 241.020(8). However, it is
21 not required to be posted with the agenda if it has not yet been provided to members of the
22 public body. In fact, a document does not become "supporting material" as the term is
23 defined in the OML until after it has been provided to a quorum of members. NRS
24 241.015(8). Thus, the addition of the draft minutes to the supporting material packet after
25 the 3-working day deadline does not, in this instance, violate the OML.

1 **3. The Board did not violate the OML in its recording of the December 20**
2 **meeting.**

3 Complainants allege that the Board violated the OML because its recording of the
4 December 20 meeting is unintelligible and thus the meeting should have been transcribed.
5 The OML requires public bodies to record their meetings on audiotape or another means of
6 sound reproduction or cause the meeting to be transcribed by a certified court reporter.
7 NRS 241.035(4).

8 The December 20 meeting was video and audio recorded. The meeting took place
9 inside a library and was equipped with microphones to record comments by Trustees and
10 speakers at a podium set up for public comment and staff presentations. While it can be
11 difficult to hear some public commenters during the recording, this was mostly caused by
12 changes in how close the microphone was held from their faces as they spoke. The Chair
13 of the meeting can be heard requesting commenters hold the microphone closer so that they
14 can be heard. Statements by Trustees are all clear on the recording. The OAG finds that
15 the Board caused the December 20 meeting to be audio recorded as required by NRS
16 241.035(4) and thus a transcription was not required. As such, the OAG does not find a
17 violation of the OML in this respect.

18 **SUMMARY**

19 Upon investigating the present Complaints, the OAG makes findings of fact and
20 conclusions of law that the Washoe County Library District Board of Trustees violated the
21 OML as described above. If the Attorney General investigates a potential OML violation
22 and makes findings of fact and conclusions of law that a public body has taken action in
23 violation of the OML, "the public body must include an item on the next agenda posted for
24 a meeting of the public body which acknowledges the findings of fact and conclusions of
25 law." NRS 241.0395. The public body must treat the opinion of the Attorney General as
26 supporting material for the agenda item(s) in question for the purpose of NRS 241.020. *Id.*
27 Accordingly, the Board must place an item on its next meeting agenda in which is
28 acknowledges the present Findings of Fact and Conclusions of Law ("Opinion") resulting

1 from the OAG's investigation in this matter. The Board must also include the OAG Opinion
2 in the supporting materials for its next meeting.

3 Dated: April 16, 2025

4 AARON FORD
5 Attorney General

6
7 By: /s/ Rosalie Bordelove
8 ROSALIE BORDELOVE
9 Chief Deputy Attorney General
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1 **CERTIFICATE OF SERVICE**

2 I hereby certify that on the 16th day of April 2025, I served the foregoing **FINDINGS**
3 **OF FACT AND CONCLUSIONS OF LAW** by depositing a copy of the same in the United
4 States mail, properly addressed, postage prepaid, **CERTIFIED MAIL** addressed as follows:

5 Valerie G. Fiannaca
6 705 Tranquil Drive
7 Sparks, Nevada 89441
8 *Complainant*

9 Bruce W. Parks
10 228 Bartmess Boulevard
11 Sparks, Nevada 89436
12 *Complainant*

13 Reva Crump
14 228 Bartmess Boulevard
15 Sparks, Nevada 89436
16 *Complainant*

17 Herbert B. Kaplan
18 Washoe County District Attorney's Office
19 One South Sierra Street
20 Reno, Nevada 89501
21 *Counsel to the Board*

22 /s/ Debra Turman
23 An employee of the Office of the
24 Nevada Attorney General
25
26
27
28

May 7, 2025 Special Meeting for LBOT Agenda Item 6a

From Janet Butcher <[REDACTED]>
Date Tue 5/6/2025 2:07 PM
To Library Board <LibraryBoard@washoecounty.gov>
Cc Jacks, Gianna (Board Member) <GJacks@washoecounty.gov>; Moser, Lea (Trustee) <LMoser@washoecounty.gov>; Silver, Ann (Board member) <ASilver@washoecounty.gov>; mrodriguez@washoecounty.gov <mrodriguez@washoecounty.gov>; Ruf, Tami (Trustee) <TRuf@washoecounty.gov>

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[Report Suspicious](#)

Dear Board,

I have an issue with Stacy McKenzie being appointed as Interim and certainly hope that it is short lived. I have seen Ms. McKenzie interact with people in the community, in which she disagrees with over the material being provided to the youth. She does not seem to possess the temperament necessary to manage the library for all people of Washoe County and not just a select group.

Please enter this email into the record,

Best Regards,
Janet Butcher