APPROVED 8/19/26

WASHOE COUNTY LIBRARY SYSTEM

LIBRARY BOARD OF TRUSTEES MEETING MINUTES

WEDNESDAY, July 15 2026

5:30 P.M.

SOUTH VALLEYS LIBRARY

15650-A Wedge Parkway, Reno, NV 89511

0) Salute to the Flag led by Vice Chair Rodriguez

1) Roll Call [Non-Action Item]
   - Present: Chair Ruf, Vice Chair Rodriguez, Trustee Tavener, Trustee Nesbitt

2) Reports
   a) Director's Report: Presented by Lisa McClure: 30/60/90 Day and One-Year Working Plan Progress [Non-Action Item]
      - Director McClure explained her structured 30/60/90-day plan, noting that actual conditions required combining or reordering her original phases. She described beginning 1:1 sessions with branch managers and ongoing program assessments.
      - She presented data from the Downtown Reno branch showing that the branch manager was spending between 62–77% of their time on desk coverage in 2025 due to staffing shortages. Even after moving to a five-day schedule, many managers still spend high percentages of time on public desks, reducing their ability to conduct planning, research, and strategic development.
      - McClure discussed ideas such as delayed openings for branch planning time, dedicated research hours, and reorganized staffing expectations. She emphasized that the staff is talented but overextended.
      - McClure reported apparent inconsistencies between County expectations and library governance. She explained training requirements for trustees, including the State Public Library Survey requirements. She recommended the ALA United for Libraries Trustee Academy for library-specific skills and discussed the possibility of future board retreats led by outside facilitators.
      - McClure stressed that trustee advocacy—locally, regionally, statewide—is essential. She encouraged board members to coordinate with County commissioners.

- McClure described her difficulties in the position due to a perceived lack of onboarding and training upon her arrival. Noted she was not trained in County systems, purchase order processes, or budget structures, which resulted in significant inefficiencies and mistakes.
- She noted her confusion with budget reports and the need to reconstruct historical spending to more accurately forecast future budgets. She reported a failed year-end server purchase due to misunderstood procedural steps. Approximately $72,000 and additional year end funds were sent back to the County due to missed deadlines and staff/system barriers. She emphasized the need for earlier PO deadlines, procedural clarity, and consistent staff training.
- McClure noted she is reviewing capital improvement needs and seeks coordination with County facilities to evaluate life cycles, rank needs, and build a long term systemwide facilities plan.
- Noted library's need for new servers. Replacement costs vary from $42,000 to $126,000 depending on quality.
- Shared she is preparing branch-level statistical work, environmental scans, and system-wide quality/equity tracking. She praised branch staff for voluntarily providing data even before formal requests.
- McClure concluded by expressing enthusiasm for her role, despite perceived onboarding challenges.
- Vice Chair Rodriguez expressed concern about the rejected purchase order and asked for clarification. Director McClure reiterated a lack of training and her lack of awareness of the purchasing process.
- DDA Herb Kaplan recommended that Director McClure work closely with Assistant County Manager Dave Solaro, describing him as a strong resource.
- Trustee Nesbitt encouraged Director McClure to spend more time in the branches to understand the day-to-day operations and public interactions.
- Trustee Tavener requested all future reports include benchmarks, dates, and specifics. Requested a report to show current staff titles, locations, and

specifications. Expressed concern for the failed purchase order. Tavener further requested clarification on trustee training (United for Libraries), LSTA grant project (early literacy), and loss of FTE (position lost due to staff misunderstanding). Tavener requested monthly spreadsheets with current budget expenditures and asked about the state of the FY27 strategic plan. McClure shared that she would ask for an extension for the strategic plan near the end of the current extension period, sharing her certainty that it will be approved by the State Library. Tavener expressed concern with this plan and asked if McClure had this agreement in writing. McClure replied in the negative.

- Vice Chair Rodriguez asked McClure what percentage she feels she is on schedule with her 30/60/90 plan. McClure replied that she is on track and would share a report in the future.

b) Brief Branch Report: Presented by Amanda McPhaill, Incline Village Branch Manager [Non-Action Item]

- Branch Manager Amanda McPhaill presented a summary of the Incline Village Branch's past year of operations. Key statistics were presented of patrons served, programs and attendees, reference interactions, items circulated, meeting room usage, and new library cards issued.
- McPhaill shared several program highlights including the increase in storytime attendance, community book groups, STEAM camps, an art gallery with high school student art, and a Prom Shop in partnership with a local thrift store. Adult programming was also highlighted.
- McPhaill shared her vision for the branch's future including creating an outdoor "storytime park" behind the library which would include seating, sound garden, amphitheater, historical information, and a play space.
- Trustees expressed their appreciation for McPhaill's report and praised her impact on Incline Village's programming.

c) Brief Branch Report: Presented by Jennifer Cole, Librarian/Acting South Valleys Branch Manager [Non-Action Item]

- Acting Branch Manager, Jennifer Cole, highlighted a successful program at South Valleys – American Mahjong. She shared that the group started as a patron suggestion and has grown dramatically, so much so that other branches plan to replicate the program.
- Cole shared the positive impacts of the program including social connection, reducing isolation among seniors, and cognitive benefits. Connections made in the program have led patrons to explore other adult programming and many friendships have been made.
- Trustees thanked Cole for her presentation and noted the social and cognitive value of the program.

d) NW Renovation Brief Branch Report

- Director McClure shared that the Northwest Reno Library is currently undergoing renovations. The HVAC and roofing work is ongoing though there have been multiple delays. Tentative reopening goal is September 1st.

e) Education Segment: Library Staffing Report, presented by Lisa McClure, Library Director [Non-Action Item]

- Director McClure delivered an extensive historical and structural overview of the library profession which included the evolution of book repositories, Dewey Decimal, and the impact of recession-era budget cuts.
- McClure spoke on staffing shortages and compared Washoe County Library to the Hartford Public Library System, noting their robust administrative structure. Shared her recommendation to hire a fiscal manager, program manager, outreach coordinator, grants coordinator, and a youth and adult services manager. Noted the County-determined classification of positions and her inability to create tailored positions. Noted funding gaps are currently covered by Friends donations.
- Trustee Tavener noted that above base requests for position funding will need to be submitted to the BCC for the next fiscal year. McClure confirmed.

3) Public Comment – Three Minute Time Limit Per Person

- Laura Wetherington: Welcomed new trustees and praised the inclusion of the ethics discussion last meeting. Requested the bylaws be updated to include the Washoe County Code of Conduct rather than solely relying on Nevada ethics law. Encouraged library-specific training to be required for all trustees.

- Cate Salim: Welcomed new trustees and expressed appreciation for the return of branch presentations. Requested the board agendize the 90-day evaluation of Director McClure and emphasized the importance of early evaluation to avoid repeating the past. Advocated for hiring an assistant director, citing the workload demands and structural needs to support Director McClure.

- Krysta Flanagan: Welcomed trustees and expressed optimism for the new board.

4) Board Comment
   - Chair Ruf noted a vote to appoint the liaison to the Friends of Washoe County Library needs to be added to next month's agenda.
   - Vice Chair Rodriguez requested an HR presentation on the director evaluation process to avoid past pitfalls. Director McClure and DDA Herb Kaplan both confirmed this evaluation is in progress for August.
   - Trustee Nesbitt encouraged Director McClure to engage deeply with branch operations to better understand the library system's strengths and noted his belief in the library's already strong work force and award-worthy efforts.
   - McClure replied to Trustee Nesbitt and noted her knowledge of staff talent but that positions were "basic" compared to other library systems.
   - Trustee Tavener requested the bylaws be placed on the next agenda and noted her preference of adjusting election timing from June to July. She also noted that the order of agenda items should match that given in the bylaws.
5) Approval of Meeting Minutes from June 17, 2026
   - On motion by Vice Chair Rodriguez, seconded by Trustee Tavener, which motion duly carried on a 4-0 vote, the meeting minutes from June 17, 2026 were

approved with the addition of present persons to include Commissioner Hill as liaison.

6) General Business
   a) Approval of Library Holidays and Closures for FY 2027 [For Possible Action]
      - On motion by Trustee Tavener, seconded by Vice Chair Rodriguez, which motion duly carried on a 4-0 vote, the library holiday and closures for FY 2027 were approved.
   b) Administrative Updates
      - Administrative Assistant, Siera Schubach, reported that the Library Aide recruitment has concluded. Out of 12 openings, 10 positions were hired and all new hires were onboarded or scheduled to onboard in August.
7) Public Comment – Three Minute Time Limit Per Person
   - None
8) Staff Announcements
   - Collections Development Manager, Debi Stears, announced she is no longer Acting Assistant Director and thanked her colleagues for their support during a challenging transition period. Expressed her deep admiration for library staff and highlighted their resilience and creativity.
   - Chair Ruf expressed her appreciation for the work Stears did during the transition period and praised library staff.
9) Adjournment
   - Meeting was adjourned at 8:15 pm