

NOTICE OF MEETING AND AGENDA

WASHOE COUNTY LIBRARY BOARD OF TRUSTEES

August 19, 2026

5:30 p.m.

Members

Tami Ruf, Chair

Marie Rodriguez, Vice Chair

Elizabeth Cadigan, Trustee

Marcus Nesbitt, Trustee

Andrea Tavener, Trustee

Sierra View Library

4001 S. Virginia St, Reno NV 89502

Location

This meeting will be held at the physical location designated on this agenda, but one or more of the Library Board of Trustees may attend and participate by a remote technology system. Members of the public wishing to attend the meeting may do so at the designated physical location or may otherwise participate as stated in the Public Comment section. The Chair or their designee will make reasonable efforts to ensure that members of the public body and members of the public present at the physical location can hear or observe each member attending by remote technology system, and each member of the public body in attendance can participate in the meeting. Members of the public can view the meeting live on the Library System YouTube channel accessible through the following link:

<https://www.youtube.com/washoecountylibrary>

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 at the beginning of the meeting before any items on which action may be taken are heard by the Library Board and again at the end of the meeting 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. Additionally, persons are invited to submit comments in writing by emailing Siera Schubach at the email listed below. Must include subject line "For Public Comment". 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.

sschubach@washoecounty.gov

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 Siera Schubach at the email below. Copies of agendas and supporting materials are also posted on the following websites:

www.washoecountylibrary.us

<https://notice.nv.gov>

sschubach@washoecounty.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 library administration, 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

<https://notice.nv.gov>

The Board of Trustees may take action only on the items below that include the words "For Possible Action" after the description. 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

Emailed Public Comment

Attachments: Public Comment - Sean

3. Approval of Meeting Minutes

Approval of Meeting Minutes from July 15, 2026

Attachments: Meeting Minutes 07152026

4. New Business

- a) Discussion and possible action regarding the process and timeline for hiring a new Library Director. Possible action could include requesting Human Resources determine a realistic time frame for recruitment based on direction from the board after discussion; determine the feasibility to explore appointment of an acting or interim director which could be an external contract director, or a process to review internal employees; and direction to staff on when to engage the executive search firm to conduct a national search for candidates at no cost to Washoe County based on the provisions of the contract for the previous search. [Non-Action Item] (10 minutes)

Attachments: LBOT 8-19-2026 - Staff Report - Director recruitment options

- b) Appointment of one Library Board Trustee to be the liaison to Friends of Washoe County Library. [For Possible Action]

5. Presentations

- a) Budget overview and update – Presentation by Finance staff to provide an overview of unaudited Fiscal Year 2026 (FY26) ending and update for current Fiscal Year 2027 (FY27) July expenditures. [Non-Action Item] (5 minutes)
- b) Trustee training overview – Presentation by Library Staff outlining State Library Standards for Library Trustee trainings, how to access and timeline to complete. [Non-Action Item] (5 minutes)

Attachments: Library Board Staff Report August 2026

6. Reports

- a) Brief Branch Report: presented by Kristin Reinke, Northwest Library Branch Manager [Non-Action Item] (10 minutes)

Attachments: NWBoardReport_2026

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. Board Comment [Non-Action Item]

Limited to Announcements, Strategic Plan Activity, Updates, or Issues Proposed for Future Agendas and/or Workshops.

9. Staff Announcements [Non-Action Item]

No discussion or action may be taken upon any matter raised under this comment section until the matter has been specifically included on an agenda.

9. Adjournment

For Public Comment

From Sean Sullivan

Date Fri 8/7/2026 12:55 PM

To Schubach, Siera <SSchubach@washoecounty.gov>

This Message Is From an External Sender

This message came from outside of Washoe County -- DO NOT CLICK on links or open attachments unless you are sure the content is safe.

Report Suspicious

Sean Sullivan for the record. Making a correction to a previous in-person comment.

In the June 2026 meeting I referenced another public commenter calling me out by name and said this happened in the April meeting. In fact this happened at the March 2, 2026 meeting at around 6:27 on the video. It seems highly odd that my name was chosen to be dropped having then only made a single comment echoing things others said.

Some general comments, just for fun, not library specific:

Release the Epstein files.

Uphold the Constitution for all people, as stated throughout.

Flock off

Stop giving away tax revenue to Corporations; with inflation 300+% compounded since the 80s, regular people just can't subsidize these handouts much longer.

Thank you for your time.

FOR APPROVAL



LIBRARY BOARD OF TRUSTEES MEETING MINUTES

WEDNESDAY, July 15 2026

5:30 P.M.

SOUTH VALLEYS LIBRARY

15650-A Wedge Parkway, Reno, NV 89511

Library Trustees:

Tami Ruf, Chair

Marie Rodriguez, Vice Chair

Marcus Nesbitt, Trustee

Andrea Tavener, Trustee

Vacant, Trustee

Board Liaison:

Commissioner Alexis Hill

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 agenda 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



WASHOE COUNTY

Integrity Communication Service

www.washoecounty.gov

STAFF REPORT

TRUSTEE MEETING DATE: August 19, 2026

DATE: August 10, 2026

TO: Library Board of Trustees

FROM: Dave Solaro, Assistant County Manager

SUBJECT: Discussion and possible action regarding the process and timeline for hiring a new Library Director. Possible action could include requesting Human Resources determine a realistic timeframe for recruitment based on direction from the board after discussion; determine the feasibility to explore appointment of an acting or interim director which could be an external contract director, or a process to review internal employees; and direction to staff on when to engage the executive search firm to conduct a national search for candidates at no cost to Washoe County based on the provisions of the contract for the previous search. [Non-Action Item]

SUMMARY

Staff is requesting that the Board discuss options for the recruitment of a Library Director. Currently Washoe County has a contractual relationship with CPS HR Consultants for recruitment of a library director. The recruitment will be no charge to Washoe County if it is initiated prior to April 2027. There are a few options for the board to consider based on the prior recruitment and lessons learned through that process.

PREVIOUS ACTION

Library director McClure tendered her resignation to Washoe County and the Library Board of Trustees effective August 31, 2026.

At a Special Meeting of the Library Board of Trustees on March 2, 2026, the Board selected Lisa McClure as the top candidate for Library Director and provided direction to staff to negotiate an employment contract to be brought back to the Board.

BACKGROUND

The position of Washoe County Library Director is established under Nevada Revised Statutes (NRS) Chapter 379, which authorizes counties to create and maintain public libraries and vests the authority to appoint a library director with the governing board of

trustees. Specifically, NRS 379.025 provides that the Library Board of Trustees may appoint a library director and determine the terms and conditions of employment, subject to applicable county policies and procedures.

Washoe County staff are looking for direction from the Trustees and have provided possible options below for discussion and consideration. With three new Trustees appointed to the board within the past two months some of the options account for periods of time for Trustees to become comfortable with the needs of the employees.

Potential Options for Consideration

Based on the answer to this section, the remaining two sections 2. and 3. may generate various additional options.

1. Begin Recruitment for a Permanent Library Director

Engage CPS HR Consulting to begin planning for permanent recruitment. The recruitment will be no charge to Washoe County if it is initiated prior to April 2027. The timing could be adjusted based on the LBOT's preference:

- **Immediate:** Begin recruitment as soon as possible, using an interim or internal leadership structure during the recruitment.
- **Near/Medium Term:** continue under an interim structure for a defined period before launching recruitment to allow the newly appointed LBOT to settle into the role.
- **Longer Term:** Maintain temporary leadership while the LBOT evaluates organizational needs, desired leadership competencies, and any changes it wants to make before initiating recruitment.

2. Appoint an Interim Library Director

- **Internal Interim Appointment:** Conduct an internal process to identify a qualified employee who could serve as Interim Library Director for a defined period or until a permanent director is appointed.
- **External Interim Appointment:** Explore whether there are external resources that can be contracted with to provide leadership.

3. Continue a Temporary Internal Leadership Model

- Utilize the Assistant County Manager to provide executive-level oversight and work with the LBOT Chair on agendas, Board matters, and other governance needs.
- Designate existing Library leadership/staff to oversee day-to-day operations and clearly assign operational responsibilities. This followed the model used from May 2025 through April 2026.

FISCAL IMPACT

There is no fiscal impact to Washoe County with the Library Board discussing and providing direction to staff regarding the recruitment of the director.

RECOMMENDATION

It is recommended by staff that the Library Board of Trustees have a discussion and provide direction regarding the process and timeline for hiring a new Library Director. Possible direction could include requesting Human Resources determine a realistic timeframe for recruitment based on direction from the board after discussion; determine the feasibility to explore appointment of an acting or interim director which could be an external contract director, or a process to review internal employees; and direction to staff on when to engage the executive search firm to conduct a national search for candidates at no cost to Washoe County based on the provisions of the contract for the previous search.

STAFF REPORT

LIBRARY BOARD MEETING DATE: August 19, 2026

DATE: August 11, 2026

TO: Library Board of Trustees

FROM: Debi Stears, Collection Development Manager
775-223-8870 ddstears@washoecounty.gov

THROUGH: Dave Solaro, Assistant County Manager

SUBJECT: Overview of Nevada State Library Training for Public Library Trustees

Overview of Nevada State Library Training for Public Library Trustees

SUMMARY

The Nevada State Library, Archives and Public Records (NSLAPR) provides an online training course to help Nevada public library trustees understand their roles and responsibilities. This report provides an overview of the training and how trustees may participate.

Washoe County Library System Strategic Objective supported by this item:
Promote the Library

PREVIOUS ACTION

There has been no previous action by the Library Board of Trustees related to the Nevada State Library trustee training.

BACKGROUND

Library staff contacted the Deputy State Librarian for information about the State Library's training program for public library trustees. The training is a structured online course divided into individual units and includes an accompanying workbook. Each unit is interactive and concludes with a quiz. Upon completion of the course, trustees receive a certificate and the State Library notifies the library director.

Course topics include:

- Roles and responsibilities of public library trustees;
- Library board organization and governance;
- Respective responsibilities of the library board and library administration;
- Trustee ethics;
- The board's role in establishing library policy;
- Financial management and oversight;
- Planning and evaluation;

AGENDA ITEM # _____

- Public relations and the trustee's role in representing and supporting the library; and
- Nevada laws and requirements affecting public libraries and their governing boards.

The State Library cannot require local library trustees to complete the training but strongly encourages all trustees to participate. Libraries provide the names and email addresses of interested trustees to the State Library, which enrolls them in the course.

The Deputy State Librarian also shared that the Humboldt County Library Board has incorporated the training into its regular meetings by completing one section together at each meeting. This provides trustees an opportunity to review and discuss the material collectively.

FISCAL IMPACT

No fiscal impact.

RECOMMENDATION

This item is provided for information and discussion only. No action is requested of the Library Board of Trustees.

POSSIBLE MOTION

No motion is necessary; this item is for information and discussion only.

Northwest Reno Library

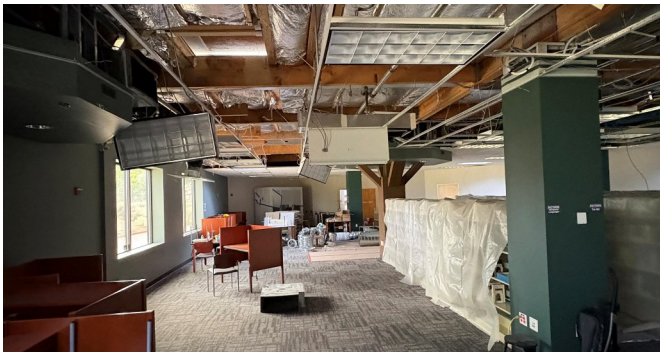
Branch Update
August 19, 2026



Construction Timeline

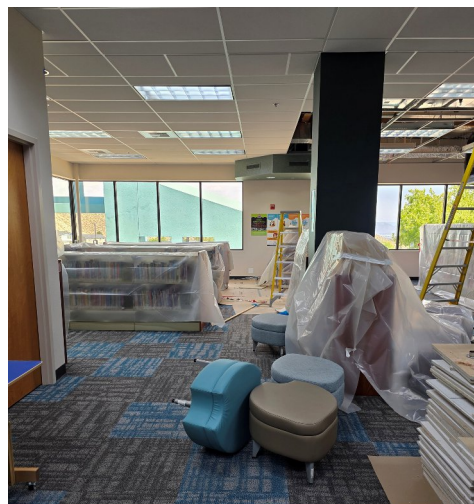
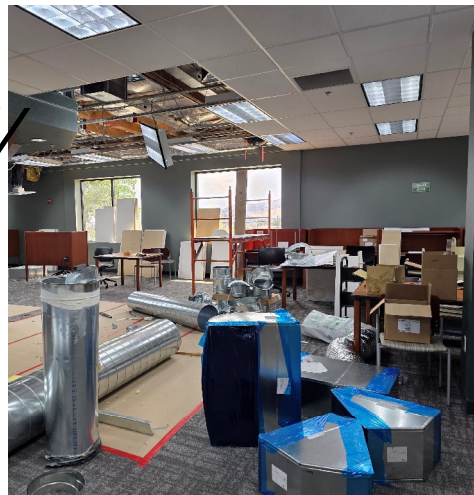
- Closed to public
 - May 6
 - Construction begins
 - May 11
 - Projected reopening
 - By late September
-





July 2026

Current Branch Status

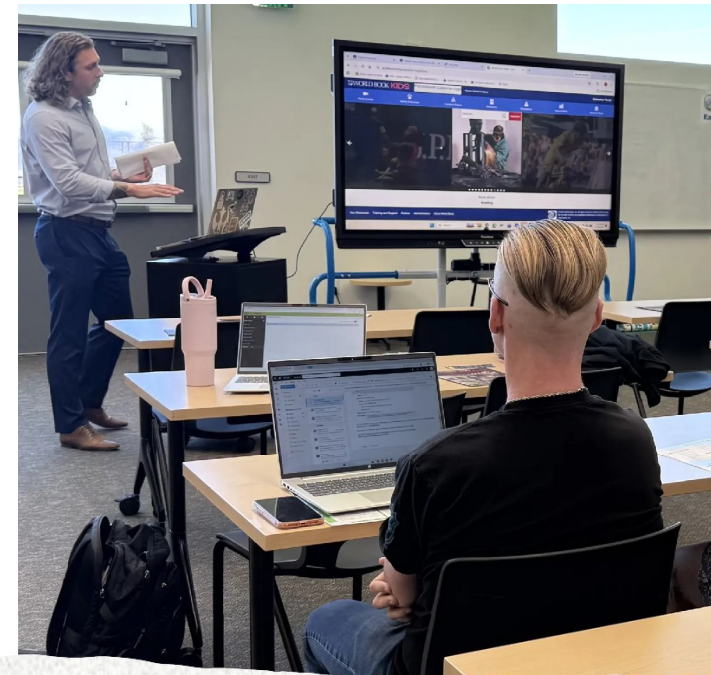




Meanwhile...

Verdi Community Library events

- Adventure Hour
- Old Verdi School 100th Birthday Celebration
- Reno Phil Discover Music Concert



Meanwhile... Staff assist at branches and events

- Washoe County School District Professional Learning Conference: Engage and Elevate
- Wilbur D. May Arboretum Story Time
- Wild Things with the Conservation Ambassadors

Looking ahead...

- Yiddish Book Group and Klezmer Concert
- Hobbit Day Celebration
- Acting with Confidence Kids' Camp
- Thursdays of Terror
- Día de los Muertos Sugar Skulls
- Art Gallery Exhibitions
- Story Times

