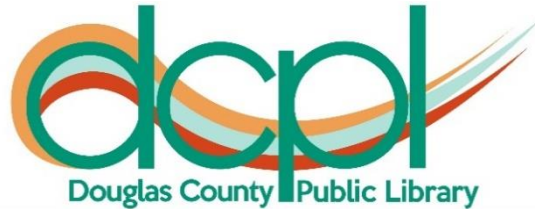


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APPROVED 9/27/2022
LIBRARY BOARD OF TRUSTEES MINUTES
August 2, 2022

ATTENDEES

Library Board Members: Chairperson Heather Martin Maier; Vice Chairperson Kate Garrahan; Trustees Starla Doughty, Bonnie Rogers

Library Staff: Library Director Timothy DeGhelder; Library Supervisor Vanna Bells; Administrative Services Manager Veronica Hallam, Clerk to the Board

County Staff: Deputy District Attorney Cynthea Gregory

Absent: Trustee Elizabeth Tattersall; Library Supervisor Laura Treinen

THE MEETING CONVENED AT 10:00 A.M.

1. PUBLIC COMMENTS.

Chairperson Heather Martin Maier asked for public comment.

There being no public comment, public comment was closed.

2. DISCUSSION ON APPROVAL OF THE AGENDA.

MOTION/VOTE:

Vice Chairperson Kate Garrahan made a motion to approve the agenda. Trustee Bonnie Rogers made a second. There being no public comment, the motion carried unanimously with a 4-0 vote.

3. DISCUSSION ON APPROVAL OF THE MINUTES OF THE JUNE 28, 2022 REGULAR MEETING AND THE JULY 26, 2022 REGULAR MEETING.

MOTION/VOTE:

Trustee Rogers made a motion to approve the minutes of the June 28, 2022 regular meeting and the July 26, 2022 regular meeting. Vice Chairperson Garrahan made a second and the motion carried unanimously with a 4-0 vote.

Chairperson Martin Maier asked for public comment related to the minutes. There was no public comment.

4. CONSENT CALENDAR.

a. Approval of Gift fund claims

i. June 2022

ii. July 2022

*Swank Movie Licensing	Copyright Compliance Site License For DLT 5/1/22-4/30/23	04070	\$ 445.00
*Do Co Procurement Program	Refreshments for SRP Kick-Off event; Items for Teen Art and The Council mtg; Hotel expense for the MLA Tri-Conference Missoula, MT for L. Davis 8/3-8/6/22	04129	\$ 950.46
*Baker & Taylor	Second Wednesday Book Group	PO0068	\$ 97.87
Petty Cash	Membership Entry Fee for the Chamber Of Commerce luncheon 6/15/22 - TD	04146	\$ 30.00
*Swank Movie Licensing	Copyright Compliance Site License For DCL 7/1/22-6/30/23	04151	\$1,438.00
Do Co Procurement Program	Adult Prizes for Summer Reading Program	04157	\$ 70.96
Do Co Procurement Program	Adult Prizes for Summer Reading Program	04158	\$ 104.63
*Amazon	Items for Teen Art Program	04163	\$ 22.54
*Amazon	Items for Teen Art Program	04164	\$ 59.98

*Funding/partial funding by Friends of the Library

Vice Chairperson Garrahan noted a duplicate entry.

MOTION/VOTE:

Vice Chairperson Garrahan made a motion to approve the consent calendar with the correction of the duplicate entry. Trustee Rogers made a second. There being no public comment, the motion carried unanimously with a 4-0 vote.

5. DISCUSSION AND REVIEW OF BUDGET PERFORMANCE REPORT SUMMARY AND GIFT FUND SUMMARY.

a. 6/30/2022

MOTION/VOTE:

Trustee Starla Doughty made a motion to approve the budget performance report. Trustee Garrahan made a second. There being no public comment, the motion carried unanimously with a 4-0 vote.

6. DISCUSSION ON AMENDMENTS TO THE REGISTRATION OF BORROWERS POLICY, INCLUDING BUT NOT LIMITED TO REVISIONS REGARDING LIBRARY CARD APPLICATIONS AND FEES. [Action]

In regards to the proposed amended policy the board received in their packet, Library Director Timothy DeGhelder explained that in the current policy it states that if a patron loses his/her library card the fee for a replacement card is \$1.00. Tim is proposing to remove that fee. He noted that the current policy also states that if a patron has to use his/her picture ID to obtain his/her library card number, a fee of \$1.00 is charged to the patron. Tim is proposing to remove that fee from the policy as well. Vice Chairperson Garrahan stated that when this policy was reviewed by the board in 2021 the board approved the removal of the \$1.00 if a patron had to show ID and it is possible Tim didn't have the most current policy. Director DeGhelder is proposing to remove any fees related to the replacement of the library card and any other fees within the current policy.

MOTION/VOTE:

Trustee Rogers made a motion to approve the revised Registration of Borrowers policy. Vice Chairperson Garrahan made a second. There being no public comment, the motion carried unanimously with a 4-0 vote.

7. DISCUSSION ON THE DRAFT LONG RANGE PLAN AS PREPARED BY THE UNR DEPARTMENT OF ECONOMIC DEVELOPMENT AND FINAL WORKSHOP.

Director DeGhelder stated that he and Veronica had a Zoom meeting with Dr. Fred Steinmann and in this meeting Fred went over each goal and how they were formulated. Tim noted that they talked about ways to keep track of the goals and the progress being made on those goals. This is something that can be discussed as a group at the next workshop that Fred would like to hold to make sure the strategic plan meets everyone's expectations. Tim stated that at this next final workshop each goal can be looked at and the group can provide any edits they have to those goals and Fred can take that information to compile a final draft. Dates were discussed and Tim stated that he would reach out to Fred to talk about dates he would be available.

8. UPDATE BY THE LIBRARY DIRECTOR, TIM DEGHELDER, REGARDING PROGRESS ON HIS 90-DAY PRIORITY LIST.

Director DeGhelder gave a brief summary of his progress within his first 90 days. He noted he is becoming familiar with the library handbook and trustee manual. He added some verbiage from the computer policy to the Useful computers agreement statement when patrons first log in. He noted that he had a meeting with Finance to go over New World Systems which is a huge budget database system so this will take him some time to learn. He stated that he has learned how timesheets are submitted and approved. He's learned the NeoGov software and how to post positions, look at job descriptions and candidate applications. There are over 1500 training videos for staff to view and gain professional knowledge in this software. He stated that he and the supervisors try to meet weekly to talk about the week and staff's needs and customer service. These meetings help with setting the agenda for the monthly staff meetings. Tim noted that he has been looking at the library's website and becoming more familiar with the catalog, the calendar and some of the products the library offers digitally and how user friendly the website is for the patrons. It is important that they are using these products and can navigate the download process easily. He noted that he has visited the lake twice and is becoming familiar with the surroundings and how the dynamics work up there. Because there are only three staff members at the lake branch he is happy with the teamwork that staff provides when the library is short staffed at the lake. He noted that he applied to be an ambassador for the Chamber of Commerce and is now a Rotarian with the Rotary. This will allow him to be more forefront with the community and to share what is happening at the library with other businesses as well. He stated that because he has been so active with the Chamber and Rotary he hasn't had a chance to connect with Kiwanis. He's been busy with the friends as well. He's getting more familiar with this building and the book mobile. He noted that he went on the book mobile and did story time at the park and is attending a night out event with the book mobile. In regards to social media the library has created a TikTok page with short videos. He noted that he had created a short TikTok video introducing the Tiny Art Show and the art he painted. He has created a grant portal with the state and has already applied for a grant for the art show. He attends the weekly management meetings and is meeting other departments and what role they play in the county and community. He stated that he is still waiting for the check for the flood damage and that Veronica is working with three vendors to get estimates on the replacement of the carpet. He continues to learn more about the county's strategic plan and what the county is trying to accomplish. Trustee Doughty commented on how impressive his list is and Tim stated that it helps keep him focused.

9. DISCUSSION ON SETTING DATE(S) AND A FORMAT FOR AN INTRODUCTION/WELCOME EVENT FOR NEW LIBRARY DIRECTOR, TIM DEGHELDER.

Director DeGhelder stated that he is working on the art show; packaging the canvases and paint kits with instructions and getting them ready to handout to patrons, schools and other establishments, like daycares, senior homes, community centers and the art guild. He noted that the library will market the art show with flyers and brochures in August, start handing out and delivering the art supplies in September, paintings are returned in October so artists have the

whole month of September to paint, and finally in November display the art and hold the reception. The art will be displayed with a name tag that includes name, age and the title of the art throughout the library and a picture of the art will be shown on the library's website. A slideshow of the lake's art will be displayed on the projector screen in the meeting room at Minden on the day of the reception. He stated that the reception for Minden will be Friday, November 4th from 4:00 – 8:00 P.M. The library closes at six so attendees will have a couple hours to walk around and enjoy the art. He noted that there will be refreshments, possibly live music and a person who does caricature drawings. Tim mentioned that he would like to serve wine during the reception and would need the board's approval to do so. He noted that he will work with the county manager and take the proper steps to get county approval as well. Chairperson Martin Maier commented that if the library is to serve wine then the library needs to upgrade the refreshments and not just offer snacks. Tim informed the board that he has written a grant to receive \$1,200 to pay for the costs of the supplies and refreshments. Vanna Bells added that the lake's reception will be Wednesday, November 9th from 4:00 – 8:00 P.M. with the library closing at 7:00 P.M. Tim noted that he expects possibly 200 to 300 people attending the reception and that he may consider making this an annual event.

MOTION/VOTE:

Vice Chairperson Garrahan made a motion to have the reception on Friday, November 4th in Minden and Wednesday, November 9th up at Tahoe and to include the serving of alcohol.

It was suggested by public comment that in the motion the word alcohol should not be used as it gives the misconception that the library will be serving hard liquor.

Vice Chairperson Garrahan amended the motion to say wine and not alcohol.

Trustee Doughty made a second as amended. There being no public comment, the motion carried unanimously with a 4-0 vote.

10. DISCUSSION ON RESCHEDULING THE AUGUST 23, 2022 LIBRARY BOARD OF TRUSTEE'S MEETING.

Chairperson Martin Maier stated that because the board had to reschedule the July meeting to August there were some thoughts by some of the trustees whether the board should still have the regularly scheduled meeting on the 23rd or wait and have the next meeting in September. Trustee Rogers noted that the board should still have the regular meeting on the 23rd because the public is already aware of this meeting. Director DeGhelder suggested that rather than hold a regular meeting on the 23rd Dr. Steinmann could conduct the fourth workshop on the strategic plan that day rather than having a special meeting for the workshop. After a lengthy discussion the board decided to hold the fourth strategic planning workshop on the day of the regular board meeting in August if Dr. Steinmann is available.

MOTION/VOTE:

Vice Chairperson Garrahan made a motion to try and schedule a workshop with Dr. Steinmann on the regularly scheduled meeting on August 23rd from 9:00 to 11:00 A.M and if he is not

available for that, the board will cancel that meeting and schedule the workshop for September when he's available. Trustee Doughty made a second. There being no public comment, the motion carried unanimously with a 4-0 vote.

11. LIBRARY DIRECTOR'S MONTHLY REPORT ON LIBRARY OPERATIONS AND STATISTICAL REPORT FROM STAFF.

Director DeGhelder noted that he is thankful to staff for being so flexible and adjusting their schedule to help cover shifts and programs for staff that have been out. He noted that Larry has been working with a new company on the library's fiber optic lines to help reduce costs for internet services. Tim stated that he completed a survey given to him by the state that will give the library free hotspots. The company that provides the hotspots will give the library the equipment for free but the library is responsible for the monthly service fee for each hotspot but at a lesser amount than what the library is paying for its current hotspots. Tim is working with Larry to get the company to reduce those costs and add more hotspots to the library's collection. Tim stated that he toured the animal shelter and is working on partnering with them to bring the animals to the library once a month outside for possible adoptions. He noted that the Food Closet is interested in accompanying the book mobile on its stops to promote their services and provide food to the community. They may also give the library canned goods to give to those who visit the book mobile when it makes its regular stops. He noted that he did the Genoa ghost tour which helped bring the idea of a new program at the library called Ghost Scouts where attendees can try to connect with the spirits of the county. He visited with the state library and the Nevada Library Cooperative to discuss the pros and cons of partnering with other libraries. More detail on that at a future meeting. He noted that a page is being promoted to a library technician and this person will help drive the book mobile. He stated that staff is working on a welcoming brochure to give to patrons when they get a library card which will tell them what the library offers and other fun facts. This will provide consistency in the information patrons are given when they first visit the library. He noted that the library has ordered security cameras for the Minden branch and door counters for the lake branch. The replacement security cameras from the Minden branch will be installed at the lake. Tim stated that he is working on a master volunteer list with contact information and has asked staff to take an active shooter course on NeoGov.

Vanna Bells provided the board with the statistical report fiscal year to date that Laura Treinen created. She noted that she and Veronica are attending supervisor management training led by the county. Laura attended last year and has one course to complete. She stated that the youth supervisor position closed yesterday and she, Laura and Tim will be the hiring committee for that position.

12. CLOSING PUBLIC COMMENTS.

Trustee Rogers commented that in regards to the Record Courier's archives and accessibility, she did locate the information she gave to the board and the interim director and she will provide that information to Tim and share with him the history. She hopes to rectify the issues that are taking place and get the archives current.

Allen Rasell commented that the strategic plan is very impressive and that he has never seen a strategic plan that had sixteen goals and that it is far more than any plan that he has ever seen which makes it quite daunting. The good news is that they are all quantifiable and easily tracked. He commented that the board just needs a spreadsheet and a monthly calendar, a baseline and stakeholders.

MEETING ADJOURNED AT 11:35 A.M.