

Minden Branch:  
1625 Library Lane  
Minden, NV 89423  
P:775.782.9841  
F:775.782.5754



Lake Tahoe Branch:  
233 Warrior Way  
Zephyr Cove, NV 89448  
P:775.588.6411  
F:775.588.6464

P.O. Box 337 • Minden, NV 89423

library.douglascountynv.gov

***APPROVED 6/27/2023***  
**LIBRARY BOARD OF TRUSTEES MINUTES**  
**May 23, 2023**

**ATTENDEES**

**Library Board Members:** Vice Chairperson Starla Doughty, Trustees Robert Conner, Theresa DeGraffenreid

**Library Staff:** Library Director Timothy DeGhelder; Library Supervisors Laura Treinen, Vanna Bells, Holly Traxler; Administrative Services Manager Veronica Hallam, Clerk to the Board

**County Staff:** Deputy District Attorney Cynthea Gregory

**Absent:** Trustee Kimberly Estee

**THE MEETING CONVENED AT 10:02 A.M.**

**1. PUBLIC COMMENTS.**

Vice Chairperson Starla Doughty asked for public comment.

There being no public comment, public comment was closed.

**2. DISCUSSION ON THE ELECTION OF LIBRARY BOARD OF TRUSTEE OFFICERS, INCLUDING CHAIR DUE TO BONNIE ROGER'S RESIGNATION AND IF NECESSARY, VICE CHAIR.**

MOTION/VOTE:

Trustee Robert Conner made a motion to nominate Vice Chairperson Doughty as Chairperson. Trustee Theresa DeGraffenreid made a second and the motion carried unanimously with a 3-0 vote. Trustee DeGraffenreid made a motion to nominate Trustee Conner as Vice Chairperson. Chairperson Doughty made a second and the motion carried unanimously with a 3-0 vote.

**3. DISCUSSION ON APPROVAL OF THE AGENDA.**

MOTION/VOTE:

Vice Chairperson Robert Conner made a motion to approve the agenda. Trustee DeGraffenreid made a second and the motion carried unanimously with a 3-0.

**4. DISCUSSION ON APPROVAL OF THE MINUTES OF THE APRIL 25, 2023 REGULAR MEETING.**

MOTION/VOTE:

Trustee DeGraffenreid made a motion to approve the minutes of the April 25, 2023 regular meeting. Vice Chairperson Conner made a second. There being no public comment, the motion carried unanimously with a 3-0 vote.

**5. CONSENT CALENDAR.**

**a. APPROVAL OF GIFT FUND CLAIMS**

**i. April 2023**

**ii. May 2023**

Gift Fund Claims  
April / May 2023

*Amazon	SRP prizes	04425	\$ 671.51
*Town of Minden	CVIC Hall rental for FOL May Book Sale	04426	\$ 77.97
*Baker & Taylor	Books for 2 <sup>nd</sup> Wednesday Book Club	PO0096	\$ 35.10
*DoCo Procurement Program	Items Tiny Art Show	04438	\$ 2.68
*DoCo Procurement Program	Library Swag; refreshments for The Council; items for Summer Reading	04439	\$ 3333.75
*DoCo Procurement Program	Items for Tea Party; supplies for SRP	04440	\$ 105.61
DoCo Procurement Program	Items for Adult Crafters'; items for the Business Showcase	04441	\$ 39.71

\*Funding/partial funding by Friends of the Library

MOTION/VOTE:

Vice Chairperson Conner made a motion to approve the consent calendar. Trustee DeGraffenreid made a second. There being no public comment, the motion carried unanimously with a 3-0 vote.

**6. FOR POSSIBLE ACTION. DISCUSSION AND REVIEW OF BUDGET PERFORMANCE REPORT SUMMARY AND GIFT FUND SUMMARY.**

**a. 4/30/2023**

Director Tim DeGhelder informed the board that the library's budget is in good shape with the overall budget at 75% with one month left in the fiscal year.

**MOTION/VOTE:**

There being no public comment, Trustee DeGraffenreid made a motion to approve the budget performance report. Vice Chairperson Conner made a second and the motion carried unanimously with a 3-0 vote.

**7. DISCUSSION AND REVIEW OF LIBRARY GRANT SUMMARY REPORT AND ACCEPTANCE OF THE DOLLAR GENERAL LITERACY FOUNDATION GRANT.**

**a. Grant Applications**

**i. Summer Reading Program Sponsor Outreach**

- Local business support
- Senior Community Center
- Swimming Pool
- Bowling Alley- Rancho's
- Local Cinema
- Starbucks
- Dairy Queen
- Maverik
- McDonald's
- Blind Dog Coffee
- Domino's Pizza
- Main St. Coffee
- 7-11 Rancho's
- Chicken Shanty
- Kim's Donut and Tea House
- Zephyr Cove Stables (former donor)
- Zephyr Cove Resort
- Safeway
- Casey's Restaurant
- Sierra Subs
- Clearly Tahoe
- Beinvenidos Restaurant
- Juice Envy
- Dollar Tree
- Nevada Beach Campground
- Sushi Pier
- Red Hut Café
- Rose Petals

Director DeGhelder noted that the library has been engaging with local businesses in Douglas County to see if they wanted to partner with the library by providing free passes, gift cards and donations. The list given are the local businesses the library has reached out to but not all have responded. Trustee DeGraffenreid asked if the library has considered reaching out to small businesses and ask for money to go toward prizes for the Summer Reading Program because she owns a small business and she would have liked to have been approached to donate some money even if it were a small amount. Tim noted that he wants to build relationships with the local businesses and do an in-kind with gift cards and free passes first so the library can tell these businesses at the end of the program what their contribution served, and then at the October gala perhaps take it to the next level to see if they want to help monetarily with library programs.

**b. Grant Awards**

**i. Dollar General Literacy Foundation Grant for \$3,000**

Holly Traxler stated to the board that for the first time the library created a special Summer Reading Program with Austin's House and Washoe Tribe using these grant funds. She explained the process of the program and how it caters to the needs of each individual. She noted that what this grant will do is help the library reach those who are impoverished, those who are marginalized and get into those communities so they feel connected. That's how they improve their literacy. Trustee DeGraffenreid commended the library for reaching out and thinking outside of the box to connect with those forgotten people and communities to make it attainable for them to get the same benefits as others do. Holly noted that next year the library would like to do a specialized Summer Reading Program with China Spring as well.

Chairperson Doughty asked for public comment.

MOTION/VOTE:

There being no public comment, Vice Chairperson Conner made a motion to accept the grant of \$3,000 from the Dollar General Literacy Foundation. Trustee DeGraffenreid made a second and the motion carried unanimously with a 3-0 vote.

**8. UPDATE ON THE OCTOBER FRIENDS OF THE LIBRARY FUNDRAISING GALA.**

Director DeGhelder mentioned that the committee had a meeting yesterday and that things are moving along spectacularly. He noted that the magician they had originally thought was to perform at no cost wanted the library to sign a contract to pay \$5,500 for the performance. Deciding that paying this amount when the library and friends are trying to raise money for the library would be unreasonable, the library and committee are now looking for other magicians within the area who are interested in performing at either no cost or a more practical fee. Tim explained the ticket purchasing process and the costs for admission and noted that if someone is unable to attend the gala they have the option to donate to the cause. All is done on the Friends of the Library online Zeffy account which will be a digital link on the library's website. He stated that the library will send three reminder email blasts to patrons who have a library account and will advertise the gala through newspaper articles and flyers that have already been created.

Vice Chairperson Conner noted that it would be wise to have an announcement on the chamber's calendar.

## **9. DIRECTOR'S MONTHLY REPORT ON LIBRARY OPERATIONS AND STATISTICAL REPORT FROM STAFF.**

The director's monthly report and staff's statistical reports are attached and made a part of these minutes.

Chairperson Doughty asked Tim how the interviews are going for the librarian position. Laura Treinen stated that the library has six candidates to interview by phone. The interview panel could not reach one of the candidates and after interviewing the other five, one did not move forward. She noted that the in person interviews will take place the first part of June. When asked if the person who was hired for the lake position has started, Vanna indicated that the person has not met the minimum background check requirements to start yet on a contingent status. Tim mentioned two new programs the library will host; Pajama Storytime which will be an evening storytime and Spanish storytime which will take place on Saturdays. Holly will be the lead for both programs.

## **10. DISCUSSION ON THE ANNUAL PERFORMANCE EVALUATION OF LIBRARY DIRECTOR, TIMOTHY DEGHELDER, INCLUDING PERFORMANCE, JOB DESCRIPTION FUNCTIONS, COMPETENCIES, ACHIEVEMENTS, JOB DUTIES AND SETTING FUTURE GOALS. PURSUANT TO NRS 241.031(1) THE BOARD MAY CONSIDER AND DISCUSS THE CHARACTER, COMPETENCE, ALLEGED MISCONDUCT OR PHYSICAL OR MENTAL HEALTH OF MR. DEGHELDER.**

Chairperson Doughty noted that two public comments were submitted by email and were included in the packet and as supplemental material. Those public comments were from Barb Wilson and Dianne Deadrich.

Chairperson Doughty asked for public comment.

Sam Steele made public comment and stated that he is a member of the Minden Rotary Club where Tim has been a member for the last year. He commented that Tim is doing an excellent job and with rotary he is a great volunteer in the community. He stated that he has worked with Tim several times to accomplish the goals they've set. He always seems to be enthusiastic and is very community oriented and that is what is needed, a person with a service heart who puts themselves above the community above themselves. He noted that he looks forward to working another year with Tim at the Minden Rotary Club.

A packet of information and the blank evaluation form was included in the board packet and as supplemental material. Each trustee prepared their annual performance evaluation and went around the table to share their scores and comments.

The board took a short recess while Deputy District Attorney Cynthia Gregory calculated the scores.

Recessed at 10:58 A.M.  
Reconvened at 11:15 A.M.

Deputy District Attorney Gregory tallied the scores and the overall evaluation rating was totaled at 2.81% which merits the County established salary increase of 2.8 percent. The evaluation will be submitted to Human Resources with a Personnel Action Form for the 2.8 percent merit increase.

Tim thanked the board for their kind words. His first year was just trying to reconnect people back to the library after the last rough couple of years, so talking to people was a big factor. He thanked his staff for stepping up and noted that anytime he came up with an idea or staff came up with an idea together they found a way to get it done. He commented that he calls staff the producers because they always produce and get things done. He stated he is happy to have new board members and that he wants the library to be great and that's what he is here for.

It was determined that Tim will bring forth his goals he would like to accomplish and discuss with the board at the next meeting.

## **11. CLOSING PUBLIC COMMENTS.**

Chairperson Doughty asked for public comment.

Holly notified the board that during the meeting she received an email from United Way to inform her that they will donate 300 books to the library. She noted that these books are already vetted by United Way and are books they use for their reading initiatives around the country. They will be given to elementary age children.

Chairperson Doughty thanked everyone and thanked Bob and Theresa for voting her in as chair. She thanked Tim for all that he has done during this past year and that it's been amazing to watch how the library has grown and to hear the comments from the public which have been phenomenal. She thanked staff as well.

**THE MEETING ADJOURNED AT 11:23 A.M.**

Library Director- Update- May 2023

Librarian Interviews- phone interviews and in-person interviews to follow. We have six candidates to start from.

Working on Summer Reading involvement- we have been reaching out to local businesses to support our reading program with in-kind gifts.

United Way wants to support Summer Reading with in-kind book donations.

Tiny Free Library at C.C Meneley was refilled. Shows that people are using the box.

FOL- Book Sale a success- We worked four days for a successful event. Thursday May 11 to Sunday May 14.

FOL Book Sale now going once every three months at Minden in our meeting room. Our next book sale will be in August in our meeting room.

Rotary Golf Tournament- Saturday May 20<sup>th</sup>

Gala update- We met with Magician Larry Wilson and his costs for the event were higher than expected. We are working on a replacement with similar talent.

Meeting with staff for final teen room ideas. (Security cameras to be included for areas)

Ordering Law Library signage for outdoor marketing

Assistant Director Position to go to IRC for approval Wednesday 5/24/2023, if approved we will have interview committee and questions.

GALA update- we are still on for October 7<sup>th</sup>. We have ticketing software ready. We are reworking entertainment. (same theme- A Magical Evening) 240 tickets for the event. We have a group working on auction items.

Strategic Plan Update- starting in June I will have a strategic plan update as part of the director's report.

Sheriff Horse Posse- I am reaching out to work with the sheriff. They will be a part of our Summer Reading Kickoff.

We are getting some good response to local business support for summer reading.

We had a fun, "May the 4<sup>th</sup> Be With You". Staff did great.

We have restarted, Cha Thai Standout Award- if a co-worker does something outstanding- they get nominated for a gift card.

We have purchased All Together Now- Summer Reading Shirts



We received our first food donation for our teen room- the snacks were gone in 24 hours!

Holly- is starting a Pajama Story Time- (4<sup>th</sup> Monday- evening story time) and a Spanish Story Time (last Saturday of the month) Great job!

We are working hard on the Puzzle Tiny Art Show- We had to prep the puzzle pieces and label all of the art supplies. We will be creating a sample puzzle for our customers to view. I am trying to get the Carson Valley Arts Council to paint a puzzle for an auction item.

The entire library staff went through "Ethics Training". It was provided by Jen Davidson our Assistant County Manager.

We are ordering BOOKS- we are placing orders for our lost insurance items.

**DOUGLAS COUNTY PUBLIC LIBRARY**  
**Statistical Report**  
**FY 2022-2023**

Circulation	Fiscal Year-to-Date				March 2023				April 2023			
	Minden	Tahoe	Bkmobile	Total	Minden	Tahoe	Bkmobile	Total	Minden	Tahoe	Bkmobile	Total
Items Checked Out/Renewed	111,359	6,415	2,293	120,067	11,047	593	252	11,892	11,098	582	340	12,020
eCheckouts				45,859				4,626				4,727
New Cards Issued	891	126	43	1,060	78	12	4	94	81	11	6	98
Patrons*	279,501	27,085	2,889	309,475	27,492	3,420	372	31,284	27,565	3,430	378	31,373
Library Visits	48,640	10,931	1,707	61,278	5,135	638	227	6,000	5,235	1,036	267	6,538
Tahoe Lobby Visits				7,140				1,032				1,356
Curbside Service Pick-ups	36	-	-	36	1	-	-	1	2	-	-	2
Bookmobile Stops				195				13				25
Inventory *	1,100,397	228,057	16,873	1,345,327	101,770	28,397	2,113	132,280	101,775	28,451	2,134	132,360
Interlibrary Loans Requested	669	48	53	770	53	13	4	70	78	5	3	86
Interlibrary Loans Loaned	286	30	5	321	29	2	1	32	16	4	-	20
Homebound Patrons *	16	-	-	15	15	-	-	15	16	-	-	16
Homebound Checkouts	762	-	-	762	71	-	-	71	68	-	-	68
Database Sessions				26,501				4,048				2,772
<b>Services</b>	<b>Minden</b>	<b>Tahoe</b>	<b>Bkmobile</b>	<b>Total</b>	<b>Minden</b>	<b>Tahoe</b>	<b>Bkmobile</b>	<b>Total</b>	<b>Minden</b>	<b>Tahoe</b>	<b>Bkmobile</b>	<b>Total</b>
Meeting Room Use	379	37	-	416	34	1	-	35	45	2	-	47
Meeting Room Attendance	3,032	432	-	3,464	272	5	-	277	360	20	-	380
Kids' Programs	219	82	-	301	17	9	-	26	25	8	-	33
Kids' Program Attendance	3,924	418	-	4,342	252	13	-	265	372	16	-	388
Teen Programs	139	24	-	163	8	3	-	11	12	1	-	13
Teen Program Attendance	434	16	-	450	26	-	-	26	49	-	-	49
Adult Programs	92	38	-	130	8	2	-	10	9	5	-	14
Adult Program Attendance	773	153	-	926	62	9	-	71	97	25	-	122
Total Programs	450	144	-	594	33	14	-	47	46	14	-	60
Total Program Attendance	5,131	587	-	5,718	340	22	-	362	518	41	-	559
Outreach	55	10	-	65	5	-	-	5	5	-	-	5
Public Computer Use	4,132	135	-	901	322	20		342	367	54		421
ADA-pc Use	119	5	-	27	2	2		4	23	3		26
Wireless Use	21,106	2,697	-	5,038	1,651	165	-	1,816	1,834	161		1,995

## Circulation by Collection

April 2023

Collection	Location		
	Minden	Lake Tahoe	BKM
Adult Audiobook	569	23	0
Adult Biography	103	9	1
Adult CD Non-Fiction	49	0	0
Adult DVD	872	35	45
Adult Fiction	3068	146	52
Adult Launchpad	2	0	0
Adult Magazines	128	8	0
Adult Music	87	3	1
Adult Non-Fiction	1087	68	8
Adult Spanish	7	NA	0
Children's Audiobook	91	3	12
Children's Biography	35	2	0
Children's DVD	240	9	6
Children's Fiction	742	44	49
Children's Launchpad	14	1	0
Children's Magazines	5	0	0
Children's Music	38	0	0
Children's Non-Fiction	941	36	54
Children's Oversize	2	2	0
Children's Spanish	7	2	0
Easy Reader	531	10	45
Equipment	15	2	0
Exam Books	0	0	0
Large Print	734	8	17
Mobile Devices	7	2	0
Nevada	17	3	0
Picture Books	1359	145	33
Video Games	9	0	0
Young Adult	146	20	1
Graphic Novels	188	0	16
Young Adult Launchpad	1	0	0
Young Adult Magazines	0	0	0

### Hoopla

<b>eAudiobook</b>	981	<b>Movie</b>	137
Adult Non-Fiction	172	Adult Non-Fiction	22
Adult Fiction	689	Adult Fiction	76
Juv Non-Fiction	9	Juv Non-Fiction	5
Juv Fiction	111	Juv Fiction	34
<b>eBook</b>	432	<b>Television</b>	133
Adult Non-Fiction	96	Adult Non-Fiction	9
Adult Fiction	280	Adult Fiction	118
Juv Non-Fiction	14	Juv Non-Fiction	2
Juv Fiction	42	Juv Fiction	4
<b>Comics</b>	38	<b>Music</b>	33
Adult Non-Fiction	0	Adult	27
Adult Fiction	20	Juv	6
Juv Non-Fiction	0		
Juv Fiction	18	<b>Total Circulation</b>	1,754

### Overdrive/Libby

eAudiobook	716
eBook	648
Magazines	72
Adult	1,269
Juv	44
Young Adult	51
<b>Total Circulation</b>	1,436