

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

douglas.lib.nv.us

*APPROVED 11/27/18*  
**LIBRARY BOARD OF TRUSTEES MINUTES**  
**OCTOBER 23, 2018**

**ATTENDEES**

**Library Board Members:** Deborah Blackman, Chairperson; Mark Jensen, Vice Chairperson; Melanie Boudreau, Trustee; Bonnie Rogers, Trustee; Charles Wolle, Trustee.

**Library Staff:** Amy Dodson, Library Director, Linda Wilson, Library Supervisor, and Kathy Munson, Administrative Services Manager. Kathy Munson took the minutes.

**County Staff:** Cynthea Gregory, Deputy District Attorney; Wendy Lang, Human Resources Director; Mike Avila, Technology Services and Douglas County Employees Association President.

**THE MEETING CONVENED AT 10:05 A.M.**

**1. PUBLIC COMMENTS AND DISCUSSION [Discussion]**

Chairperson Deborah Blackman asked for public comment. Hearing no public comment, public comment was closed.

**2. APPROVAL OF PROPOSED AGENDA [Action]**

Trustee Charles Wolle made a motion to approve the agenda as presented. Trustee Bonnie Rogers made a second. Chairperson Deborah Blackman asked for public comment. There being no public comment, public comment was closed and the motion passed unanimously.

**3. APPROVAL OF THE MINUTES OF THE AUGUST 28 AND SEPTEMBER 27, 2018 REGULAR MEETINGS [Action]**

Trustee Mark Jensen requested a correction to the August 28 minutes on Page 11, 2<sup>nd</sup> paragraph, 1<sup>st</sup> sentence, removing the word “policies”. After his review of the recording of the proceedings, he did not use that particular word and requested it be removed from the minutes. Trustee Bonnie Rogers made a motion to approve the minutes as corrected by Trustee Jensen. Trustee Melanie Boudreau made a second. Chairperson Deborah Blackman asked for public comment. There being no public comment, public comment was closed and the motion passed unanimously.

Trustee Jensen made a motion to approve the September 27 minutes as presented. Trustee Charles Wolle made a second. Chairperson Deborah Blackman asked for public comment.

There being no public comment, public comment was closed and the motion passed unanimously.

**4. CONSENT CALENDAR [Action]**

Items on the Consent Calendar are as follows:

a. Gift fund claims

i. September / October 2018

|                        |  |       |            |
|------------------------|--|-------|------------|
| *Amy Dodson/Petty Cash | Creative Dance 9/7;<br>TAB Murder Mystery 9/27   | 02373 | \$ 77.97   |
| *Amy Dodson/Petty Cash | STEAM Club 10/3;<br>Staff Mtg refreshments 10/2  | 02387 | \$ 71.89   |
| *Scholastic, Inc.      | 2 <sup>nd</sup> Grade Program mtls.  | 02388 | \$ 300.75  |
| *Demco                 | 2 <sup>nd</sup> Grade Program mtls.  | 02392 | \$ 269.84  |
| Demco                  | Shelf for Launchpads (funded<br>by Smallwood Grant)  | 02396 | \$1,001.97 |
| *DoCoProcurement/MP    | Staff Mtg refreshments 9/11;<br>Halloween Boo Bash 10/30; TAB<br>Murder Mystery 9/27; 2 <sup>nd</sup> Grade<br>Program; TAB Mtg 9/19 | 02412 | \$ 249.13  |
| DoCoProcurement/KM     | ERC, Gift cards-On the Spot  | 02413 | \$ 50.00   |

\*Funding by Friends of the Library

Trustee Bonnie Rogers made a motion to approve items on the Consent Calendar. Trustee Mark Jensen made a second. Chairperson Deborah Blackman asked for public comment. There being no public comment, public comment was closed and the motion passed unanimously.

**5. REVIEW OF BUDGET PERFORMANCE REPORT SUMMARY AND GIFT FUND SUMMARY [Discussion]**

a. 9/30/2018

The budget is on target for this time in the fiscal year. The \$4,800 deficit in Capital Projects is HVAC expenditures. There was no further discussion.

Gift Fund Summary – 9/30/18

|                  |             |
|------------------|-------------|
| Revenue YTD      | \$ 5,246.60 |
| Expenditures YTD | \$ 2,993.05 |
| Fund Balance YTD | \$ 0.00     |

**6. DISCUSSION ON THE REVISIONS AND PROPOSED CHANGES TO THE MEETING ROOM POLICY [Action]**

Director Amy Dodson mentioned that the Trustees conditionally approved the revised meeting room policy at a recent previous meeting pending changes to item 11 regarding religious ceremonies. It was recommended that “religious” be removed from the language and only state “ceremonies” are not allowed.

With respect to charging a fee for room use, Deputy District Attorney Cynthea Gregory indicated that either all users must be charged the fee or none of them, so it was stricken completely and no fee will be charged.

Trustee Bonnie Rogers made a motion to approve the policy as discussed and revised. Trustee Mark Jensen made a second. Chairperson Deborah Blackman asked for public comment. There being no public comment, public comment was closed and the motion passed unanimously.

With regard to policy updates, Chairperson Blackman asked Director Dodson to provide the old policy with new policy strikeout language making review of the recommended updates easier to compare with the outgoing policy. Director Dodson agreed.

**7. DISCUSSION AND POSSIBLE ACTION TO APPROVE EXPENDITURE UP TO \$5,000.00 OF THE GIFT FUND FOR THE BOOKMOBILE, IF ADDITIONAL FUNDS ARE NEEDED. DISCUSSION WILL INCLUDE AN UPDATE ON THE BOOKMOBILE PROJECT [Action]**

Director Amy Dodson advised that the Library Foundation would be meeting on October 30 to decide on a vendor. They have been waiting on more details about the quotes and are expected to vote that day. This request is only in case additional funds are needed and would not be used if additional donations or grant funding applied for are received and adequate to finalize the purchase. The Friends of the Library (FOL) have already pledged some funding and the Foundation is talking to other possible donors. Trustee Bonnie Rogers, also President of the FOL, confirmed the pledge of \$5,000.

After discussion by the Trustees, Trustee Charles Wolle made a motion to approve expenditure up to \$5,000 from the Gift Fund if additional funds are needed. Trustee Melanie Boudreau made a second. Chairperson Deborah Blackman asked for public comment. There being no public comment, public comment was closed and the motion passed unanimously.

**8. DISCUSSION AND REVIEW OF POSSIBLE NEW EVALUATION FORMS TO BE CONSIDERED FOR THE ANNUAL PERFORMANCE EVALUATION OF THE LIBRARY DIRECTOR [Discussion]**

Director Amy Dodson indicated this item was continued from last month’s meeting. At that meeting, four sample forms were reviewed. Trustees mutually agreed to discuss the two forms presented today, 1) the County’s NeoGov form which is used to evaluate other department directors; and 2) the print copy form currently in use for the Library Director and used for many

years past. After Board action on this matter, Director Dodson indicated she would make a copy of the selected form for each Trustee evaluation packet.

Trustee Charles Wolle stated he was comfortable with the long standing form currently in use.

Trustee Bonnie Rogers agreed with Trustee Wolle. She liked that the current form addresses leadership skills. This is a position that reports to the Board of Trustees, not the County Manager, thus the current form is preferred.

Chairperson Deborah Blackman stated the current form gives the Trustees a better foundation and interpretation of the director's performance. She expressed concern whether it was legal at this point to change or revise the evaluation form. She asked county staff present at today's meeting to introduce themselves and weigh in.

Wendy Lang, Human Resources Director, introduced herself. She indicated she had no concerns about the Trustees editing the form, but in fairness to the employee, recommended not changing the rules on the employee evaluation a month out from when it's due, for example, do not add new criteria, but refining the document to make it more efficient to conduct the evaluation would be okay.

Trustee Melanie Boudreau suggested placing review and discussion of the existing evaluation form on the January 2019 agenda for use at the director's next years' evaluation.

Trustee Mark Jensen agreed with a process such as that. He felt that continuity was important and would be helpful to him.

Cynthea Gregory, Deputy District Attorney, introduced herself. She advised it was completely within the Trustees' jurisdiction as long as they were evaluating key components of the form. Shortening or adding to the form is within the Trustees' discretion.

Chairperson Blackman didn't think there was enough time to revise the form for the director's evaluation at the November 2018 meeting but revising it for future use would be appropriate.

Trustee Boudreau made a motion that for the director's 2018 performance evaluation, the Trustees use the current form. Trustee Jensen made a second. Chairperson Blackman asked for public comment. There being no public comment, public comment was closed and the motion carried unanimously.

Trustee Mark Jensen made a second motion. He moved that the Board form a subcommittee to streamline the current form, to be submitted at the January 2019 meeting. Trustee Bonnie Rogers made a second. Chairperson Deborah Blackman asked for public comment. There being no public comment, public comment was closed and the motion carried unanimously.

Trustee Rogers recommended that the subcommittee be formed at the January 2019 Board meeting. She specified that the committee should be selected or formed at the January meeting whereas Trustee Jensen had said in his motion that the committee could start now and present a

revised document at the January meeting. Trustee Rogers thought that was a bit too soon because of the holidays.

## **9. ANNUAL PERFORMANCE EVALUATION OF LIBRARY DIRECTOR [Discussion]**

- a. A packet of information will be given to each Trustee as soon as Item #8 (above) has been discussed and voted upon.
- b. Performance evaluation will be conducted at the November 27 regular meeting.

Director Amy Dodson requested Trustees stay briefly after today's meeting so that she could place the selected evaluation form in their respective packets. Trustee Bonnie Rogers asked if at the November meeting, the individual evaluation forms would be collected. Director Dodson responded yes, explaining that Trustees should complete their individual form and bring to the November meeting where one consolidated evaluation would be developed. She would total scores from each individual Trustee's form and come up with an averaged overall score to finalize the evaluation.

## **10. UPDATE ON 2011-2020 LONG RANGE PLAN [Action]**

- a. Review and discussion of 2018 Goals and Objectives.

As requested by the Board at the September 2018 meeting, Director Amy Dodson presented reports that showed greater detail of results of the 2018 Goal 1 and 2 objectives. There were no comments or questions.

- b. Discussion of possible Goal 1 and Goal 2 Objectives for 2019.

Director Amy Dodson handed out the recommended objectives for 2019.

### **Goal #1**

#### **Objective #1 – Increase technology available to patrons**

Trustee Bonnie Rogers commented that the library needs to monitor, evaluate and get patron feedback. She received information that our online technology products are difficult to understand, navigate through and operate. She suggested the library better explain to patrons how to use these products and as well, make patrons aware of everything we have to offer.

Chairperson Deborah Blackman stated she didn't feel Objective #1 items A through D as presented were measurable, commenting that the Board has no way to know if these items were successful. Each item under this objective needs to be much more specific and measurements provided to the Board during the course of time the product or service is used or conducted. At the November meeting, she would like to see descriptions of how and what products or services will be implemented, measured, and then evaluated. She would also like to see routine updates of each objective item.

Trustee Melanie Boudreau commented that online technology products need written instructions for patrons. Speaking on the matter of measurements, she presumed the statistics showed usage. Library Supervisor Linda Wilson stated the statistics only show numbers.

Objective #2 – Assess, test and streamline eResources

- Item B. Evaluate Axis 360 eBooks and eAudiobooks by December 31, 2019

Chairperson Blackman asked why Axis 360 eBooks and eAudiobooks were not complete in 2018 and now a 2019 objective. Director Dodson explained that this fell to the back burner since there were other projects going on. It is on a different platform by vendor Baker & Taylor.

Trustee Mark Jensen suggested a target completion date given possible financial impact to next year's budget, possibly March or April 2019. Director Dodson responded that March 30, 2019 was reasonable.

Objective #3 – Assess and evaluate the demand for learning technology

- Item A. Gather information from patrons and the community

Trustee Mark Jensen questioned how the library would collect this information from patrons. He noted some items in the objectives had delivery dates, e.g., 30 days, a specific date, etc., but there could be more description as to how items, though not all would be implemented, measured, and evaluated.

There were no further comments about Goal 1 Objectives.

**Goal #2**

Objective #1 – Establish Bookmobile service for valley region of Douglas County

- Items A, B and C.  
The Trustees agreed these items were acceptable as presented.

Objective #2 – Introduce one or more new programs at Minden Library  
and

Objective #3 – Introduce one or more new programs at Lake Tahoe branch

Trustee Rogers noted that completion/delivery dates are shown but programs are not identified or described, nor how they will be evaluated. If programs are sustainable, how will that be worded in this document? Please come up with some language for Board review.

Director Dodson responded that a program is sustainable and successful if it's something easily repeatable. The Board responded that they liked the verbiage "repeatable".

Director Dodson asked for clarification whether the Board wanted this level of specificity, for instance, the definition of what sustainable means. Sustainability is

generally measured by attendance at a program and how it's being talked about on social media websites. Chairperson Blackman confirmed that's what she is looking for. An example would be the iPads being circulated - she would want to see the cost, number of checkouts, and patron statistics.

There were no further comments about Goal 2 Objectives.

- c. New 2019 objectives must be adopted by November 27 meeting.

Director Dodson indicated she would incorporate all Board comments into the documents and bring them back to the November 2018 meeting. Trustee Jensen suggested improving on this format for the next round of review.

- d. Discussion on new Long Range Plan for 2021 and beyond.

The current plan runs through 2020. Director Dodson indicated next year we need to discuss the library's Long Range Plan for 2021 and beyond, and the steps that we will follow. The library only has one year remaining on the current Long Range Plan.

Trustee Rogers commented that the last time the plan was updated, a consultant was hired at a cost of \$50,000 (grant funded) and what was received from the consultant was garbage which didn't even relate to our library. The Board sat at the Lake Tahoe branch library for an entire day and wrote the current Long Range Plan. It was an effort between the Board, the Library Director and the staff to come up with the two goals you now see in the plan. It's been one of the most workable Long Range Plans she'd ever seen in an organization. Whatever the Board decides for the next 10 years, please keep that in mind.

Chairperson Blackman asked for public comment. Hearing none, public comment was closed. No action was taken by the Board of Trustees on this item.

## **11. REVIEW OF BOARD TERMS [Discussion]**

- a. Deborah Blackman 12/31/2018
- b. Melanie Boudreau 12/31/2018
- c. Mark Jensen 12/31/2020
- d. Bonnie Rogers 12/31/2019
- e. Charles Wolle 12/31/2019

Director Amy Dodson stated this is a routine October agenda item. If a Trustee's term is ending, reapplication is required. The Board of County Commissioners will call for recruitment for board assignments in December. Trustee terms are for 4 years.

## **12. LIST OF EVALUATIONS COMPLETED**

- a. Brown
- b. Frederick
- c. Wilson, Linda

## **13. MONTHLY REPORT. [Discussion]**

The monthly report is attached and made part of these minutes.

## **14. DISCUSSION ON THE CHARACTER, COMPETENCE, ALLEGED MISCONDUCT OR PHYSICAL OR MENTAL HEALTH OF AMY DODSON, LIBRARY DIRECTOR, PURSUANT TO NRS 241.031 AND RECOMMENDATIONS REGARDING TRAINING, POLICIES AND DEPARTMENTAL COMMUNICATION. THIS ITEM WAS PREVIOUSLY HEARD ON AUGUST 28, 2018 AND CONTINUED TO THE OCTOBER MEETING (ACTION)**

Chairperson Deborah Blackman opened the discussion. Vice Chairperson Mark Jensen suggested Director Amy Dodson start since she did not have time to prepare a response before this item came up at the August 2018 meeting.

### Director Amy Dodson

She appreciated the opportunity to respond. She addressed three items in the Human Resources report briefly identified as 1) the alleged reassignment of staff duties; 2) communication with management and professional staff; and 3) the alleged direction to staff to limit communications with the Board of Trustees. Her comments are summarized below.

- Has discussed with the Human Resources Director, Wendy Lang, and the Deputy District Attorney, Cynthea Gregory, several ways to make improvements in the coming year.
- Most troubling was all of the concerns in the report could have been addressed by simple conversation directly with her and handled immediately but instead have dragged out a long time. She cannot fix something if she's not aware of the problem.
- Felt that the Board of Trustees could and should have stepped in and spoken to her first; open communication applies to all. She received information from several parties, but in some instances, she was completely bypassed though she respected the need for Human Resources to do their job.
- She freely admitted she is imperfect, but is eager to learn and welcomed criticism. She was willing to attend any training necessary to improve her communications.
- Because of the past events and the Human Resources report, problems have come about, some of which have caused a negative effect on the library.
- First, the tone has prevented her from doing her job effectively because most of her time is spent on it and the fallout from it. She was not objecting but this has caused all else to fall to the wayside, affecting not just herself, but staff as well.
- The library workplace has become a culture of gossip, backstabbing, low , distrust, and taking sides and it needs to stop. It's reached a level that could undermine her authority and the Trustees' authority.



- The Board of Trustees no longer works together as a cohesive unit as they once did. The guiding of the libraries and Director has now splintered and it has a trickledown effect. It is not a good environment to foster excellence in service.
- In addition to attending training, she will work hard to improve and restore the team environment enjoyed in the past.
- She will improve communications with staff and the Board of Trustees and do whatever is necessary to mend what has been damaged and build an even stronger library organization.
- A few months ago she started recurring one-on-one meetings with staff members to improve communication. She will continue these meetings when she returns to work full time.

Lengthy discussion followed. The substantive points are summarized below.

#### Board of Trustees

- Melanie Boudreau - Director Dodson has committed to attend the County's new management training in December and will attend more classes next year. She asked if the recommended staff training had begun.
- Deborah Blackman/Bonnie Rogers – Director Dodson invited Board of Trustee members to speak with her last year after the November 2017 Board meeting, but Chairperson Blackman and Trustee Rogers declined to meet with her since the item to be discussed was a matter already voted on in the open Board meeting of November 2017.
- Bonnie Rogers – for the record, Trustee Rogers clarified that she did meet with Director Dodson after the December Friends of the Library meeting to discuss library business. She was not comfortable meeting with her specifically to discuss the November 2017 Board meeting outcome.
- Charles Wollé – he was on the Board when Director Dodson was hired. She has performed even better than expected. He will give her very high marks at her next performance evaluation and does not believe any action be taken against her.
- Deborah Blackman – reminder that the Human Resources report outlines the recommendations for training and so forth. She requested clarification why Wendy Lang, Human Resources Director, met with only 10 staff members and not with the entire library staff.
- Mark Jensen – did not suggest requiring further staff training, but thought it would be useful to continue.
- Melanie Boudreau – after refresher staff training, she suggested surveying staff a couple of times per year regarding what is going good, what isn't, what changes they would like to see, etc., not to intimidate staff but for the purpose of moving the library forward, facilitated possibly by a Board of Trustees subcommittee.
- Bonnie Rogers – had concern that in response to current issues, Director Dodson only talked to selective Board members. To increase communication, she needs to meet with all Board members. In meeting with only three Board members, the Board is not acting as a whole unit.

Deborah Blackman asked for public comment.

Mike Avila, Douglas County Employee Association President (DCEA)

- Mike Avila introduced himself. He is the DCEA President.
- His concern is that represented employees are treated equally and equitably.
- He sees a trend with Director Amy Dodson meeting with only three Board members. He felt it underhanded to seek out three members; that actively seeks to affect Board action.
- He's spoken with library employees. There are those who feel they are not liked by Director Dodson and are clearly made to feel uncomfortable. Those employees she likes feel like they are treated with respect. He found this to be an odd dichotomy.
- He listened to minutes from last meeting and concluded that some employees are feeling intimidated and excluded.
- He mentioned Weingarten rights which guarantees an employee the right to representation during an investigatory interview. If one violation occurred, how many others have occurred that are not known?
- He felt overall, the lack of communication was an issue. He is a fan of policy and procedure since it removes ambiguity. He fully supports the recommendations in the Human Resources Director's report.
- He hopes the Board of Trustees takes the time to respect what these employees have said; their comments are not irrelevant and these feelings don't breed a good environment at the library. He stated he feels a little bit of disinterest in these employees' comments by the Board of Trustees and it's concerning to him. He is only out to make sure his employees are treated as they should be. He will be keeping a close eye on the library.

Trustee Mark Jensen stated he wanted to respond to the comment Mr. Avila made earlier that Director Dodson was actively excluding Board members. If one specifically listened to the conversation, Trustee Jensen stated that he himself was not picked out – he made the call to Director Dodson when he came on the Board of Trustees to meet with her and he suspected that the other Board members who have met with Director Dodson did the same thing. The negative remark Mr. Avila made that Director Dodson was being underhanded is clearly negated by that fact.

Trustee Charles Wolle asked Mr. Avila if he had spoken to all sixteen staff members. Mr. Avila responded that he would have only spoken to employee association-represented staff members, off the top of his head, six, roughly about half. He continued that some employees had many concerns, but some had none.

Trustee Wolle asked Mr. Avila what he thought he should do differently because no staff member had come to him and stated he or she was being mistreated by Director Dodson. Chairperson Deborah Blackman stated that it was possible staff members were intimidated – this didn't necessarily mean it wasn't happening.

Mr. Avila stated he hoped if an employee approached a Trustee with major concerns that the Trustee could take in what they were saying, even if the Trustee didn't agree with them. There is a big perception in the library that these people are being treated improperly.

Deputy District Attorney Cynthia Gregory commented the conversation was getting off track with regard to communications with the Board of Trustees, Director Dodson and the staff. What

was in front of Trustees today was the Human Resources performance improvement report prepared by Human Resources. If the Trustees want to talk about things that could be done, they could take the recommendations identified in that memo and make them goals and objectives for Director Dodson in the upcoming year.

Chairperson Deborah Blackman indicated another item of public comment was received. She identified the item as a letter written by Mary Wood, a long time former library employee. Chairperson Blackman read the letter into the record.

Chairperson Blackman then asked the Trustees whether they were going to do anything with the recommendations in the report.

Trustee Bonnie Rogers commented that at the August 2018 Board meeting, the Trustees made the recommendation that Director Dodson attend leadership management training and start working on standard operating procedures. At that time, Director Dodson stated she would start those items.

Trustee Melanie Boudreau stated for the record that she was there for the library, not Director Dodson, herself, or the staff. She resented the implication that the director would come to her to try to change her opinion. She came on the Board of Trustees as an independent community member and was serving in the best interest of the library, not anyone else.

Trustee Rogers felt the library operates to serve the community. As a Board member, she operates independently and was not on the Board to support what one person or three persons want to do, but what the community wants done. She feels the Board works together and doesn't want to see division created. She felt she should be able to speak openly and freely about what's going on.

Trustee Mark Jensen commented that it seemed to him that staff was the most important thing to fix. Director Dodson had already committed to attend additional management training and conduct additional staff training. As well, the Board set a March 2019 deadline for the standard operating procedures improvements and job descriptions work, but a more aggressive solution to the staff moral issue was needed.

To that end, Trustee Jensen made a motion to direct Director Dodson to work with the Human Resources department to identify additional tools to solve the problem. Trustee Melanie Boudreau made a second. Chairperson Blackman asked for public comment.

Director Amy Dodson stated she would meet with DCEA President Mike Avila. She welcomed direction or criticism from the Board, stating it would be very helpful and assist her in doing her job better. She already met with and will continue to work with Human Resources regardless of the Board directive.

Chairperson Blackman asked if there any other comments. Hearing none, public comment was closed and the motion carried unanimously.

**15. DISCUSSION ON ADOPTING A RESOLUTION FORMALLY ACKNOWLEDGING THE DOUGLAS COUNTY ADMINISTRATIVE POLICIES AND PROCEDURES APPLY TO ALL DOUGLAS COUNTY LIBRARY EMPLOYEES. TABLED FROM SEPTEMBER 27, 2018 MEETING [Action]**

Chairperson Deborah Blackman indicated this was tabled from the September 2018 Board meeting for more information and discussion.

Deputy District Attorney Cynthea Gregory opened the discussion stating this resolution was recommended since library staff was unclear whether county administrative policies applied to them. This resolution acknowledges and confirms that they do. If the resolution is not adopted, the confusion will still exist. Adopting this resolution establishes once and for all that the county policies and procedures set by the Board of County Commissioners apply to all library employees.

Director Amy Dodson commented that not all county policy is applicable to the library, for example, the library has a separate network (IT policies), social media policy, and grant policy and process (Library Board of Trustees have regulatory power over financial matters). It's always been her practice to find out if a policy applies to the library by asking the County Manager for clarification. Library policies and procedures have to be functional for the library. If there's something completely outside of something we do, we cannot just blanket accept it. At the top of the resolution document, the title says "County Administrative Policies and Procedures..." which to her means all of them, but in the body of the document, it says "Douglas County Code, Title 2 Administration and Personnel..." Which one is it?

Wendy Lang, Human Resources Director, replied that Title 2 Administration and Personnel is Douglas County code. County Administrative Policies and Procedures are the individual policies and procedures that have been adopted – they are two very different things. This resolution is inclusive of all of those things. Title 2 does not represent all of the policies that Douglas County has adopted, those are separate.

Ms. Lang stated the County Manager is not the authority of Douglas County policy; that belongs to the Douglas County Commissioners. The County Manager does not have the authority to make exceptions to those policies. To that point, if there are exceptions being made, that's all the more reason to formalize the adoption of this resolution and then later address, through formal resolution, to revise the original resolution identifying which policy is specifically excluded. Rather than a handshake agreement it would be more appropriate to formalize in the policy or by a resolution from the Board of Trustees which is clearly differentiated for the library. Ms. Lang expressed concern about the library's grant process in that if it's not a specific policy that's made public and subject to external audit then it is inconsistent with county code with regard to financial matters.

Director Dodson replied that all of the library's financial matters are headed by this Board and not the County Commissioners; that's always been a very clear line. Ms. Lang asked if the library conducts an external audit of financial records. Director Dodson replied the library does

not. Ms. Lang then affirmed that the County's external auditor handles that function. Director Dodson indicated that was correct.

Chairperson Blackman noted this is a good example of communication issues surrounding county code. As well, staff was not sure the county code applied to them and given that there are exceptions made within the library is all the more reason to establish formal resolution.

Director Dodson expressed concern that there should be a stipulation for county policies and procedures that are not relevant to the library.

After additional discussion by the Board of Trustees, they acknowledged that exceptions or exclusions could be handled by additional resolution or direction to Director Dodson to go the County Commissioners for clarification or formal request for exemption. As well, including it in Library policy would benefit future employees, the library director and the county manager.

Ms. Gregory reminded everyone that the county administrative policies and procedures are designed to be a comprehensive manual that guide and affect all employees. They are not operating procedures, they are broad policies. Each department has their internal standard operating procedures but those not necessarily exempted from compliance with county code.

Trustee Bonnie Rogers made a motion to adopt Resolution Number 2018R-001. Trustee Melanie Boudreau made a second. Chairperson Blackman asked for public comment.

Mr. Avila reminded the Trustees that the employee contract with DCEA should also be considered when any resolutions are adopted.

There being no further public comment, public comment was closed and the motion carried unanimously.

## **16. PUBLIC COMMENTS AND DISCUSSION**

Chairperson Deborah Blackman asked for public comment. Hearing no public comment, public comment was closed.

## **17. ADJOURNMENT [Action]**

There was no further action or discussion. The meeting adjourned at 12:45 p.m.

km



## AGENDA ITEM #13

### Director's Monthly Report October 2018

1. Professional Development. The staff was given substantial training on Polaris, our integrated system of patron records, item records, circulation, and acquisitions. A team from Polaris came to the library to train two staff groups on October 9-10. This training was a great opportunity for new staff as well as long-term staff.
2. Library Programs. We have several programs scheduled for this autumn—returning favorites and new experiences. The annual Halloween “Boo Bash” for children is on October 30 with games, stories, and snacks. The new Creative Dance for Little Feet program has grown so popular that we have split it into two classes. This fun weekly program enables children to discover creativity through movement and dance. Our second Coffee Tasting program is on October 22. This program is “back by popular demand” because the summer edition was so well received. The Lake Tahoe branch is having an after-school program of games and Legos.
3. Heat and Air Conditioning. The HVAC system at the Minden Library is being replaced this year. Construction began in October and will continue throughout the winter. The new system will be finished in April or May of 2019.
4. Conferences. The annual NLA (Nevada Library Association) conference was held in Las Vegas, October 12-14. Three library staff attended: Luise Davis, Veronica Hallam, and Kitty Weber. The MPLA (Mountain Plains Library Association) conference is being held in Wichita, Kansas, October 24-26. Luise Davis is the MPLA Delegate for Nevada, and she will be attending this event.
5. Library Website. The Library has been working with the County for several months to develop a new website. The Library's website is part of the County's website, and we are fortunate to have had the opportunity to contribute to this immense and detailed project. The new site is scheduled to be unveiled on October 31, 2018.