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APPROVED 1/29/19
LIBRARY BOARD OF TRUSTEES MINUTES
NOVEMBER 27, 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: Mike Avila, Technology Services and Douglas County Employees Association (DCEA) President.

THE MEETING CONVENED AT 10:04 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]

Vice Chairperson Mark Jensen made a motion to approve the agenda 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.

3. APPROVAL OF THE MINUTES OF THE OCTOBER 23, 2018 REGULAR MEETING [Action]

Trustee Bonnie Rogers asked for a correction on Page 9 under Board of Trustee substantive points. She wanted the record to reflect that she did meet with Director Amy Dodson after the November 2017 Board meeting and had a long meeting with her. Trustee Rogers added that she didn't refuse a meeting with Director Dodson, she just did not want to meet to discuss any item already voted on at the November 2017 Board meeting.

Chairperson Deborah Blackman asked for a correction at Page 3, Item 8, line 3, adding the word "discuss" to the two evaluation forms presented to the Trustees under consideration for use in the annual performance evaluation of the library director.

Trustee Charles Wolle made a motion to approve the minutes as corrected. 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.

4. CONSENT CALENDAR [Action]

Items on the Consent Calendar are as follows:

a. Gift fund claims

i. October / November 2018

Amazon.com	Board mtg recording device peripherals	02423	\$ 176.97
Findaway World	Launchpads (Smallwood Grant)	02444	\$ 2,179.83
*Amy Dodson/Petty Cash	ERC, staff birthdays; STEAM Club 11/7/18	02450	\$ 33.98
*DoCoProcurement/MP	TAB Mtg 10/17/18; Frost a Gingerbread Party 12/8/18	02457	\$ 81.07
Baker & Taylor	Library materials (dono from Gardnerville Women's Literary Club)	02479	\$ 26.03

*Funding by Friends of the Library

Trustee Bonnie Rogers made a motion to approve items on the Consent Calendar. Trustee Charles Wolle made a second. Chairperson Deborah Blackman asked for public comment.

Trustee Melanie Boudreau asked how many Launchpads were in the purchase from Findaway World. Director Amy Dodson replied approximately 100. Trustee Mark Jensen asked why Board of Trustee recording device peripherals were paid out of the Gift Fund. Director Dodson indicated that Board necessities are usually paid out of the Gift Fund. Trustee Rogers asked in the future that items like this be paid out of the library operating budget rather than the Gift Fund account. Director Dodson made note of the request.

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

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

b. 10/31/2018

We are roughly 4 months into the fiscal year and just under budget in Salaries and Benefits and slightly over in Services & Supplies. Some expenditures are paid once at the beginning of the fiscal year which is why the percentage used can be high in the early part of the year. Expenditures flatten toward the end of the fiscal year.

Chairperson Deborah Blackman noted that the Finance Dept. had not transferred FY17-18 Capital funds into the current fiscal year. Director Dodson confirmed and noted that they had not transferred Gift Fund monies into the current fiscal year either.

There was no further discussion.

Gift Fund Summary – 10/31/18

Revenue YTD	\$ 6,127.60
Expenditures YTD	\$ 4,954.60
Fund Balance YTD	\$ 0.00

5. UPDATE ON 2011-2020 LONG RANGE PLAN [Action]

a. Review and discussion of 2019 Objectives.

The Board reviewed the 2019 Goal 1 and Goal 2 objectives. There was brief discussion; substantive points are below.

Goal #1 – Objectives comments

- Increase publicity of technology user educational/tutorial offerings
- Patron/non patron surveys should support each other

Goal #2 – Objectives comments

- Objective 2, Item D – change word “finished” with “interim”. Change “by May 1, 2020” to “by September 1, 2019”.
- Objective 2, Item E – change “Inform and train the staff on implementation by September 1, 2020” to “Inform Board of progress by December 1, 2019”.
- Objective 2, Item E – provide quarterly progress updates during the process
- Objective 2, Item F – remove.

b. New 2019 Objectives must be adopted at November 27 meeting.

Trustee Bonnie Rogers made a motion to approve the revised objectives for 2019 as discussed. Trustee Mark Jensen made a second. Chairperson Deborah Blackman asked for public comment. Hearing no public comment, public comment was closed and the motion passed unanimously.

6. LIST OF EVALUATIONS COMPLETED

- a. Davis
- b. Pearson
- c. Weber

7. FINAL APPROVAL OF STATE LIBRARY'S COLLECTION DEVELOPMENT GRANT FOR FY18-19 [Action]

- a. Grant amount is \$11,885.00

Director Amy Dodson stated this grant was already submitted but needs retroactive Board approval which has been done in the past. A copy is in Board packets. Trustee Bonnie Rogers asked about the timeline. Director Dodson indicated funds are to be expended by the end of the current fiscal year.

- b. Funds received in November 2018

Director Dodson reported that funds have not been received yet.

Vice Chairperson Mark Jensen made a motion to approve the collection development grant. Trustee 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.

8. UPDATE ON BOOKMOBILE PROJECT [Discussion]

Director Amy Dodson introduced Douglas County Public Library Foundation Chairperson Jill Harper. Jill was there to provide an update on the bookmobile project.

- a. Discussion of recent fundraising.
- b. Update on Foundation and bookmobile

Jill Harper reported the Foundation applied for a Douglas County Community grant in the amount of \$20,000 which they expect to hear about soon, with a realistic expectation of a \$5,000 award. John Carne of the Minden Rotary helped with the grant preparation. Other donations received - the Malkmus Foundation \$5,000; Margaret Thorne committed \$11,000; the Friends of the Library \$5,000; Candy Rooney has spoken to her contact at Bently and we should know about that donation soon. It has all worked out very well and the Foundation is very happy. There are enough funds now to order the bookmobile.

Director Amy Dodson and Library Supervisor Linda Wilson have been wonderful to work with.

Trustee Bonnie Rogers asked if the Foundation has signed a contract with the vendor. Director Dodson indicated the Farber representative is drawing up a contract which includes the add-ons the Foundation wanted in the vehicle. Farber is sending it to us any day.

Jill Harper commented that the Foundation discussed Summit and Farber, but using Summit would have taken another full year before delivery.

The Board of Trustees enthusiastically thanked Jill for the Foundation's work on the bookmobile project.

9. DISCUSSION AND POSSIBLE ACTION TO ADOPT 2019 SCHEDULE OF LIBRARY HOLIDAYS [Action]

a. Draft of proposed library closures for holidays in 2019

Chairperson Deborah Blackman asked for discussion. Director Amy Dodson indicated there would be no extra closure days this calendar year. All the proposed closures mirror Douglas County's official holidays, although an extra day will be used by the library on Saturday, October 26, 2019, the day after the Nevada Day holiday.

Trustee Charles Wolle made a motion to adopt the 2019 schedule of library holidays. 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.

10. REVIEW OF EXPIRING BOARD TERMS [Discussion]

- a. Deborah Blackman 12/31/2018; 4 years
- b. Melanie Boudreau 12/31/2018; 4 years
- c. Reapplication process
- d. Applications accepted through December 14, 2018

Chairperson Deborah Blackman asked for discussion. Director Amy Dodson explained that this year, the county is asking incumbent applicants to complete a new application form; in the past they've only required a letter. The forms are due to the County Manager's office by December 14th; Director Dodson offered to deliver them to the County Manager's office on behalf of applicants. Two terms are ending, Deborah Blackman's and Melanie Boudreau's. Other Board members have different term ending dates since terms are staggered. There was no further discussion.

11. DISCUSSION AND POSSIBLE ACTION TO ADOPT SCHEDULE OF BOARD MEETING DATES, TIMES AND LOCATIONS IN 2019 [Action]

- a. Draft of schedule includes meeting dates, times: 4th Tuesday of month
- b. Thursday, September 26 at Lake Tahoe library

Chairperson Deborah Blackman asked for discussion. Trustee Melanie Boudreau asked if there was any opposition to her request that the January meeting be pushed one week later, the following Tuesday, January 29. Trustee Bonnie Rogers indicated she had no objection.

Trustee Boudreau made a motion to approve the proposed schedule of Board of Trustee meeting dates for 2019 with the January meeting corrected and scheduled for January 29, 2019. Trustee Mark Jensen made a second. Chairperson Blackman asked for public comment. There being no public comment, public comment was closed and the motion carried unanimously.

12. MONTHLY REPORT [Discussion]

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

Director Amy Dodson asked the Board of Trustees if they liked the monthly report formatting as presented or if they wanted it changed. The Board mutually agreed it was fine as is but would like the Long Range Plan objective updates added into the report. Director Dodson confirmed that she would add the updates to the monthly reports.

13. DISCUSSION ON THE ANNUAL PERFORMANCE EVALUATION OF LIBRARY DIRECTOR, AMY DODSON, INCLUDING PERFORMANCE, JOB DESCRIPTION, ACHIEVEMENTS, JOB DUTIES AND MATTERS PROPERLY RELATED THERETO. PURSUANT TO NRS 241.031(1)(B) THE BOARD MAY CONSIDER AND DISCUSS THE CHARACTER, COMPETENCE, ALLEGED MISCONDUCT OR PHYSICAL OR MENTAL HEALTH OF MRS. DODSON [Action]

Director Amy Dodson indicated that an oversight in Human Resources resulted in her not receiving official notice of her performance evaluation discussion at today's public meeting. Service of process is required per NRS 241.033. She waived the 5 days' notice requirement since she wanted the evaluation to proceed as scheduled. Director Dodson emailed the official notice to all Trustees on Monday, November 26. The law requires that the Trustees receive a copy of the notice before the meeting but it does not stipulate a date or deadline by which process is served. Continuing, Director Dodson stated that in the past, she left during the Trustees' discussion of her annual performance, but this year made the choice to stay in the event there were any questions.

Chairperson Deborah Blackman opened the discussion by referring to the Library Board of Trustees meeting minutes dated October 23, 2018, page 5, item number 9, where Director Dodson stated she could total the scores from each individual Trustee's evaluation form and

come up with an averaged overall score for the final evaluation document. Chairperson Blackman had a serious issue with that and thought it was inappropriate for the Director to do such.

Trustee Bonnie Rogers stated that last year the Trustees totaled the scores during the Board meeting and one final evaluation form was compiled that all the Trustees signed. She felt the Board as a whole should prepare the scoring and compile one official evaluation document.

Trustee Melanie Boudreau expressed that last year it was cumbersome since the Trustees started from scratch at the meeting. At that meeting, Trustee Boudreau suggested streamlining next year's process by having each Trustee prepare their individual evaluation, comments in advance and then do on-the-spot scoring themselves at the meeting.

There was no further discussion. Chairperson Blackman opened public comment.

Mike Avila, Douglas County Employee and Association President (DCEA)

- Director Dodson reached out to him in order to set up a meeting. Scheduling conflicts prevented them meeting in December; he suggested that they meet in January. A meeting between them would encourage a new relationship and open discussion.
- Has kept in contact with several represented library staff members and there has been some thawing (sic). He believed there had been some recognition by Director Dodson as to the severity of the situation. He felt this was a sign she's taking them into account, only with regard to employee relations, but he will continue to monitor the situation throughout the coming year.
- He hopes to resolve the situation amicably and will continue to work with Director Dodson on issues, perceptions, etc.
- DCEA will have de facto stewards, but will establish a more direct line of communication by appointing stewards who represented staff can go to with concerns or issues. The steward would be educated with regard to Weingarten rights, etc., so that staff is informed. He will work with Director Dodson, other management, and the Board so that everyone is educated and informed.

Jill Harper, Chairperson, Library Foundation

- Has been on the Foundation board for 8 years; is now serving as the chairperson.
- Stated she's been working with Director Dodson for four years now and she's been wonderful to work with. Anything asked of her, she's helped, even during her recovery from surgery.
- She passed along a comment from John Came of Minden Rotary, who stated to her that Director Dodson could not be replaced and that Minden Rotary thinks the world of her.

There was no further public comment. Chairperson Blackman closed public comment.

Board of Trustees

- The Board of Trustees mutually agreed to total their individual scores and results. Board discussion followed.
- Chairperson Blackman then prepared the consolidated annual performance evaluation.
- The combined overall evaluation rating was assessed as “Fully Competent” which merits a salary increase of 2 percent.

Mark Jensen made a motion to conclude the evaluation’s final rating of “Fully Competent” and approve a 2 percent merit increase. Melanie Boudreau made a second.

Chairperson Blackman re-opened public comment.

Mike Avila, Douglas County Employee and President of DCEA

- Mr. Avila spoke again indicating he had some comments regarding the evaluation process and the form used by the Trustees.
- He informed the Trustees that Douglas County’s evaluation process focuses on the county’s six core values and suggested the Trustees use that as the primary format for the evaluation and today’s format as the secondary one.
- He also suggested adding a fourth category entitled “needs improvement” and a scoring scale of zero, one, two, and three.

There was no further public comment. Public comment was closed.

The Board of Trustees gave Director Dodson her evaluation. Director Dodson’s responses are summarized below.

Director Amy Dodson

- Referencing her evaluation goals, she indicated that goals identified in the evaluation are outside of the Long Range Plan goals. For example, attend management training, etc.
- If the Board preferred, she asked that they provide specifics pertinent to her performance.
- She will prepare a re-write of the document she submitted to the Board in their individual evaluation packets.
- She appreciated the Board’s comments and directives and has been collecting Board directives from past meeting, as well as possible items she felt would improve and enhance her performance. She will bring those to the January Board meeting. These are in addition to those items already established in the Human Resources report and separate from the Long Range Plan.
- An example would be to collect new statistics such as for the one-on-one patron sessions. This would capture a better picture of the program’s success, needed improvements or revisions. Statistics would be most valuable with a January 1st start date. She will work with staff on collecting new statistics.
- She asked that the Board establish expectations for her. In the past it was possible that those didn’t get communicated to her or that she didn’t fully understand. She would like to formalize and have everyone agree upon them.

- She commented about the library staff of 17 employees. They are smart, capable and passionate, and also enjoy serving the public. When one starts working in a new position such as she did, they inherit their predecessor's practices and procedures. In the past, there may have been employees who were given excellent evaluations by her predecessor. Since she wants to improve her staff's performance, she has given realistic evaluations to employees who may have had other expectations.
- In closing, Director Dodson stated that she appreciated the Board's comments and their constructive criticisms. She felt this would lead to a more concrete way of discussing Board expectations of her performance and the opportunity for her to meet the goals the Board has established for her. All the commentary today will be very helpful and she appreciated it very much.

There was no further comment. Chairperson Blackman asked for a motion; she was reminded that an open motion was already on the table ("Mark Jensen made a motion to conclude the evaluation's final rating of "Fully Competent" and approve a 2 percent merit increase. Melanie Boudreau made a second."). Chairperson Blackman then asked for a vote on the motion. The motion carried unanimously.

14. PUBLIC COMMENTS AND DISCUSSION

Chairperson Deborah Blackman had her own item for public comment summarized below.

When she was recruited for a position on the Library Board of Trustees by former Library Director Linda Deacy she was very excited. She told people in the community she knew that she was a board member and was excited to advocate for the library. Since that time, she's heard both what's wrong with the library comments and what's good with the library comments, and this concerns her.

She was relieved when Wendy Lang, Human Resources Director, came to her with the HR report. She believed the Board could get this fixed. She has been very disappointed, not in the outcome, but that the Board didn't discuss their fears and concerns. She felt that Mike Avila's comment about the air of disinterest by the Board was accurate. Chairperson Blackman stated she could not continue, was resigning and would not reapply for a position on the Board of Trustees. She hoped in January that the Board starts over. It was a hard decision, but she will not re-apply for a Board position. The Board of Trustees thanked her for her comments.

Chairperson Blackman asked for additional public comment.

Trustee Bonnie Rogers stated she attended the training session at the Nevada State Legislature on October 24, 2018. It was an excellent meeting and she learned a lot. She learned that if the Board of Trustees creates a subcommittee that will make recommendations to the Board, the subcommittee is also under the requirement of Open Meeting Law (OML).

She also learned that meeting minutes have to be approved within 45 calendar days from the meeting date or at the next meeting of the Board of Trustees. Her concern was that the August

meeting minutes were not approved until the October Board meeting, resulting in non-compliance with OML.

Kathy Munson clarified that comment, stating that she was at the same training and asked the training facilitator if exceptions were allowed. The facilitator indicated that exceptions were allowed under certain circumstances. Ms. Munson stated the circumstance under which the August meeting minutes' approval was delayed was acceptable and fell under unusual circumstances, in this event, that a Board member requested postponement in order to review the tape recording of the meeting. The Board unanimously approved the request for postponement to the next regularly scheduled Board meeting.

There was no further public comment. Public comment was closed.

ADJOURNMENT [Action]

The meeting adjourned at 1:20 p.m.

km



Director's Monthly Report November 2018

- 1) Bookmobile and Library Foundation. In the last two weeks, our bookmobile dreams have come true! Thanks to the incredible efforts of the Foundation and an amazing book sale, the Foundation surpassed their goal by \$2,000. Additional funds could materialize in the next few weeks. The Foundation selected Farber Specialty Vehicles as the vendor to customize the vehicle. The final quoted cost was \$192,600.
- 2) Friends and Foundation Book Sale. The Fall Book Sale (jointly operated by the book sale committee, comprised of Friends and Foundation members) was held November 9-11 at the CVIC Hall. The sale shattered all previous records with a total of **\$6,696.62** in sales. The Friends and Foundation first joined forces in 2015, and raised \$4,000 at their first sale. The book sales were previously managed by a third party. The last book sale through the third party raised \$418 for the library. With three years of experience, the book sale committee and volunteers are functioning very smoothly together, and each sale operates better than the last.
- 3) Heat and Air Conditioning. The HVAC construction at the Minden Library continues. The project started in October and will hopefully be finished in April or May of 2019. Much of the installation is dependent upon weather, so it is too early to pinpoint a completion date.
- 4) Library Website. The Library's new website became "live" on October 31, coinciding with the debut of the County's website. The inevitable bugs and hiccups have been identified, and fixed or are in the process of being fixed. We are very excited to introduce our patrons to the new site. Library Technician Heather Frueh worked on this project for several months, and her efforts have been outstanding.
- 5) Staff vacancies. We currently have a Library Technician position vacancy, and the position is specifically assigned to the bookmobile. We have reviewed applications and we will conduct interviews in December.
- 6) Library Programs. Several programs are scheduled for the holiday season. Children's programs include a showing of "The Polar Express", a gingerbread decorating event, a teen writers' group, the annual LEGO Building Challenge, and family movie programs.