

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 3/26/19
LIBRARY BOARD OF TRUSTEES MINUTES
FEBRUARY 26, 2019

ATTENDEES

Library Board Members: Mark Jensen, Chairperson; Bonnie Rogers, Vice Chairperson, Trustees Charles Wolle, Kate Garrahan, and Lisa Foley.

Library Staff: Amy Dodson, Library Director, Linda Wilson, Library Supervisor, and Kathy Munson, Administrative Services Manager; Clerk to the Board.

THE MEETING CONVENED AT 10:01 A.M.

1. PUBLIC COMMENTS AND DISCUSSION [Discussion]

Chairperson Mark Jensen asked for public comment. Hearing no public comment, public comment was closed.

2. APPROVAL OF PROPOSED AGENDA [Action]

Chairperson Jensen stated that he will facilitate Board meetings differently, patterning them after the Board of County Commissioner's procedures, i.e., reading of each agenda item, staff presentations (if any), public comment, Board discussion, motion, second, and Board vote.

There were no staff presentations on this item.

Director Amy Dodson introduced newly hired Wendy Frogget, a Library Technician. Wendy will be assigned to the bookmobile. The Board welcomed Wendy.

Chairperson Jensen asked for public comment. Hearing no public comment, public comment was closed.

Trustee Charles Wolle made a motion to approve the agenda as presented. Trustee Lisa Foley made a second and the motion carried unanimously.

3. APPROVAL OF THE MINUTES OF THE JANUARY 29, 2019 REGULAR MEETING [Action]

Chairperson Jensen asked for public comment. Hearing no public comment, public comment was closed. Vice Chairperson Bonnie Rogers made a motion to approve the minutes as presented. Trustee Kate Garrahan made a second and the motion carried unanimously.

4. CONSENT CALENDAR [Action]

a. Approval of Gift fund claims

i. January/February 2019

*Criterion Pictures USA	Award Nominated Film "Bohemian Rhapsody" 2/19/19	02591	\$ 175.00
*Amazon.com	Children's Light Table @ DLT	02593	\$ 683.17
*Amy Dodson/Petty Cash	ERC staff birthday; Creative Dance mtl's; Staff mtg refreshments 2/5/19	02611	\$ 42.31
DCPL Foundation	Deferred donos targeted to bookmobile	02617	\$36,175.00
*Rachael Lambin	Valentine Book Sculpture 2/9/19	02621	\$ 200.00
*DoCoProcurement/MP	TAB Mtg refreshments 1/16/19; Lego winner gift card	02622	\$ 82.93

*Funding/partial funding by Friends of the Library

Chairperson Jensen asked for public comment. Hearing no public comment, public comment was closed. Trustee Garrahan made a motion to approve the Consent Calendar. Vice Chairperson Rogers made a second and the motion carried unanimously.

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

a. 1/31/2019

Salaries and Benefits are both at 51% expended. Services & Supplies are at 76% expended but recent augmentations have not been transferred in yet. Augments for Services & Supplies and Capital Projects were those that were discussed at last month's Board meeting and were submitted to Finance mid-January. The augments could appear on next month's budget performance reports.

Gift Fund Summary – 1/31/19

Revenue YTD	\$11,326.08
Expenditures YTD	\$18,520.14
Fund Balance YTD	\$ 0.00

6. DISCUSSION ON ADDING PUBLIC COMMENT TIME LIMIT TO BOARD BYLAWS AND FUTURE MEETING AGENDAS [Action]

Director Dodson stated at last month's meeting, the Board directed her to come up with draft language for agendas and bylaws. She drew the Board's attention to supporting document #6 in Board packets.

After brief discussion between the Board of Trustees and Director Dodson, the verbiage was revised. The Board's stated this was not a pressing issue and gave a directive to Director Dodson to prepare an updated draft for consideration at next month's Board meeting.

Director Dodson stated she would agendize this item for next month's meeting and provide revised language at that meeting as discussed today.

No Board action was taken.

7. ANNUAL BUDGET. DISCUSSION AND REVIEW OF ANNUAL BUDGET PROCESS AND DEADLINES FOR FY 2019-20 BUDGET [Discussion]

- a. Submission of Department tentative budget: February 15, 2019

This is the tentative budget Director Dodson entered and submitted to Finance. These numbers are tentative and act as placeholders. The Board expressed that they would like the tentative budget emailed to them prior to submittal to Finance. Director Dodson will accommodate this request from here on out.

- b. Tentative Budget Presentations to BOCC: March 25-29

Department directors will give their respective tentative budget presentations. This was first scheduled the last week of March but was cancelled and presentations will be scheduled for the first week of April.

In the past, directors gave brief slide presentations about their department's tentative budget. This year, the Board of County Commissioners (BOCC) requested that departments prepare more detailed presentations. This will be a great opportunity to get the BOCC on board with the library's budgeting needs. Director Dodson will provide present, near future, and long range plans in the presentation. The tentative budget approved today by the Board will be presented to the BOCC at this meeting. Final budget hearings are one month later. At the tentative budget meetings, there will be no vote by the BOCC, only review of the presentations.

Director Dodson will let Library Board members know the date and approximate time of the library's presentation so they can attend if they like. Presentations are being conducted in the BOCC chambers.

c. Final Budget Hearings: April 29

No discussion.

d. Cost Allocations

Director Dodson handed out the library's cost allocations, explaining that these are costs other departments charge for their services, such as payroll, information technology, human resources, and the district attorney. For example, every time we make a deposit at the Treasurer's office, we get charged. The amounts are based on the past two year fiscal transactions but are allocated in the coming fiscal year (FY19-20). These are prepared by an outside consultant though the county's new Chief Financial Officer (CFO) is considering another consultant to re-evaluate the allocations. Last week Director Dodson met with the CFO to ask that some allocations be reduced or eliminated. She rejected some of the requests, but agreed to look into a couple of them. Cost allocations come out of the top tier of Room Tax revenue so funds don't actually come out of the library budget but they lower our available operational funding.

Chairperson Jensen informed everyone that since most other county boards commonly have a representative from the District Attorney's office at their meeting, he invited the library's Deputy District Attorney, Cynthea Gregory, to start coming to Library Board meetings. His thinking was if this expertise were available during Board meetings this Board could be more effective. When he made that recommendation, he didn't realize there would be a charge for the District Attorney's services in the form of allocations.

Chairperson Jensen also stated that if this Board wanted to motivate a change to the Treasurer's allocation, we could go to the Treasurer. Director Dodson added that if Board members wanted to dispute or discuss the allocations, she suggested they write a letter to the BOCC or go to budget hearings and express their concerns to the Commissioners in person. She pursues the matter of allocations at the staff level, not with the Commissioners, and direct communication with the BOCC would be very helpful.

e. Operating Budget (Salaries, Benefits, Services & Supplies)

This spreadsheet displays a combination of categories, i.e., Salaries & Wages, Employee Benefits, and Services & Supplies. Director Dodson prepares most of the budget line items in Services & Supplies. The Finance office prepares some of those line items, such as Risk Management, Insurance, Motor Pool, etc.

f. Capital Budget

These budget items include long range projects for example HVAC upgrades and the RFID project. Funds not expended are carried over from fiscal year to fiscal year by the augmentation process.

g. Supplemental Requests

These are items for which no funding exists in our budget categories. The Finance office asks departments to submit these requests. There is a very specific process to undertake. Director Dodson stated if the Board requests any, she would prepare them as placeholders and submit to the Finance office. Supplemental requests don't get approved very often but department directors are encouraged to keep submitting them every budget season. If the library were to receive large donations to fund requests, the supplemental request process would be unnecessary.

8. DISCUSSION AND POSSIBLE ACTION TO APPROVE TENTATIVE DOUGLAS COUNTY LIBRARY BUDGET FOR FY 2019-20 [Action]

Director Dodson reminded the Board that the Finance office advised directors to base their budgets on actuals from the prior fiscal year's actual expenditures rather than projections so this tentative budget reflects those actuals. The grand total in Services & Supplies is slightly under actuals from FY 17-18 which is a good thing for the BOCC to see.

After brief Board discussion, Chairperson Jensen asked for public comment. Hearing no public comment, public comment was closed.

Trustee Rogers made a motion to approve and submit the tentative budget as presented by Director Dodson. Trustee Garrahan made a second and the motion carried unanimously.

9. DISCUSSION AND POSSIBLE ACTION TO APPROVE FY 2019-20 CAPITAL IMPROVEMENT PROJECTS REQUESTS [Action]

Director Dodson briefly presented the Capital Improvement requests.

Building Expansion, Minden, Phases 2 & 3

Request for \$1,000,000 to expand the building; proposed location is at the back of the existing structure (north side). We already have \$35,000 which was received in FY17-18.

Under Project Description, first sentence, Trustee Rogers requested the square footage be changed from "...add 3,500-7,000 square feet..." to "...an estimated 7,000 square feet..." She also requested a change to the second sentence, "...a staff break room, and work spaces." to "...staff work areas."

Carpet Replacement, Minden (Phases 2 & 3)

Request for \$120,000 to replace carpeting. This amount is based on the Minden library square footage and the carpet and installation costs from the Zephyr Cove library's carpeting which was done early last year. We already have \$25,000 which was received in FY17-18.

Library Shelving, Minden (Phase 2)

Request for \$425,000, primarily needed in the adult and teen areas. Shelving in the children's area does not need replacement. The requested funds are based on steel shelving which lasts a very long time. We already have \$50,000 which was received in FY17-18.

Director Dodson made note that the carpet replacement and library shelving replacement should be completed one after the other since shelving would need to be taken down anyway for carpet replacement.

Trustee Rogers requested that in the Project Description paragraph, second sentence, wording be changed from "...and does not meet ADA requirements in some areas." to "...and does not meet ADA requirements."

Trustee Rogers stated she felt that the Building Expansion request for FF&E (Furnishings, Fixtures & Equipment) in the amount of \$100,000 was not enough. She requested it be increased by \$100,000 for a total of \$200,000.

Chairperson Jensen asked for public comment. Hearing no public comment, public comment was closed.

Trustee Garrahan made a motion to approve the Capital Improvement requests presented today, with the changes recommended by Trustee Rogers. Trustee Foley made a second and the motion carried unanimously.

10. DISCUSSION AND POSSIBLE ACTION TO APPROVE FY 2019-20 SUPPLEMENTAL REQUESTS [Action]

Director Dodson reminded the Board that a supplemental request is used during budget season to request funds for anything you want included in the budget for which no funding exists in the library's operating budget. This particular request is for the addition of an Assistant Director position. Director Dodson stated she brought this before the Board last year but it was denied.

Director Dodson indicated that as library services and programs have grown, so have her own responsibilities, duties and tasks, explaining that she needs someone a step down from herself to perform those responsibilities, such as what's described in the sample job description she provided. The process, if the Board were to approve it today, would be Human Resources Director review for finalization of form and content. It would then progress to the Internal Review Committee for their recommendation and then go forward to the BOCC for their action. The position would be filled by the Director and report directly to the Director. The Board would not supervise this person since the Board only has statutory jurisdiction over the hiring, supervising and firing of the Library Director.

Board discussion followed. Substantive comments are outlined below.

- For the \$100,000 additional funding needed for this position, there is a far greater need for staff utilization in public services rather than in administrative services. Funds should go directly to staff who will serve the public.
- The library currently has 2 supervisors who can take on additional responsibility to support the Director. An existing supervisor position could be restructured or upgraded to meet those particular needs.
- Promote from within rather than asking for a new position. No recruitment would be needed.
- Instead of asking for the \$100,000 for an assistant director position, request a public services support position with added duties. Additional salary could be requested for an existing supervisory position restructured to take on more responsibility.
- Approval of this request would send the message that the Board's top priority is administration and not public service.

Chairperson Jensen asked for public comment. Hearing no public comment, public comment was closed.

Vice Chairperson Rogers made a motion to deny the supplemental request for an Assistant Director position. Chairperson Jensen made a second and the motion carried unanimously.

Director Dodson asked the Board if they wanted to consider a supplemental request for a different position.

Trustee Foley suggested focusing on the organizational chart and determining what duties needed to be reassigned. Trustee Foley then made a motion to submit a supplemental request for a bilingual technician.

Discussion continued with Trustee Garrahan asking why the need for a bilingual tech.

Director Dodson advised the Board that there was not a big need in this community for a bilingual library technician. She asked Linda Wilson if this happened in the past.

Linda Wilson responded that attempts were made in the past, but we realized it was not serving the people who were here; it's getting involved in that community, gaining their trust and drawing them into the library in that way.

A short discussion about the need for a bilingual library technician followed and Board members agreed that bilingual skill would be a preference, not a requirement.

Chairperson Jensen commented that the positions discussed today would not have an impact on increased service hours and was that correct.

Director Dodson indicated that was correct. She added that some of the library technicians have a specialty. When the last library technician was hired, there was need for more circulation desk staffing so this was assigned to the new tech. Director Dodson assessed the library's needs and then made the determination.

Vice Chairperson Rogers stated that she was asked whether library hours would be restored, adding that the Board may need to look at this need.

Trustee Foley requested that library public service hours be placed on next month's agenda, referring back to her request at last month's meeting about the 2008 reduction in service hours discussion.

Chairperson Jensen asked that the motion be repeated. Trustee Foley re-stated the motion...to approve submitting a supplemental request for a library tech position, Spanish language skills preferred. Vice Chairperson Rogers made a second. The motion carried by a majority of the Trustees voting for approval and Trustee Wolle voting to deny the motion, reasoning that the item had not been properly presented to the Board and was not agendaized (approved: Mark Jensen, Bonnie Rogers, Kate Garrahan, Lisa Foley; denied: Charles Wolle).

Director Dodson stated she included the blank supplemental form in the packets specifically for any other requests made by the Board at this meeting, adding that if it were to be approved by the BOCC it could still be refined.

11. MONTHLY REPORT [Discussion]

- a. Friends / Foundation
 - i. Friends Board Monthly Meeting – March 11, 2019
 - ii. Foundation Annual Meeting – March 20, 2019 (rescheduled)
- b. Completed Library Programs
- c. Current / Planned Library Programs

Director Dodson advised the Board that there were no statistics to present since they are being changed. Statistics will be presented at next month's meeting.

12. CLOSING PUBLIC COMMENTS

Chairperson Jensen asked for public comment. Hearing no public comment, public comment was closed.

13. ADJOURNMENT [Action]

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



Director's Monthly Report February 2019

1. Progress on Improvement Plans. In December I enrolled in Douglas County's Supervisory Management Program, presented by Douglas County Human Resources and UNR. I have attended one session so far; the second session has been rescheduled for the spring. I have been meeting with all employees on an individual basis since November. I am now reevaluating the 1-on-1 meetings with staff. The scheduling is a significant challenge. Communication has definitely improved, but I don't want to needlessly disrupt the work flow. In order to find the most efficient use of time, I am working with supervisors to find a positive solution.
2. Staff Meetings. Staff meetings are held monthly on the first Tuesday, with the exception of June. Meetings are attended by all available staff, and last approximately one hour. Four staff meetings per year are mandatory: February, May, September, and December. In January we added an additional meeting that serves as a staff training component. Every month on the second Tuesday we hold a 30-minute training session that covers a specific training topic.
3. Friends of the Library. At their last meeting, the Friends were presented with an interesting opportunity. Linda Finch of Shelby's Book Shop is planning to retire and is offering her business to the Friends (and the Foundation). This would mean a permanent book sale, rather than semi-annual sales. The Friends want to explore the possibility, and decide later this year. The next Friends meeting is on March 11.
4. Library Foundation. The next Foundation meeting is scheduled for Wednesday, March 20, at 10:30 a.m. at the Minden Library. The Foundation will be discussing the bookmobile, fundraising, and activities for the coming year.
5. Staff Vacancies. We are currently working on filling a part-time Library Page vacancy. Interviews will begin in March.