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APPROVED 4/23/19
LIBRARY BOARD OF TRUSTEES MINUTES
MARCH 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.

County Staff: Cynthea Gregory, Deputy District Attorney.

THE MEETING CONVENED AT 10:01 A.M.

1. PUBLIC COMMENTS

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

2. INTRODUCTION OF CYNTHEA GREGORY, DEPUTY DISTRICT ATTORNEY.
[Discussion]

Chairperson Jensen introduced Cynthea Gregory, Deputy District Attorney. He's asked her to attend Library Board of Trustees meetings.

For the record, Deputy District Attorney Gregory introduced herself. She's been with the County's District Attorney Office for 13 years, civil division, and has represented the library now for about 1-1/2 years. She performs contract review, policy review, and is a resource for legal information and boundaries. She was happy to answer questions.

Chairperson Jensen commented he recently learned there's a cost to the library to have Ms. Gregory at Board meetings and he asked about that dollar amount. Deputy District Attorney Gregory stated she does not record billable hours, explaining to the Board of Trustees that District Attorney expenditures are recovered as a cost allocation to the library based on the percent of time worked on library business.

There was no further discussion.

3. APPROVAL OF PROPOSED AGENDA [Action]

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

MOTION:

Trustee Charles Wolle made a motion to approve the agenda as presented. Vice Chairperson Bonnie Rogers made a second and the motion carried unanimously.

4. APPROVAL OF THE MINUTES OF THE FEBRUARY 26, 2019 REGULAR MEETING [Action]

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

MOTION:

Trustee Wolle made a motion to approve the minutes as presented. Trustee Kate Garrahan made a second and the motion carried unanimously.

5. CONSENT CALENDAR [Action]

a. Approval of Gift fund claims

i. February/March 2019

*Amy Dodson/Petty Cash	ERC staff birthday; Award Nom. Films program 2/21/19	02640	\$ 84.08
*Amazon.com	3D Pen program supplies 3/26/19 STEAM Club supplies 2/6/19	02648	\$ 596.56
Amy Dodson/Petty Cash	ERC staff event materials 3/5/19	02661	\$ 99.23
*DoCoProcurement/SB	Book Sculpture program mtl. 2/9; Award Nom. Films program 2/19 and 2/21/19	02677	\$ 91.58
DoCoProcurement/MP	Friends Annual Mtg/Reception supplies, 1/26/19	02680	\$ 26.34

*Funding/partial funding by Friends of the Library

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

MOTION:

Vice Chairperson Rogers made a motion to approve the Consent Calendar. Trustee Lisa Foley made a second and the motion carried unanimously.

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

a. 2/28/2019

Salaries & Wages and Benefits are both at 58% expended, somewhat better than they should be at this point in the fiscal year. Services & Supplies is above where it should be at 80% expended, however, as discussed at last month's Board meeting, this is due to the fact that augmentations have not been finalized by the County's Finance Department and the Board of County Commissioners, and the funds have not been put in our account line items yet. Last fiscal year, this happened in April and we expect the same this fiscal year.

Gift Fund Summary – 2/28/19

Revenue YTD	\$16,735.41
Expenditures YTD	\$55,195.38
Fund Balance YTD	\$ 0.00

7. DISCUSSION ON REVISED LANGUAGE FOR BOARD BYLAWS AND FUTURE MEETING AGENDAS, REGARDING PUBLIC COMMENT TIME LIMITS [Action]

The draft document presented at today's meeting is a revision of the document originally presented at last month's Board meeting. At that meeting, the Board made suggestions to clean up the language and those changes were presented by Director Dodson. She asked if there were questions.

Referring to paragraph 5, the first and only sentence, the Board discussed the best way to word this sentence. It was agreed by Board members that the verbiage should be written with no pronouns.

The following language was recommended and agreed upon by the Board. "If members of the public wish to comment on a specific agenda item scheduled for action, please make comments when the Library Board of Trustees considers that item and the item is opened for public comment."

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

After brief discussion by the Board, Director Dodson was directed to update the document with the revision discussed and submit it for consideration and action at next month's Board meeting.

There was no action taken on the matter.

8. DISCUSSION ON ESTABLISHING A PROCEDURE FOR LIBRARY TRUSTEES TO ADD ITEMS TO FUTURE MEETING AGENDAS [Action]

Director Dodson indicated she wanted to open a discussion and ask for possible action on this matter since it was discussed at past Board meetings, but never finalized.

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

Vice Chairperson Rogers felt the Board needed to review the discussions from those meetings.

Chairperson Jensen commented that staff needs a clear procedure and deadline in order to establish the agenda.

Kathy Munson remembered this was discussed at a Board meeting approximately a year ago. She will look at past Board meetings minutes and provide the information to Director Dodson.

Director Dodson commented to Deputy District Attorney Cynthea Gregory that there doesn't need to be a deadline identified in the Bylaws, it can be just a procedural matter.

Vice Chairperson Rogers felt that for the benefit of future Board of Trustees, it would be helpful to establish this in the Bylaws.

Chairperson Jensen stated the Board should continue this matter until the next regularly scheduled Board meeting to allow for review of past Board discussion.

There was no action taken on this matter.

9. DISCUSSION ON ADDING OPEN MEETING LAW PRESENTATION TO BOARD AGENDA OF A FUTURE LIBRARY BOARD MEETING [Action]

Chairperson Jensen asked for this to be placed on the agenda. Director Dodson indicated Open Meeting Law training has been conducted in the past, and it's been very beneficial.

Chairperson Jensen asked for public comment.

Deborah Blackman introduced herself for the record. Having worked at this library in the past when this was done, from her perspective, it would be very beneficial.

Hearing no more public comment, public comment was closed.

Vice Chairperson Rogers stated this would be very beneficial. She's learned a lot from going to other Open Meeting Law trainings. Trustee Wolle was satisfied with how it was now. Trustee Foley would like the training. Trustee Garrahan would like the training. Director Dodson indicated it would take place during a regularly scheduled Board of Trustees meeting. Deputy

District Attorney Gregory stated the training realistically takes 30-45 minutes. There was no further Board discussion.

MOTION:

Trustee Garrahan made a motion to schedule Open Meeting Law presentation for a future Board meeting. Trustee Foley made a second, and the motion carried unanimously.

10. MEETING LOCATION. DISCUSSION ON CHANGING THE LOCATION OF LIBRARY BOARD MEETINGS TO THE LIZ JOHNSON MEETING ROOM OF THE MINDEN LIBRARY [Discussion]

Chairperson Jensen requested this be placed on the agenda. He asked for a discussion of whether the Pine Nut Room was working for Board of Trustees meetings. It is crowded and patrons get the message not to browse the collection while the meeting is in session.

Director Dodson agreed, saying it's intimidating for patrons to come in while meetings are in progress. Chairperson Jensen would prefer to have this room open as much as possible. The Liz Johnson Meeting Room is larger and allows the Board and staff to spread out.

Trustee Foley and Vice Chairperson Rogers agreed. Chairperson Jensen commented that no vote was needed. The Board of Trustees mutually agreed to meet in the Liz Johnson meeting room on a go forward basis.

11. LIBRARY SERVICE HOURS. DISCUSSION ON LIBRARIES' HOURS OF OPERATION [Discussion]

Director Dodson stated this item was carried over from the last Board of Trustees meeting for further discussion. Over a decade ago, Douglas County made cuts to staffing that necessitated changes to public service hours. The reduced hours established in 2008 are the library's current service hours. Not all staff cuts from 2008 have been fully restored.

Director Dodson indicated the library was not at a point to change anything now, but a survey is being conducted regarding the Lake Tahoe branch to see what patrons think about library hours at that location. It will be in paper and online. We are currently formulating questions. Hours for both libraries are established by the Library Board of Trustees not her.

A lengthy discussion followed. Substantive comments are below.

- If the Board were to consider expanding current service hours, the concern would be if we have enough staff to accommodate those extra service hours. The library now serves a lot more patrons.
- Trustee Foley felt strongly for the need to comply with stated hours at the Lake Tahoe branch library. Lake Tahoe residents are not accustomed to closures due to weather. She felt it was a disservice to the Lake Tahoe library patrons and their tax dollars to have the library closed at lunch or for a bad weather day. She referenced the Library Handbook policy about employee absences due to hazardous conditions.

- Director Dodson makes the determination whether to close the Lake Tahoe branch library based on the safety of library staff traveling to that location. The branch is just as important as other library locations. Many resources are used to determine whether to close. Her main concern is staff being able to get from their home to work and back safely.
- Trustee Foley stated the expectation of staff was to get to their job and if it was too far away for them maybe they shouldn't have applied for the job. She was sorry if it was an inconvenience for staff but that was part of being accountable.
- Director Dodson strongly disagreed with this, stating this was not an accountability issue on staff's part. Staff follows her directives. She makes decisions based on the best information she can get from the Nevada Department of Transportation, the school district, the local news, and so forth. Staff safety is her biggest priority. Even though library grounds may be clear doesn't mean that staff can safely travel there from their homes.
- Vice Chairperson Rogers stated these situations need more consideration rather than just closure of the branch. Staff can opt to use annual leave if they can't travel to work. Weather is diverse in Douglas County.
- Trustee Foley stated it was possible to have on-call employees who live locally and can fill in in times of staff absence.
- Chairperson Jensen commented the issue he was hearing was about snow closures. He suggested tabling this item until the Board had a chance to educate themselves and become familiar with county and library policy.
- When asked about the number of closures, Director Dodson advised the Board there were 12.5 hours of closures at the Lake Tahoe library in the month of January. There were 21 hours of closures in February at the Tahoe branch and 21.25 hours of closures at the Minden library in February. These were weather related closures. Lunch hour closures are not tracked.
- Trustee Foley requested that lunch hour closures be tracked. There is no advance notice provided of these closures.
- Director Dodson remarked in terms of advance notice there's no way to give notice to everyone; lunch closures are posted on the door. Weather related closures are always posted on the library's website and on all social media platforms. Continuing, she stated that when there are only two staff members available to work is when there's a problem. We are thinly staffed at that branch. If one or two people are sick we are scrambling to find back-up staff. Every absence causes a scheduling change.
- Chairperson Jensen stated the concerns seem to be about needing more staff. He was confident that Director Dodson was managing this as well as possible considering all the factors that go into the decisions.
- Trustee Garrahan said staff cannot be expanded if there isn't usage to back up the need.
- Trustee Foley reiterated that on-call staff could be used for back up.

- Chairperson Jensen didn't feel on-call staff would help with public service; they would only provide a warm body to fill in. There are budgeting considerations as well.
- Trustee Foley ask that the Board be notified of lunch closures and how often they occur. An email once a week to keep the Board informed would be helpful.
- Director Dodson stated she would accommodate that request.

12. PERFORMANCE EVALUATION OF LIBRARY DIRECTOR. DISCUSSION ON DRAFT OF CHANGES TO EVALUATION FORM [Discussion]

Chairperson Jensen requested this agenda item because this was a past discussion by the Board. He passed out new forms he put together.

Board discussion centered on the current form, its length and why it doesn't work well for the director's evaluation. Other previously presented forms didn't solve the problems either. Board comments about the Douglas County form were that it was not substantial enough.

Since the Board will not be able to go through these examples at today's meeting, he asked Board members to review and comment at the next month's meeting.

Trustee Garrahan agreed that the Board review these forms and at the next Board meeting decide what additional action was needed.

Director Dodson recommended the Board make changes to the forms presented and discuss creating a sub-committee at next month's Board meeting.

13. NEVADA ASSEMBLY BILL 354. INTRODUCE ASSEMBLY BILL 354 (BDR 15-810), WHICH WOULD REVISE THE PROHIBITION AGAINST CARRYING OR POSSESSING CERTAIN WEAPONS WHILE ON CERTAIN PROPERTY, INCLUDING PUBLIC LIBRARIES [Discussion]

Director Dodson indicated this is informational. Currently, anyone who is licensed to carry a firearm can carry it while in the library. The proposed legislation includes libraries. The Nevada Library Association (NLA) has a delegate who represents Nevada libraries at the state legislature. NLA may officially take a position on the proposed bill.

Board comments are below.

- If AB 354 passes and establishes a prohibition to carrying firearms in the library, staff members who detect violations should be educated on how to respond.
- The public should be informed if the bill passes.

Director Dodson stated if the legislation becomes law, she will obtain training for staff.

Deputy District Attorney Gregory informed the Board that this bill addresses both open carry and concealed carry if one is properly licensed. If the bill passes to law, the library would not have to post it, but it's up to the Board if they prefer to do such.

14. ANNUAL BUDGET. DISCUSSION OF UPDATES TO ANNUAL BUDGET PROCESS [Discussion]

a. Operating Budget updates

There have been no changes to the budget since the Board approved it at last month's meeting with the exception of one item under employee benefits, which was made by Finance. This is the first year Director Dodson was given the library's revenue funds. Revenue is filtered through Room Tax, and is supported by sales tax (PALS), and a transfer in from the General Fund. The library receives no room tax revenue, per se. There have been no changes to cost allocations.

b. Tentative Budget Presentations to BOCC: April 3, 2019 at 3:00-7:00

The library's budget presentation is scheduled for April 3, but presentations actually begin on April 1 and run through April 10. Presentations can run for a long time, so if Board members are going to attend they should plan to be there a while.

Capital Improvement Project (CIP) requests will be presented on April 10. The library's budget will be presented along with all other departments. Finance gives those presentations. Library CIP requests are scheduled for 3:00-7:00 p.m.

c. Final Budget Hearings: April 29 (Finance only)

The budget that the Commissioners approve on this date then goes to the State of Nevada for approval and then becomes our final adopted budget.

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

Director Dodson stated last month she proposed adding an Assistant Library Director position which was denied. Since the Assistant Library Director position was not approved, the library needs to add another supervisor position. Last month, the Board directed her to request a customer service position, one working directly with patrons. Therefore, two requests are before the Board today, a Supervisor position and Senior Library Technician position.

a. Supplemental Request for additional Library Supervisor position.

This is one FTE (full time equivalent) and in a position equal to the current library supervisor. Positions already in service at the library have been reconfigured to accommodate this request. The classification would be set at S2 in terms of pay grade, be exempt, and not be represented by the Douglas County Employees Association (DCEA).

The request as presented was taken to Internal Review Committee (IRC). It would be a staff person in Minden who would supervise professional and paraprofessional staff. We currently have one person in this position (Linda Wilson) and propose another.

- b. Supplemental Request for additional Senior Library Technician position.
Director Dodson stated this is the request for a dedicated public services position.
- c. Recommended revisions to Library organizational chart.
Two different organizational charts are provided, existing and proposed.

The new supervisory position and reallocation of staff resources reduces the number of Director Dodson's direct reports which is the alternative scenario providing two equal supervisors who would be in charge of day to day operations at Minden as well as other assigned departments.

The administrative arm of this chart, the Administrative Services Manager (ASM), would supervise the Library Technician who does administrative work, the IT Coordinator and the IT dedicated Library Technician. The IRC felt that IT staff should report to the ASM since this is an administrative function. Currently, the ASM only has one direct report and they felt she should have more. This was by direction of the County Manager.

In the proposed organizational chart, there is not much change to the Lake Tahoe location. Director Dodson is working with Human Resources (HR) to move the Senior Library Technician position to Minden and a Library Technician position to the Lake Tahoe branch location.

We have a current librarian who would be promoted into the library supervisor position (HR said we would have to eliminate that existing Librarian position). We would not be losing a position, just upgrading an already existing position.

Time is of the essence; if this is set aside it cannot be revisited for another year. It's not in the best interest of the library to delay consideration. Even though Director Dodson felt more administrative staff was needed, the Board rejected it, and she's tried to balance out positions already in place, coming up with the one additional public service position, as requested by the Board.

She listened to the recording of last month's meeting three (3) times so she could be sure of Board directive. She felt her other work was suffering with so many staff to supervise. These two supervisor positions would be able to take on new responsibilities; workload would be more balanced by transferring off some of their workload to public services staff.

These two proposals together equal a significant budget savings over what was proposed last month because we would promote from within. Staff members, to whom Director Dodson has spoken, agreed this would be a good organizational plan under which to work.

Chairperson Jensen stated it was his recollection was that there was directive to shift responsibility. He didn't see that this new library supervisor position would be a problem or add administrative staff. It spreads work out more and he would support it.

Vice Chairperson Rogers felt the supervisor request added another administrative position. She reiterated that the Board rejected it.

Trustee Foley thought the Board agreed to just review the organizational chart before an existing staff member took on more responsibility.

Vice Chairperson Rogers agreed. She felt the supplemental requests and the proposed organization chart should be separate. The Board needs more time to review the current organization chart and evaluate the need for supporting staff. Director Dodson stated the current chart is not applicable anymore. Vice Chairperson Rogers agreed, but thought this shouldn't all be bundled with the supplemental requests. Director Dodson responded that when she took these to IRC and HR, they informed her it should all be bundled. These supplemental requests support the proposed organizational chart.

Chairperson Jensen surmised that when the proposed organizational chart is presented to the Commissioners it's just informational and done to show how the supplemental request for these positions fit into library operations. They wouldn't be voting on the chart only the requests.

Director Dodson confirmed that was correct, but she was including it in her presentation to the Commissioners. The Board approves the library's organization chart, not the Commissioners. The Board can choose to vote on the chart separately from the supplemental requests. She felt she was following Board instructions by restructuring current positions and adding a customer service position.

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

MOTION:

Trustee Wolle made a motion to approve the supplemental requests for a Library Supervisor and Senior Library Technician and approve the proposed organizational chart as presented by Director Dodson. Trustee Garrahan made a second.

Trustee Foley asked for more discussion, making the comment that it was her understanding that when presenting to the Commission, the Board wanted them to hear the message that this Board wants staff in public service rather than admin services. Trustee Foley said that when presented with the two positions, the Commission would probably go with the least expensive option.

Director Dodson replied that she would give the Commissioners an accurate representation of what the Board wants. Continuing, as Chairperson Jensen mentioned

before, the library supervisor position would be a public services position in charge of Adult Services and Circulation, which are both public service activities.

Chairperson Jensen stated that he supported Director Dodson's proposals.

AMENDED MOTION:

Vice Chairperson Rogers made a motion to amend the motion on the table to remove the organizational chart.

Maker of the original motion, Trustee Wolle, declined the request for the amended motion.

VOTE:

Chairperson Jensen called for a vote. The motion made by Trustee Wolle was voted upon and carried with three (3) in favor, Trustee Garrahan, Trustee Wolle, and Chairperson Jensen; and two (2) opposed, Vice Chairperson Rogers and Trustee Foley.

16. MONTHLY REPORT [Discussion]

- a. Friends / Foundation
 - i. Friends Board Monthly Meeting – April 8, 2019
 - ii. Foundation Annual Meeting – May 8, 2019
- b. Completed Library Programs
- c. Current / Planned Library Programs
- d. Usage statistics

After hearing usage statistics, Trustee Foley remarked that she thought these were going to compare last year with this year, for example, print circulation last year vs. this year. Director Dodson explained after last month's meeting, she met with Vice Chairperson Rogers and Chairperson Jensen and this was discussed. The State Library requires we collect certain data so we cannot change it, but we can add other data.

Chairperson Jensen echoed the comments by Trustee Foley, in that monthly statistics do not help him, but annual data from year to year helps the Board see changes and make decisions.

Linda Wilson, Library Supervisor, asked if she needed to start counting other data not on this report, adding that a simple year to year comparison would not be cut and dried because of changes in policy or equipment in service at the time the statistics were collected.

Director Dodson asked the Board if they were still interested in getting the routine statistics presented every month.

Trustee Wolle stated he liked them every month, as is. Chairperson Jensen was fine with keeping current statistics as is, but adding year to year data benefits new library board members. He was personally looking for broader categories, something that showed year to year trends in bigger areas.

Linda Wilson responded those would be a subset of what is normally presented each month. Chairperson Jensen asked staff to make the decision about what additional statistics to report.

Director Dodson commented this is new and we are still feeling our way around. She will report back at the next Board meeting.

17. CLOSING PUBLIC COMMENTS

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

18. ADJOURNMENT [Action]

There was no further action or discussion. The meeting adjourned at 12:30 p.m.

Director's Monthly Report March 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. On March 22, I attended the third class, "Effective Discipline and Documentation". Meetings with staff have been revised to a new system that aligns with chain of command. I meet with professional-level employees on an individual basis every week. I am meeting monthly with all supervisors. I have 1-on-1 meetings with other staff as requested. Communication keeps improving, and I continue to look for positive solutions.
2. Staff Meetings and Training. Staff meetings are held monthly on the first Tuesday, with the exception of June. We added a staff training component this year. Every month on the second Tuesday we hold a 30-minute training session that covers a specific training topic. Topics covered so far:
 - i. Reference and Helping patrons
 - ii. PDF files – how to download and print them
 - iii. How to better assist a parent or child with locating books at the appropriate reading level
3. Staff Vacancies. We have filled a part-time Library Page vacancy. We will be welcoming our new employee in early April, pending background checks. We are in the early stages of the recruitment process for hiring a Library Technician for the Lake Tahoe library, in anticipation of Dan Doyle's upcoming retirement.
4. Evaluations. The list of recently completed performance evaluations:
 - a. Sarah Bates
 - b. Kathy Munson
 - c. Rachel Soleta
5. Friends of the Library. At their March meeting, the Friends voted to financially support the Summer Reading Program (for readers of all ages) by sponsoring special events and providing funds for books, incentives, and materials. The Friends are very generous and we greatly appreciate their support of the Summer Reading Program.
6. Library Foundation. The Library Foundation met on March 20 at the Minden Library. The Foundation discussed the bookmobile and the Summer Reading Kickoff event. They were presented with Open Meeting Law Training conducted by Cynthea Gregory, Deputy District Attorney.