

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 5/28/19*  
**LIBRARY BOARD OF TRUSTEES MINUTES**  
**APRIL 23, 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

**State Library:** Tammy Westergard, Deputy State Librarian and Norma Fowler, State Library Consultant

**THE MEETING CONVENED AT 10:03 A.M.**

**1. PUBLIC COMMENTS**

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

**2. 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. Trustee Lisa Foley made a second and the motion carried unanimously.

**3. APPROVAL OF THE MINUTES OF THE MARCH 26, 2019 REGULAR MEETING [Action]**

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

**MOTION:**

Trustee Kate Garrahan made a motion to approve the minutes as presented. Vice Chairperson Bonnie Rogers made a second and the motion carried unanimously.

**4. CONSENT CALENDAR [Action]**

a. For possible action. Approval of Gift fund claims

i. March/April 2019

*Amy Dodson/Petty Cash	2 <sup>nd</sup> Grade Program	02688	\$ 12.88
*Amazon.com	Light table and accessories for children's use (DCL)	02705	\$ 740.85
*Amy Dodson/Petty Cash	STEAM Club supplies; 3D Pen Program 3/26/19	02706	\$ 104.54
DoCoProcurement/KM	Volunteer Reception invitations	02722	\$ 75.98
*DoCoProcurement/MP	TAB Mtg 3/20/19; Natl. Lib. Week Drawing & Gummy Worm Guess Jar	02723	\$ 148.85
AccuCut	SRP themed die cuts (community donations sponsored)	02724	\$ 145.00
Rachael Lambin	Book Sculpture (Flowers) at DCL and DLT 4/9and 4/11/19	02735	\$ 450.00
*Scholastic	SRP incentives for teens	02738	\$ 278.70
Davis, Luise	Reimb. for Volunteer Reception Supplies/refreshments	02740	\$ 128.22

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 Garrahan made a second and the motion carried unanimously.

**5. DEPUTY STATE LIBRARIAN TAMMY WESTERGARD WILL PRESENT INFORMATION ABOUT NV LIBRARY TRUSTEE TRAINING OPPORTUNITIES AND UPCOMING LIBRARY INITIATIVES [Presentation]**

Library Director Amy Dodson stated that guests from the Nevada State Library were here today to give a presentation regarding library initiatives and trustee training.

For the record, **Tammy Westergard**, Deputy State Librarian introduced herself and **Norma Fowler**, Library Consultant. Ms. Westergard presented a PowerPoint presentation explaining current statewide initiatives and the state library's online training modules for library trustees. Ms. Westergard stated the trustee training modules are on a soft roll out. She invited feedback from Trustees who take the online courses. The URL for the website is <https://elearn.infopeople.org/>.

Board, staff, and state library staff comments are below.

- There is no statutory requirement of trustees to complete the online state training but there are statutory requirement roles and responsibilities of which all trustees should be aware. This training provides that information.
- A policy could be established to whereby new trustees would have to complete the online training within a certain time.
- The Trustees agreed they preferred completing modules on a self-paced basis.
- Training should be structured and included in Board of Trustee meetings; this would be easy to add to agendas. Certificates of completion should be included in the Trustees' files.
- Review of completed modules could be included on Board agendas and discussed at meetings.

The Board of Trustees mutually agreed that the recommended approach would be to complete modules on a self-paced basis and then discuss each module at a subsequent Trustee meeting.

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

### **a. 3/31/2019**

Augmentations submitted in January have finally been transferred into our designated account line items, as this report now shows. \$75,000 was added to Library Materials. Small dollar amount augmentations have also been added to Office Products, and the Statewide Grant account. The budget is right on target for this time in the fiscal year. The deadline to expend the funds is June 30, 2019. The capital funds for the HVAC project have been carried over into this fiscal year. We have two (2) months left in the fiscal year so we are a little ahead.

#### **Gift Fund Summary – 3/31/19**

Revenue YTD	\$ 18,130.55
Expenditures YTD	\$ 56,106.05
Fund Balance YTD	\$107,525.45

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

Director Dodson referenced support document #7 in Board packets. This document is another revision after a small change was requested by the Board at last month's meeting. The change is in the third paragraph under "1. Public Comments [No Action]" and reflects the verbiage the Trustees requested. The change would take effect as of the May 2019 Board meeting.

Chairperson Jensen asked for discussion. There was no Board of Trustees discussion.

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

Trustee Garrahan made a motion to approve the language as presented. Vice Chairperson Rogers made a second, and the motion carried unanimously.

**8. AGENDA PROCEDURES. DISCUSSION ON ESTABLISHING A PROCEDURE FOR LIBRARY TRUSTEES TO ADD ITEMS TO FUTURE MEETING AGENDAS [Discussion]**

This was discussed at a Board of Trustees meeting last year. An excerpt from the minutes of the August 2018 meeting was provided in Board packets (supporting document #8) and identifies the motion and approval of an interim procedure.

There was brief discussion by the Trustees and the following language was agreed upon.

"Trustees are to submit all items to be included on the Board agenda to the Library Director by the end of day Monday the week prior to the week of the scheduled Board meeting."

Chairperson Jensen confirmed that for now this would be procedural.

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

Chairperson Jensen referred to the materials he handed out at the March Board meeting and the intent for Trustees to come back at today's meeting and decide how they should proceed with a new director evaluation form. He asked for Board discussion.

Trustee Foley stated the first thing would be to look at the job description since that document identifies the criteria for the evaluation.

Vice Chairperson Rogers asked if the Board of Trustees had a copy of the job description. Director Dodson stated that she would email it to Board members but it should be in the Trustees' handbooks.

Chairperson Jensen asked if the Board should develop a subcommittee. Trustee Foley agreed with forming a committee. Trustee Charles Wolle had no input.

Cynthea Gregory, Deputy DA, said it would be okay to form a subcommittee as long as it was just two Board of Trustee members and other members agreed to those two individuals.

That said, Chairperson Jensen suggested that he and Trustee Garrahan meet to prepare a draft that will be a further discussion item at the next Board meeting. Board of Trustee members mutually agreed to this arrangement.

Director Dodson followed up that at the next meeting, a new draft document would be available for review and discussion, not action. Chairperson Jensen confirmed.

#### **10. DISCUSSION ON FORMING A SUBCOMMITTEE TO REVISE LIBRARY BOARD BYLAWS [Action]**

Chairperson Jensen asked Director Dodson if she had materials for this item. Director Dodson responded that everything was in the Trustees' handbook. She asked if the Board of Trustees wanted an official subcommittee. Vice Chairperson Rogers stated she would like a subcommittee. Chairperson Jensen stated he was fine with an unofficial committee of two Board members. Director Dodson reminded everyone that once a bylaw draft is agreed upon, it has to go to Cynthea Gregory, Deputy DA, for her review.

Vice Chairperson Rogers and Trustee Foley volunteered to be on the committee. In response, Chairperson Jensen assigned this task to Vice Chairperson Rogers and Trustee Foley. Chairperson Jensen asked about the required date for completion. Director Dodson stated an interim document is due later this year.

There was no official action on this item.

#### **11. ANNUAL BUDGET. DISCUSSION OF UPDATES TO ANNUAL BUDGET PROCESS [Discussion]**

##### **a. Tentative Budget decisions**

The tentative budget this Board of Trustees approved on February 26<sup>th</sup> was presented to the Board of County Commissioners on April 3<sup>rd</sup>. It was modified by the County Manager and CFO who took \$40,000 out of the Library Materials account. The County Manager subsequently presented the \$40,000 as a Supplemental Request. This gave the library a total of three supplemental requests, rather than the two that this Board approved on February 26<sup>th</sup>. This was done because he disapproved the increase in projected expenditures, citing that it was significantly over the prior fiscal year's adopted budget.

The Board of County Commissioners did not fund any of the three Supplemental Requests presented.

When the County Commissioners receive the final budget on May 20<sup>th</sup>, they still have the power to make changes to more closely match what this Board of Trustees voted upon and approved at their meeting on February 26<sup>th</sup>.

The final tentative budget will be presented on April 30<sup>th</sup>.

- b. Capital Improvement Projects: presentation date TBA

The Capital Improvement Project requests will be presented on April 30<sup>th</sup>.

- c. Final Budget Meetings: May 2 and May 20

The final budget meeting will be held on May 20<sup>th</sup>. The tentative budget becomes the final budget based on the Board of County Commissioners' directives.

The Board of Trustees asked when they would see the final budget. Director Dodson stated she wanted to wait until the final budget was voted upon on May 20<sup>th</sup>. Finance has to conduct their workflow, but this Board will make the final decision as to how the funds are allocated by line item. If that differs from Finance's initial distribution, they will have to make the changes this Board directs. It is in the Nevada Revised Statutes that the Library Board of Trustees makes the final decision.

Director Dodson continued that when she and Chairperson Jensen met with the County Manager before the tentative budget meeting, he was much more positive about the library's budget and supplemental requests. Director Dodson asked him if she could at least reclassify the one position to support the Board approved org chart, as long as Human Resources was on board. The financial impact to the budget would only be approximately \$7,000. Director Dodson said that the County Manager stated that he would support this type of change.

There was no further discussion.

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

- a. Friends / Foundation
  - i. Friends Board Monthly Meeting – May 13, 2019
  - ii. Foundation Annual Meeting – May 8, 2019
  - iii. Spring Book Sale – May 10-12, 2019
- b. Completed Library Programs
- c. Current / Planned Library Programs
- d. Usage statistics

The monthly report is attached and made part of these minutes

Linda Wilson presented statistics. The usual monthly report was provided, along with comparative statistics as requested by the Board. The comparatives are a sample only and go back 5 years.

The Board of Trustees stated they would prefer to see year to year comparisons rather than month to month comparisons. The graph presented in the comparative statistics is not necessary. The Board also indicated that the categories were acceptable. The Board asked Linda to include all check-outs in these categories, including digital check-outs.

Linda Wilson responded that she will present those to the Board on a go forward basis.

Trustee Foley requested that the Virtual Reality program being offered at the Minden library be offered at the Lake Tahoe library also. Director Dodson stated that the Friends of the Library are considering funding this project.

It would cost approximately \$2,000 and we will definitely look at it. Director Dodson will work on a more detailed cost for all equipment, software, and accompanying items needed to support the system. The equipment in Minden is not portable and cannot be transported to the Lake Tahoe library. Linda Wilson added that Larry Wilson, the IT coordinator, is looking at new technology where goggles are not dependent upon the sensors; one that's a more portable system.

There was no further discussion.

### **13. CLOSING PUBLIC COMMENTS**

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

### **14. Adjournment.**

There was no further action or discussion. The meeting adjourned at 12:25 p.m.

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## Director's Monthly Report April 2019

1. Progress on Improvement Plans. I continue to meet with professional-level employees on an individual basis every week. I am meeting monthly with supervisors. I have 1-on-1 meetings with other staff as requested. Communication continues to improve.
2. Staff Meetings and Training. Staff meetings are held monthly on the first Tuesday of each month, with the exception of June. We did not we hold a 30-minute training session in April due to scheduling conflicts. We will resume training sessions in May.
3. Douglas County Budget Hearings. The tentative budget hearings were held April 1-10. The presentations were more detailed and in-depth this year. Overall, the commissioners enjoyed the library's presentation and indicated interest in our programs and services. The County Manager and Chief Financial Officer changed the library's tentative budget after the presentation, and took \$40,000 out of Services and Supplies and turned it into a Supplemental Request. This request was in addition to two (2) Supplemental Requests approved by the Library Board. On April 10, the County manager recommended to the BOCC to not fund the three (3) supplemental requests. The BOCC voted to approve the County Manager's recommendations. The final budget will be presented May 2, and the BOCC is scheduled to vote on the final budget on May 20.
4. May The 4<sup>th</sup> Be With You. The Town of Minden is holding a "May The 4<sup>th</sup> Be With You: Star Wars Day" in Minden Park on Saturday, May 4 from 2:00-5:00 pm. The Library will have a booth for library promotion and Summer Reading Program pre-registration.
5. Friends and Foundation Book Sale. The Spring Book Sale – organized by the Friends and Foundation Book Sale Committee – will be at the CVIC Hall, May 10-12. Every sale is very successful and the community is enthusiastic and supportive. The funds raised go directly to library services and programs. The Friends also gain new and renewal memberships at the sale.
6. Douglas County Business Showcase. The Library participated in the Business Showcase with other county departments on April 11 at the Douglas County Community and Senior Center. A total of 1,050 people attended the event. Library employees talked with the public and distributed library information and giveaways.



7. Staff Vacancies. We have filled a part-time Library Page vacancy. Mary Grace Miluck joined the DCPL team on April 8. We are currently working on the recruitment of a Senior Library Technician for the Lake Tahoe library, in anticipation of Dan Doyle's upcoming retirement. The vacancy is posted internally through April 23. There are six (6) employees who are potentially eligible to apply for the position.
8. Volunteer Reception. The library volunteer reception was held on Friday, April 12 from 2:30-4:00 pm. Forty (40) volunteers attended and made many positive comments about the event. The staff worked hard to make the reception a memorable one for our exceptional volunteers.
9. University Women of Carson Valley. The local University Women group visited the Minden Library on April 13. I presented a PowerPoint presentation about the library's history, collections, and programs. The group then enjoyed hands-on experiences with Launch Pads and Virtual Reality.
10. Evaluations. The list of recently completed performance evaluations:
  - a. Larry Wilson