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APPROVED 6/25/19
LIBRARY BOARD OF TRUSTEES MINUTES
MAY 28, 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 10:02 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/VOTE:

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

3. APPROVAL OF THE MINUTES OF THE APRIL 23, 2019 REGULAR MEETING. [Action]

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

MOTION/VOTE:

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

4. CONSENT CALENDAR [Action]

a. For possible action. Approval of Gift fund claims.

i. April/May 2019

Findaway World	Launchpads (Smallwood Grant)	02732	\$ 1,329.91
DCPL Foundation	Donation from James Turner	02742	\$ 1,000.00
Demco	May the 4 th Be With You event mtls; Adult SRP mtls	02747	\$ 97.43
AD/Petty Cash	ERC event (staff birthday 4/23)	02753	\$ 7.96
Criterion Pictures	Free Solo, DVD (@ DCL & DLT)	02763	\$ 175.00
Findaway World	Launchpads (Smallwood Grant)	02771	\$ 6,149.57
DoCoProcurement/KM	Volunteer Reception food	02779	\$ 271.90
DoCoProcurement/AD	State annual filing of officers (FOL); May the 4 th Be With You event mtls.	02780	\$ 456.96
*DoCoProcurement/MP	Staff Mtg refreshments 4/2; TAB Mtg Refreshments 4/17	02781	\$ 45.49
Findaway World	Launchpads (Smallwood Grant)	02792	\$ 369.97
*Demco	2019 SRP materials, prizes, etc.	02798	\$ 1,424.08
*Swank Movie Lic.	Copyright Compliance license (annual)	02800	\$ 1,369.00
*Science Wizard	2019 SRP kick-off event performer @ DCL and DLT	02801	\$ 815.00

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

MOTION/VOTE:

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

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

a. 4/30/2019

It's the second to last month of the current fiscal year. We will try to spend everything down before June 30, 2019. If not, we normally get those funds back in a few months. We are under budget in Salaries & Wages and Benefits at 77% and 76% respectively,

so we will have a salary savings at the end of the fiscal year. Services & Supplies is at 88% which is normal for this time in the fiscal year.

After close of the fiscal year and subsequent final audit, if there are left over salary savings, those funds come back into the library's budget by means of an augmentation of the Adjusted Opening Fund Balance (AOFB) money. It's not known whether those funds can be allocated into other categories, but Director Amy Dodson stated she would find out. If it is possible, she would allocate them to Services & Supplies accounts. If it is not possible, she would seek allocation into the new staff position that was recently denied by the Board of County Commissioners (BOCC).

Gift Fund Summary – 4/30/19

Revenue YTD	\$ 21,456.38
Expenditures YTD	\$ 59,178.19
Fund Balance YTD	\$ 86,069.62

6. LIBRARY BOARD BYLAWS. DISCUSSION OF BYLAWS AND POSSIBLE REVISIONS. [Discussion]

Trustee Lisa Foley passed out a document, "Sample Board Bylaws for Governing Boards." It is provided just for information at this point. Director Dodson stated she had bylaws from other Nevada libraries she would send to them. Accepting, Foley and Rogers requested three (3) sample bylaws from other libraries. Director Dodson will email digital versions to them.

Trustee Foley indicated they will bring a draft to next month's Board of Trustees meeting, and that this should be placed on the agenda for discussion.

Trustee Wolle commended subcommittee members Foley and Rogers for getting the document out so quickly and the opportunity to review a draft at the next Board meeting.

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

Chairperson Jensen indicated he and Trustee Garrahan met and made some minor changes to the existing director evaluation form but they were not significant enough to bring back to the Board for discussion today. Jensen and Garrahan will take what they've prepared to Human Resources and the Assistant District Attorney to get feedback and the process. At the next Board meeting there should be something to present to the rest of the Board for comment and discussion. In the meantime, if Board members have input to provide on the last draft distributed at the March meeting, please provide it to Jensen and Garrahan. Director Dodson will add this item to the next month's Board meeting.

8. DISCUSSION OF STATE LIBRARY'S ONLINE TRAINING FOR NEVADA LIBRARY TRUSTEES AND REVIEW OF COMPLETED MODULES. [Discussion]

Chairperson Jensen commented that he finished the first module of the online training. Trustees Foley and Garrahan indicated that they had finished all the modules, completing the entire online training program. They submitted their certificates of completion to Director Dodson.

Trustee Foley felt it should be policy that Board members complete this training in two months. Continuing, she felt that the most important thing she came away from the training was that as Board members, we serve as the voice of citizens. We need to ask enough questions as possible to make informed decisions and that we see ourselves as advocates for the citizens as well as the library.

Trustee Foley also stated that new trustees coming onto the Board should have an understanding of that role. We should impress upon them the importance of attendance not just at the Board's monthly meetings, but attendance at five (5) Douglas County library events per year so they understand it's not just a commitment to a monthly meeting. Relatively speaking, this Board is passive compared to some of the other boards discussed in the training. She would like to see that we ask a little more of our Board of Trustee members and that they play a more active, not passive, role as a Library Trustee.

Chairperson Jensen commented about considering this for inclusion in the Bylaws and whether it would be appropriate.

Referring to the online training, Trustee Garrahan stated that she planned to meet with Director Dodson to ask her to explain technical operational items for which she had questions.

Trustee Foley asked fellow Board members if they felt it would be wasteful to discuss the training at Board meetings.

Trustee Garrahan stated, yes, we can do that, but in her opinion we should meet with whomever we need to meet with to get our questions answered before meeting as a Board for discussion. It may be a waste of time in a Board meeting since each of us may take different things from the training modules. She recommended meeting individually and then meeting as a Board.

Chairperson Jensen saw a benefit to having a single topic from the training modules to discuss at each Board meeting. He asked if there was an outline.

Trustee Foley responded there is an outline to accompany the training.

Chairperson Jensen preferred to leave the Board training discussions open ended and focused on one topic at a time.

Trustee Garrahan shared with the Board that during her training, she was able to use a feature in the software to communicate with Norma Fowler, Library Consultant with the Nevada State Library, who was wonderful and responded right away to her questions.

Director Dodson also felt it best to leave this as an open ended discussion item on agendas. If more in-depth discussion of topics were desired or needed, she recommended conducting a training or workshop session. Norma Fowler could help us facilitate such a session. Since Board meetings cover a lot, it would be better to do extended discussions outside of the Board meetings.

All the Board members agreed to handle this as an open ended discussion item on Board agendas.

9. ANNUAL BUDGET. DISCUSSION OF UPDATES TO LIBRARY BUDGET.

[Discussion]

a. Capital Improvement Projects presented April 30, 2019

Director Dodson stated the BOCC heard our proposal for Capital Improvement projects (CIPs) which they quickly denied and moved on. Vice Chairperson Rogers commented that she was at this BOCC meeting when the two additional staff positions were requested and the County Manager did not approve these requests; he indicated there was no justification for them. Director Dodson stated the staff positions were in the form of Supplemental Requests and those were not heard at this meeting; this meeting was Capital Improvements only. She and Chairperson Jensen met with the County Manager about the Supplemental Requests matter earlier.

i. Library Roof to be replaced \$110,000

Director Dodson learned of the Minden library roofing project when Public Works presented their CIPs. The cost is to come out of the Public Works budget which is \$125,000. The roofing project is scheduled in the near future. Funds for the roofing project will not affect the library's current approved Capital Projects, since capital funding is allocated specifically for each project; capital funds are not intermingled.

b. Final Budget adoption May 20, 2019

Director Dodson handed out two documents, Supporting Documents 9b and 9c. Document 9b is the final library budget adopted by the BOCC on May 20, 2019. The library's grand totals in the categories of Salaries & Wages, and Services & Supplies did not change since this Board first approved it in February with the exception of \$40,000 which was removed from the Library Materials account by the County Manager and Finance Director. The total budget for Services & Supplies is now \$471,468.

c. **Approval of adjustments to Library budget line items FY19-20 [Action]**

Supporting document 9c shows that the BOCC deducted \$40,000 from the Library Materials account. This was without this Board's consent. Director Dodson proposed that the Board consider her reallocation to replenish the loss of \$40,000 in the Library Materials account. To achieve this, \$15,000 was deducted from Professional Services, and \$5,000 was deducted from Small Equipment. The \$20,000 was then added to the Library Materials account, to help replenish that account. The total funding in that account would then be \$180,000. Director Dodson felt that it was more important to replenish the Library Materials account and cut back in the other two accounts.

Trustee Foley asked if there was a possibility of obtaining the \$40,000 from other sources. Director Dodson stated that there may be funds available in the fall that could be used to augment the Library Materials budget and if available, she would use those funds.

Chairperson Jensen asked if item 9c is what the Board should act upon. Director Dodson responded yes, adding that this type of reallocation does not need Board approval, but she felt it appropriate to seek the Board's approval so when she takes this to the County, she would have it.

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

MOTION/VOTE:

Trustee Garrahan made a motion to approve the proposed reallocation of budget funds. Trustee Wolle made a second and the motion carried unanimously.

10. DISCUSSION AND POSSIBLE ACTION TO APPROVE REVISED LIBRARY ORGANIZATIONAL CHART WITH PLAN FOR REORGANIZATION. [Action]

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

Director Dodson explained that the organizational chart before the Board today was nearly the same as the one presented earlier, except the Senior Library Technician position was removed because the BOCC denied the request; however, the County advised they would support it if funds were located or revenue was more than expected.

Vice Chairperson Rogers stated that she spoke to a County Commissioner about the reorganization. His comment said that there seemed to be "a lot of chiefs" for eighteen (18) employees. It was a concern for others to whom she spoke and a concern was that if this Board went against the Commissioners, it would not be looked upon favorably.

Director Dodson added that she and Chairperson Jensen met with the County Manager about the Supplemental Requests and other options were discussed. He said if we could find a way to reclassify the position and spend a minimal amount of funds, he may support it. He directed her to meet with Human Resources, which she did.

The Human Resources (HR) Director instructed her to revise job descriptions and determine the cost, if any, to restructure. If the job descriptions could be revised and a restructure made cost neutral, the HR Director stated she would support it and then it could get approved at the next level. After long discussion about the job descriptions, the HR Director felt it best for all the library supervisors to be at the same level. Taking that, Director Dodson reworked the organizational chart, and upgraded some employees, essentially an internal reorganization. This was submitted to Finance and it was determined to be even better than expected, resulting in a \$49,000 salary savings. Supporting Document, Agenda Item 10, in the packets is from Finance. The savings came from a recent staff retirement and promoting a staff person into that position at a lower salary rate. The promotion created a vacancy which will be hired in at a lower salary rate than paid to the promoted staff person.

The benefit to Director Dodson is that this reorganization reduces the number of her direct staff reports, just as this Board asked of her. Under the current organizational chart, nine (9) staff members report to Director Dodson. Under the proposed organizational chart, the number is reduced to four (4). She also wanted to balance out the responsibility of all the professional staff. Those staff members would have more direct reports. Director Dodson's job description would not change, but she does need to get out into the community. As well, her personal goal is to develop partnerships with other Nevada library directors.

Vice Chairperson Rogers commented that when she talked to the Commissioner, he said we were top heavy in administration. The Supplemental Requests would have created this situation and was why he wouldn't support the library supervisor position.

Director Dodson stated this is where the recommended reorganization is key. The Supplemental Requests would have changed our Full Time Employees (FTEs) to either 18.44 or 19.44. This is a proposed internal reorganization that does not add any additional positions (FTE). The BOCC is cautious about requests for adding positions they don't feel they can support, but if the director can reorganize internally without adding FTE, and with revenue already available, it's acceptable.

Trustee Garrahan stated this is a golden opportunity for the library because there was a staff retirement at the higher end of the salary scale which created a positive fiscal impact and won't be met with pushback, thus she supported it.

Referencing Supporting Document for Agenda Item #10, the Position Budget Report, Vice Chairperson Rogers asked about the 10% add to the Library Supervisor positions.

Director Dodson replied that when a Douglas County Employee Association (DCEA) represented employee is upgraded into a higher level position, the DCEA requires they get an additional 10% of their current salary, or they get the minimum salary of the position into which

they are promoted, whichever is greater. That is why Finance placed this information on this supporting document. Everything on this spreadsheet is for the coming fiscal year; Finance also included raises for all staff.

Chairperson Jensen stated this was moving in the direction this Board wanted. He disagreed it was top heavy and feel it is more balanced so he supports the proposed organizational chart.

Chairperson Jensen commented that unless there was further discussion was there a motion to approve.

MOTION/VOTE:

Trustee Garrahan made a motion to approve the organizational chart as presented. Chairperson Jensen made a second. The motion was voted upon and carried with three (3) in favor of approval: Trustee Garrahan, Trustee Wolle, and Chairperson Jensen; one (1) opposed: Vice Chairperson Rogers; and one (1) abstention: Trustee Foley.

11. MONTHLY REPORT [Discussion]

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

12. CLOSING PUBLIC COMMENTS.

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

13. ADJOURNMENT

There was no further action or discussion. The meeting adjourned at 11:06 a.m.

Director's Monthly Report May 2019

1. Progress on Improvement Plans. I meet with individual employees on a regular schedule. I also meet with various staff in committee and team meetings. 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. The training session on May 21 focused on the Summer Reading Program and the new "Beanstack App".
3. Summer Reading Program. This year's Summer Reading Program begins on June 1 with the theme "A Universe of Stories!" The kickoff event will feature a "Science Wizard" show, ice cream social, and a small book sale, at the Douglas County Community Center on June 5. Staff have been working hard to prepare for an exciting and fun summer. This year we have adopted an app for readers called Beanstack, which enables readers to register in seconds as individuals or a family. Beanstack is described as an app that "makes it easy for them to earn virtual badges, tickets for drawings, and real-world prizes by keeping track of their reading. Readers can also post book reviews and keep track of activities they complete along the way." We are very excited about offering this new SRP feature.
4. Staff Retirement. After 32 years of devoted service, Dan Doyle has retired from the library. His last day was on May 4, 2019. He will be greatly missed.
5. Staff Vacancies. We filled the full-time Senior Library Technician vacancy by promoting internally. Heather Frueh is now a Senior Library Technician. The promotion resulted in a vacant Library Technician position. Recruitment for this position is in the works.
6. Douglas County Budget Hearings. The annual Douglas County budget hearings concluded with a final presentation to the BOCC on May 20. The library's budget for FY 2019-20 was approved, with one change or adjustments since the last board meeting. The County Manager and Chief Financial Officer adjusted the library's tentative budget after the Library Board voted to approve, and took \$40,000 out of Services and Supplies and turned it into a Supplemental Request. This request was denied by the BOCC, and the Finance department decreased the Library Materials line item by \$40,000.
7. May The 4th Be With You. The Town of Minden held a "May The 4th Be With You: Star Wars Day" in Minden Park on Saturday, May 4. The Library had a booth for library promotion and Summer Reading Program pre-registration. About 150-200 people visited our booth, and we gave out over 100 giveaway items. This was a wonderful opportunity to reach out to families.



8. Friends and Foundation Book Sale. The Spring Book Sale – organized by the Friends and Foundation Book Sale Committee – was held May 10-12. The total amount raised was \$5,924. Every sale is very successful and the community is enthusiastic and supportive. The funds raised go directly to library services and programs.

9. Evaluations. The list of recently completed performance evaluations:
 - a. Veronica Hallam
 - b. Kitty Weber