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APPROVED 8/27/19
LIBRARY BOARD OF TRUSTEES MINUTES
June 25, 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 10:02 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 Kate Garrahan made a motion to approve the agenda as presented. Trustee Charles Wolle made a second and the motion carried unanimously.

3. APPROVAL OF THE MINUTES OF THE MAY 28, 2019 REGULAR MEETING. [Action]

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

Trustee Lisa Foley asked for a correction on page 3, agenda item 6, "LIBRARY BOARD BYLAWS." She stated that she and Vice Chairperson Bonnie Rogers did not draft the "Sample

Board Bylaws” document and would like the language indicating that they drafted the document removed.

Trustee Foley asked for a correction on page 3, agenda item 8, “DISCUSSION OF STATE LIBRARY’S ONLINE TRAINING FOR NEVADA LIBRARY TRUSTEES...” in the first paragraph, last sentence. She stated that she and Trustee Garrahan submitted their completion certificates that day. The sentence should read, “They submitted their certificates of completion to Director Dodson.”

In reference to page 5, agenda item 9, “ANNUAL BUDGET...” subheading “a. Capital Improvement Projects presented April 30, 2019,” Vice Chairperson Bonnie Rogers stated she had an issue with the wording that implied that the Supplemental Requests were not discussed by the Board of County Commissioners (BOCC) at that meeting. For the record, Vice Chairperson Rogers wanted today’s meeting minutes to reflect that the Supplemental Requests were discussed by the BOCC, but the meeting minutes of May 28, 2019, do not need to be changed to reflect this information.

Vice Chairperson Rogers asked for a correction on page 7, agenda item 10, “DISCUSSION AND POSSIBLE ACTION TO APPROVE REVISED LIBRARY ORGANIZATIONAL CHART WITH PLAN FOR REORGANIZATION” in the “MOTION/VOTE” paragraph, remove the word “Vice” from Chairperson Jensen’s title.

Chairperson Jensen noted there was no further discussion and called for a motion.

MOTION/VOTE:

Vice Chairperson Rogers made a motion to approve the minutes with the revisions discussed. Trustee Garrahan made a second and the motion carried unanimously.

4. CONSENT CALENDAR.]Action]

Items on the Consent Calendar are as follows:

a. Approval of Gift fund claims.

i. May/June 2019

Amy Dodson/Petty Cash	Staff Mtg refreshments 5/7	02802	\$ 18.97
Demco	SRP staff T-shirts	02820	\$ 134.94
Amazon	May the 4 th Be With You event mtls	02836	\$ 174.47
Conservation Ambassadors	2019 SRP wildlife performer	02840	\$ 800.00
DoCoProcurement/LEW	Staff member retirement event 4/27 Chicago Mike’s Pizza	02841	\$ 205.50
DoCoProcurement/JB	2019 SRP prizes @ DCL & DLT	02842	\$ 165.88

*DoCoProcurement/SB	2019 Adult SRP prizes (gift cards) 02843	\$ 230.00
*DoCoProcurement/MP	U-Haul rental May book sale; TAB 5/15; 2019 SRP Children/Teen prizes 02844	\$ 567.24
DoCoProcurement/AD	State annual filing for Foundation; 2019 SRP swag 02845	\$ 1083.80
DoCoProcurement/KM	Gift cards for On the Spot employee awards 02847	\$ 100.00

*Funding/partial funding by Friends of the Library

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 Foley made a second and the motion carried unanimously.

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

a. 5/31/2019

Director Amy Dodson reported there was one more month in the fiscal year as of the date of this report and spending reflects that status. There are savings in Salaries & Wages, and Employee Benefits, but the exact savings are unknown at this time.

Services & Supplies are where they should be at this time of the fiscal year. Director Dodson reminded everyone that individual line items do not need to “true up” per the Nevada Revised Statutes.

Gift Fund Summary – 5/31/19

Revenue YTD \$ 23,419.12

Expenditures YTD \$ 71,752.74

Fund Balance YTD \$ 84,106.88

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

a. Bylaws examples from other NV libraries

Trustee Foley noted that several examples of Nevada library board bylaws were included in Trustee packets.

b. Draft of possible new bylaws

Trustee Foley stated that she and Vice Chairperson Rogers worked on the draft bylaws, but this version is already out of date. After she and Rogers met with Cynthea Gregory, the Deputy District Attorney, there were more revisions that needed to be made. A revision will be presented and discussed at the next Board meeting.

Director Dodson asked Trustee Foley if she wanted input. Trustee Foley responded yes, and asked when that would be available. Director Dodson stated she could have it ready in a week or so.

Chairperson Jensen asked if there were certain areas of the existing bylaws that need to be addressed, changed, or added to.

Trustee Foley commented that the first item is that in all other Nevada counties, Trustees meet 12 times per year.

Vice Chairperson Rogers added that she and Trustee Foley added more detail in agendas (meetings) and in Board powers and duties.

Trustee Foley pointed out that new language is shown in italics and in a slightly different font. She reiterated that some things will be changed after the next meeting with the Deputy District Attorney.

With regard to bylaws, Chairperson Jensen asked the Deputy District Attorney about the minefields which might be encountered as a public body.

Deputy District Attorney Cynthea Gregory, introduced herself for the record. She explained that bylaws establish guidelines on an ongoing basis on how to run the operation, elect chairs, conduct meetings, that is, housekeeping matters. They also provide the opportunity for overarching responsibilities, policies, best practices for the library's operations, and give notice to the Director and incoming Trustees about policies, goals, and expectations. We've talked about different items that can be included. Henderson's Bylaws are long and specific; Lyon County's, general and very brief. It's up to this Board to decide how much they want in the Bylaws. It's a working document that you can hand new Trustees on how meetings are run, what a new Trustee is subject to and how to operate as a Trustee. It's important for the purpose and overall goals for the library director so that individual understands the expectation and their responsibilities.

Trustee Garrahan questioned Library Trustees holding other positions on boards associated with the library, such as the Foundation or the Friends of the Library. She had a problem with this and feels it's too much control for one person to have. Should

it be laid out somewhere that Library Trustees can be members of those organizations, but cannot hold a board position in those organizations?

Deputy District Attorney Gregory responded, using herself as an example, indicating she serves on related boards. Planning Commission board members can only serve on one appointed board. The Friends of the Library and the Foundation are not appointed boards so it's okay for their members to serve on multiple boards. It's not a direct conflict of interest since the person(s) in question would not have a personal interest or receive a benefit to themselves.

Chairperson Jensen asked if there was further discussion. Hearing none, he moved on to the next agenda item.

7. DISCUSSION ON JULY SPECIAL MEETING OR DAYLONG WORKSHOP TO DISCUSS HOW TO MAKE LIBRARY BOARD MORE COHESIVE. [Action]

a. COSLA Sample Board Bylaws For Governing Boards

Trustee Foley commented that this handout document could be helpful with regard to effectiveness.

Trustee Foley requested a special meeting or workshop in July, for Board discussion only, not action. She handed out a document that talked about best practices for Board effectiveness. A new bylaws draft would be presented at this meeting which would focus on (1) the revisions to the bylaws, and (2) recommendations on Board effectiveness.

Director Dodson noted the Board does not normally meet in July, it's the busiest month of the year, and because of possible vacations taken by Board members and/or the Director.

Chairperson Jensen's understanding was that the Board determines how many times per year it meets.

Deputy District Attorney Gregory confirmed the number of meetings per year is not in the Nevada Revised Statutes and is a Board decision. The proposed meeting would be subject to open meeting law.

Trustee Garrahan expressed her preference that the proposed agenda items and meeting subject to Open Meeting Law be action items, not just discussion items. Revisions at the proposed meeting could be recorded, read into the minutes, and action taken.

Vice Chairperson Rogers commented that she would hesitate to make final decisions at this type meeting.

Chairperson Jensen remarked that a deadline has not been set on bylaws completion. He was fine with a special meeting but didn't want it daylong. He was content with continuing with the

bylaws during regularly scheduled meetings. A Board effectiveness workshop would need a facilitator.

Director Dodson suggested the Board look at the bylaws over two to three meetings then finalize them.

Trustee Charles Wolle had no comment.

Chairperson Jensen asked whether the bylaws needed to be voted on in their entirety or if individual sections could be voted upon.

Deputy District Attorney Gregory indicated sections could be voted on; it's not required to vote on the entire bylaws.

Chairperson Jensen asked for public comment. Hearing no public comment, public comment was closed. He called for a motion.

MOTION/VOTE:

Trustee Foley made a motion to meet in July to discuss bylaws and come closer to finalizing them. Trustee Rogers made a second. The motion was voted upon and failed with two (2) in favor: Trustee Foley, and Vice Chairperson Rogers, and three (3) opposed: Chairperson Jensen, Trustee Garrahan, and Trustee Wolle.

Chairperson Jensen concluded, saying the Board will continue to discuss the bylaws revisions at regularly scheduled meetings and will not conduct a special meeting or workshop in July.

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

Chairperson Jensen commented he and Trustee Garrahan have not had much progress to submit in a printed version. They met with Human Resources Director Wendy Lang. Lang emphasized that the job description be the guiding factor and that the evaluation form should be tied to that document. Lang advised against taking library staff reviews. Peer reviews were not advised because the Board is a public body, though Lang offered to be a buffer between parties, if the Board decided on that method. She strongly advised going back to the job description.

Chairperson Jensen asked for discussion. He planned the August Board meeting agenda would include review of both the bylaws and the performance evaluation form.

Vice Chairperson Rogers asked that these draft documents be sent to the Board beforehand so there's adequate time to review them before the meeting. The weekend before the meeting is not enough time to review the Board packets.

Chairperson Jensen reiterated that the Board will review these items over the course of a couple of Board meetings.

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

Vice Chairperson Rogers completed the State Library's online training this past weekend and handed her certificate of completion to Director Dodson.

Chairperson Jensen completed the training and sent Director Dodson his certification earlier. He commented that the training demonstrated to him that the expectation was that being a Library Trustee was a full time job.

Trustee Foley asked the Board if they would be interested in a special meeting about being an effective Board and have it facilitated by a professional.

A lengthy Board discussion followed about being a split Board and Board effectiveness. Deputy District Attorney Gregory said this discussion should be about Trustee training and was off topic. She suggested that when the Board discusses long range plans and goals, the issue of being a split Board and Board effectiveness could be an objective in the plan.

Chairperson Jensen asked if there was further discussion about the online training.

Trustee Foley asked for clarification about addressing Board effectiveness.

Deputy District Attorney Gregory suggested to Trustee Foley that she request this item be put on a future agenda. She added that there may be economic impact.

Trustee Foley requested that this be placed on the agenda as an item to discuss, with or without a facilitator.

There was no further discussion.

10. UPDATE ON BOOKMOBILE PROJECT. [Discussion]

- a. Grand Opening
- b. Schedule and Routes
- c. Parking

Director Dodson reported the bookmobile arrived June 13. The driver trained all staff members except two who were not working that day. A training recording was received. Dodson passed out a sample route schedule; very rough and subject to change. This represents six weeks during summer. In fall, there would be a different route.

The grand opening event is tentatively set for July 12 at Heritage Park in Gardnerville. This date is the Town of Gardnerville's Movies in the Park night, which attracts 200-300 people, so it's a good opportunity to show off the bookmobile.

The Foundation purchased and has title to the vehicle though it will be donated to the county. The donation process is somewhat more complicated than previously thought. It was discovered that the BOCC may have to approve the donation.

Deputy District Attorney Gregory noted that the Library Board of Trustees can accept the vehicle on behalf of the county but before that happens, it must be paid for and insured first.

Director Dodson advised that July 18 is the BOCC meeting where the donation would be presented and accepted, but it's a few days after the tentative grand opening date.

Chairperson Jensen asked if the recommendation was that the Library Board have a special meeting in July to accept the donation. He was willing to meet again.

Deputy District Attorney Gregory commented from her perspective the Library Board has been empowered by NRS to accept the donation.

Director Dodson said the Board could have a special meeting to accept the donation or wait and have the BOCC accept and approve on July 18; the grand opening would then follow shortly thereafter.

Vice Chairperson Rogers would like to see this Board have a special meeting so that this Board could accept the donation then go through the BOCC process. It's important that the BOCC know that this Board has the direct authority to accept the donation.

Chairperson Jensen asked Deputy District Attorney Gregory if the Board had to have an action item to decide on a date for an extra meeting or would the Director simply propose dates and then the Board would agree.

Deputy District Attorney Gregory responded that the Board didn't need a specific date to decide on an extra meeting. If such a meeting were to be scheduled, it would need to be posted per Open Meeting Law and items on the agenda identified as action items.

Chairperson Jensen asked for further Board discussion. There was no further discussion.

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

- a. Review and discussion of 2019 Goals and Objectives.
- b. Discussion of possible deadline extensions.

Chairperson Jensen asked Director Dodson if she had a presentation.

Director Dodson handed out the 2019 Goal 1 and Goal 2 Objectives with possible deadline extensions identified in red. She stated there were some items for which she's asking for extension of deadlines. Explaining, it was not only the time needed to devote to the bookmobile,

but that the library is currently understaffed. It's not realistic that the deadlines can be met as they are currently.

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

Trustee Foley didn't understand why the Board receives so many handouts at meetings for which there's no time to review ahead of time. She would like to read and think about proposed matters before she votes on them.

Chairperson Jensen observed some items were complete, though not all.

Trustee Garrahan asked about the consequence of the existing deadlines remaining the same.

Director Dodson responded by saying she didn't want to put undue pressure on the staff. Everyone is working extra time and adjusting their schedules because of staff vacancies.

Chairperson Jensen didn't see that previous deadlines were imminent if the Board wanted to consider the requests.

Director Dodson indicated this item was for possible action, but it's not required, which gives the Board the freedom to vote or not.

Vice Chairperson Rogers asked why Goal 1, Objective 1, Item A, needed to be extended.

Director Dodson responded that the State Library made changes to the program and staff limitations impacted the program as well.

Vice Chairperson Rogers recommended that the Board take this as informational and place it on the August agenda. Chairperson Jensen agreed.

Continuing, Rogers stated the Friends of the Library is interested in purchasing virtual reality equipment for the Zephyr Cove branch library.

Trustee Garrahan asked why the deadline for Goal 2, Objective 3, was delayed 6 months when the others were just 1-2 months.

Director Dodson responded that in talking with staff, Objective 3 is more complex than thought in terms of coming up with something the library can use. Again, staff limitations affect the delay.

Chairperson Jensen asked about the timeline for updating the Long Range Plan.

Director Dodson replied that discussion and review starts at the September Board meeting. Whatever changes are made at that meeting are brought back to the Board at the October meeting to review and make any additional changes, if needed. At the November meeting, the updates

are finalized and voted on. This update would be for 2020. The new Long Range Plan is not due until 2021. We will start working on the new plan in its entirety in 2020.

After discussion and input from Board members, Chairperson Jensen concluded that moving this item to the August agenda was agreeable to the Board and no action was taken.

12. MONTHLY REPORT.

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

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 11:52 a.m.

Director's Monthly Report June 2019

1. Bookmobile. DCPL's first bookmobile arrived on June 13. The vendor sent a trainer who delivered the bookmobile and conducted training for all employees. We are finalizing schedules and routes. We are enthusiastic about starting mobile service in Douglas County!
2. Staff Meetings and Training. Staff meetings are held monthly on the first Tuesday of each month, with the exception of June.
3. Summer Reading Program. This year's Summer Reading Program is starting off strong, incorporating the theme "A Universe of Stories!" This year we have adopted an app for readers called Beanstack, which enables readers to register for the program online as individuals or a family. Beanstack is described as an app that "makes it easy for [readers] 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 feature.
4. Friends of the Library. The Friends have generously sponsored a significant portion of the Summer Reading Program again this year, including funds for books, programs, and supplies.
5. Staff Development. Kitty Weber (Library Technician) and Luise Davis (Librarian) attended the annual conference of the American Library Association (ALA) in Washington, DC, June 21-26.
6. Staff Changes and Vacancies. Recruitment for the Library Technician position is in progress. Sarah Bates, Adult Services Librarian, has resigned, and her last day will be June 26. Recruitment for her position will begin soon. We are working with Human Resources to get positions filled in a timely fashion.
7. Progress on Improvement Plans. I have completed three of the four sessions of the Douglas County Supervisory Management Training Program. I will attend the fourth session next year when it is offered. I meet with individual employees on a regular basis. Communication continues to improve.
8. Evaluations. The list of recently completed performance evaluations:
 - a. Karen Fitzgerald