

August 19, 2019

The Douglas County Public Library Board of Trustees will meet at 10:00 a.m. on Tuesday, **August 27, 2019** in the meeting room of the Minden Library, 1625 Library Lane, Minden, NV. Below is an agenda of all items scheduled for consideration. All items **For Possible Action** will include a Public Comment period.

AGENDA

The Library Board encourages the respectful consideration of all views by members of the public. In order to ensure that every individual desiring to speak before the Library Board has the opportunity to express his or her opinion, it is requested that the audience refrain from disruptive behavior that may interrupt, interfere or prevent the speaker from commenting on items that are for possible action by the Library Board.

1. **Public comments. [No Action]**

At this time, public comment will be taken on those items that are within the jurisdiction and control of the Library Board of Trustees. Public comment will not be taken on agenda discussion items because a public hearing is not legally required.

Public Comment is limited to five (5) minutes per speaker. No action may be taken on a matter raised under this item of the agenda until the matter itself has been specifically included on an agenda as an item upon which action will be taken.

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.

2. **For possible action.** Approval of proposed agenda. The Library Board of Trustees reserves the right to take items in a different order to accomplish business in the most efficient manner, to combine two or more agenda items for consideration, and to remove items from the agenda or delay discussion relating to items on the agenda.

3. **For possible action.** Approval of the minutes of the June 25, 2019 regular meeting and the July 8, 2019 special meeting.

4. **Consent Calendar.**

Items appearing on the Consent Calendar are items that can be adopted with one motion unless pulled by a Trustee wishing to have an item or items further discussed. When items

are pulled for discussion, they will be automatically placed as the next item for discussion or may be continued until another meeting.

- a. For possible action. Approval of Gift fund claims.
 - i. June/July/August 2019
5. Review of Budget Performance Report summary and Gift Fund summary. [Discussion]
 - a. 6/30/2019
 - b. 7/31/2019
6. Library Board Bylaws. Discussion of Bylaws and possible revisions. [Discussion]
7. For possible action. Performance Evaluation of Library Director. Discussion and possible action on draft of changes to evaluation form.
8. Discussion of State Library's online training for Nevada Library Trustees and review of completed modules. [Discussion]
9. For possible action. Discussion of 2019 Objectives and deadlines of the Long Range Plan.
 - a. Review and discussion of 2019 Goals and Objectives
 - b. Discussion of deadlines
10. For possible action. Discussion on requesting a financial presentation at a future meeting by Douglas County CFO Terri Willoughby.
11. For Possible Action. Discussion on policies and procedures followed by the Library Director in hiring and recruiting, both internal and outside candidates for, open Library positions including providing an outline of the specific recruitment efforts for the new Library Supervisor positions.
12. For Possible Action. Discussion on possible Library Board of Trustee training, including effectiveness training and contracting with an outside coordinator or facilitator to conduct the training(s).
13. Monthly Report. [Discussion]
 - a. Friends / Foundation
 - i. Friends Board Monthly Meeting – September 4, 2019
 - ii. Foundation Meeting – September 9, 2019
 - b. Completed library programs
 - c. Current or planned library programs
 - d. Usage statistics
14. Closing public comments. [No Action]

At this time, public comment will be taken on those items that are within the jurisdiction and control of the Library Board of Trustees or those agenda items where public comment has not already been taken.

15. For possible action. Adjournment.

According to the provisions of NRS 241, this notice and agenda has been posted at or before 9:00 a.m. on the third working day before the meeting at the following locations:

Douglas County Libraries, Minden and Zephyr Cove
Douglas County Historic Courthouse
Minden Post Office
Zephyr Cove Post Office
<http://douglascountynv.igm2.com/>
<https://notice.nv.gov>

Supporting material for the meeting is available at the Minden Library, 1625 Library Lane, Minden, NV. A request for copies of the supporting materials may be directed to:

Kathy Munson, Administrative Services Manager
Douglas County Public Library
1625 Library Lane, Minden, NV 89423
775-782-9841
kmunson@douglas.lib.nv.us

Reasonable efforts will be made to assist and accommodate members of the public who are disabled and wish to attend the meeting. Please contact Amy Dodson at 782-9841 before August 27, 2019 for arrangements.

DOUGLAS COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

A quorum or greater number of Library Board Trustees may be gathering at any or all of the following organizations' meetings during the months of September / October 2019. At these meetings the Library Board of Trustees is in attendance to observe the proceedings of the organization and to participate in discussions to the extent allowed by the organization.

These organizations may not have posted a formal agenda for their meetings. The Library Board of Trustees present at the meeting will take no action relevant to the Douglas County Public Library.

Library Foundation Meeting	9/4/19	10:30 AM	Minden Library
Friends of the Library	9/9/19	4:00 PM	Minden Library
Second Wednesday Book Group - Nevada Reads	9/11/19	5:00-6:30 PM	Minden Library
Fall Local Author Gathering	9/30/19	4:00-5:30 PM	Minden Library
Second Wednesday Book Group	10/9/19	5:00 PM	Minden Library
Friends of the Library	10/14/19	4:00 PM	Minden Library

This notice was posted at the following locations prior to meeting days:

Douglas County Libraries - Minden and Zephyr Cove
Douglas County Courthouse
Minden and Zephyr Cove Post Offices