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*APPROVED 9/26/19*  
**LIBRARY BOARD OF TRUSTEES MINUTES**  
**August 27, 2019**

**ATTENDEES**

**Library Board Members:** Mark Jensen, Chairperson; Bonnie Rogers, Vice Chairperson, Kate Garrahan, Trustee, and Lisa Foley, Trustee.

**Absent:** Charles Wolle, Trustee.

**Library Staff:** Amy Dodson, Library Director, Linda Wilson, Library Supervisor, and Kathy Munson, Administrative Services Manager.

**County Staff:** Doug Ritchie, Chief Deputy District Attorney

**THE MEETING CONVENED AT 10:02 A.M.**

**1. PUBLIC COMMENTS.**

Chairperson Mark Jensen introduced Deputy District Attorney (DA) Doug Ritchie from the County's District Attorney's office.

For the record, DA Doug Ritchie introduced himself. He came to Douglas County from Clark County. He sits with and advises the Board of County Commissioners (BOCC) and works with the County Manager. He's excited to be assigned to the library, and has a self-interest in the success of the library.

Chairperson Jensen commented that Deputy District Attorney Cynthea Gregory was assigned to the library for the past couple of years. He asked if it was common to shuffle assignments.

DA Ritchie stated it was common.

Chairperson 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:

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

**3. APPROVAL OF THE MINUTES OF THE JUNE 25, 2019 REGULAR MEETING AND THE JULY 8, 2019 SPECIAL MEETING. [Action]**

Chairperson Jensen asked for public comment. Hearing no public comment, public comment was closed. Chairperson Jensen then asked for discussion; there was none.

MOTION/VOTE:

Trustee Garrahan made a motion to approve the minutes as presented. Vice Chairperson Rogers 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. June/July/August 2019

Amy Dodson/Petty Cash	ERC Staff Quarterly event 6/18	02866	\$ 17.49
Baker & Taylor	Donation in memory of Mary Ann Boyd DLT volunteer	02873	\$ 196.95
*Amazon	3-D pens supplies; 2019 SRP Grand prizes	02880	\$ 949.75
Core Construction Svcs. of Nevada, Inc.	Parking pad & power supply for bookmobile	02897	\$12,845.00
*DoCoProcurement/MP	TAB 6/19; 2019 SRP kick-off ice cream social	02901	\$ 172.91
*Jacques Magician (Simard)	2019 SRP finale performer	02905	\$ 500.00
*DoCoProcurement/SB	2019 Adult SRP documentary film series & prizes	02906	\$ 74.94
*DoCoProcurement/JB	2019 Adult SRP documentary film series DLT	02907	\$ 17.26
Baker & Taylor	Donation in memory of Mary Ann Boyd DLT volunteer	02909	\$ 2,044.35

Baker & Taylor	Donation in memory of Mary Ann Boyd DLT volunteer	02920	\$ 103.16
*DoCoProcurement/MP	STEAM Club 7/3	02930	\$ 32.00
DoCoProcurement/AD	Bookmobile insurance	02932	\$ 543.60
DoCoProcurement/KM	Gift cards for On the Spot employee awards	02933	\$ 30.00
Amy Dodson/Petty Cash	ERC event (staff birthday 7/2, 8/8)	02951	\$ 20.27

\*Funding/partial funding by Friends of the Library

Chairperson Jensen asked for public comment. Hearing no public comment, public comment was closed. Chairperson Jensen asked for discussion; there was none.

MOTION/VOTE:

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

**5. REVIEW OF BUDGET PERFORMANCE REPORT SUMMARY AND GIFT FUND SUMMARY.**

a. 6/30/2019

This is the last month and end of the fiscal year. As shown on the coversheet summary, the library came in slightly under budget on a couple of line items. Otherwise nothing is out of the ordinary for this this time in the fiscal year.

Gift Fund Summary – 6/30/19

Revenue YTD \$ 24,304.91  
 Expenditures YTD \$ 75,232.06  
 Fund Balance YTD \$ 83,221.09

b. 7/31/2019

This is the first month of the 19-20 fiscal year. Budget expenditures are small which is normal at this time in the year.

Chairperson Jensen asked if the 6/30/19 report, which shows 92 percent expended, is the final number or if items were still coming in; also if budget funds are not used, do they come back to the library in the new fiscal year.

Director Amy Dodson indicated that Finance continues to pay past fiscal year expenditures into August, so there could be more items coming in. After the final audit in the fall, we typically would receive adjusted opening fund balance monies which includes tax revenues, but this is a guess until the audit is completed.

Gift Fund Summary – 7/31/19

Revenue YTD	\$	2,531.45
Expenditures YTD	\$	500.00
Fund Balance YTD	\$	0.00

**6. LIBRARY BOARD BYLAWS. DISCUSSION OF BYLAWS AND POSSIBLE REVISIONS.**

Trustee Lisa Foley stated she had not received Director Dodson’s input so the draft bylaws were not available to present to the Board today.

Chairperson Jensen suggested putting this item on next month’s agenda. Trustee Foley and Vice Chairperson Rogers requested this be heard at the October meeting to allow for all input to be received.

Trustee Garrahan asked that when changes are presented that they be in a different colored font. Trustee Foley commented that she would present the document with edit tracking.

**7. PERFORMANCE EVALUATION OF LIBRARY DIRECTOR. DISCUSSION AND POSSIBLE ACTION ON DRAFT OF CHANGES TO EVALUATION FORM. [Action]**

Vice Chairperson Rogers commented that the draft evaluation form presented today does not display changes made from the current performance evaluation form. She would like to see those changes so she can compare the two documents. Director Dodson indicated she will provide Vice Chairperson Rogers with the existing evaluation form.

Chairperson Jensen suggested delaying this item until the next Board meeting. He explained that he and Trustee Garrahan met and made changes in the draft document which tie back to the director’s job description. Jensen indicated he would provide the current version and this draft version so that they can be easily compared.

Vice Chairperson Rogers stated she’d like to see those documents before the next board meeting.

DA Ritchie advised that a preview of the draft form cannot be distributed before the Board meeting and is required to be included in Board packets so the public can see the document when the Board sees the document.

Chairperson Jensen responded he will prepare a new set of documents for distribution in Board packets next month.

MOTION/VOTE:

Vice Chairperson Rogers made a motion to move this item to the September Board meeting agenda. Trustee Garrahan made a second and the motion carried unanimously.

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

Chairperson Jensen noted that this Board agreed to place this item on each agenda to provide the opportunity for discussion. He asked whether the Board wanted to remove it from future agendas or keep it on the agendas.

Trustee Foley commented that this training is not identified in our current Bylaws since this online training didn't exist when those Bylaws were adopted. She asked the Board to be sure this training resource is included in the new Bylaws. She added that possibly Trustee Charles Wolle would like to comment.

Vice Chairperson Rogers said maybe just for rest of this year, the Board leave this item on each agenda.

Director Dodson recommend this be left on each agenda and at year-end conduct a recap or review.

Concluding, Chairperson Jensen indicated this will continue to be on each agenda as a discussion item.

**9. DISCUSSION OF 2019 OBJECTIVES AND DEADLINES OF THE LONG RANGE PLAN. [Action]**

- a. Review and discussion of 2019 Goals and Objectives
- b. Discussion of deadlines

Director Dodson indicated she received new information about updates to the plan. The state library requires Nevada libraries to do a Long Range Plan and always have one in place. Our library does objective updates every year around the end of the year, however, we are only required to do this every other year. When speaking to the state library they acknowledged that our library has been over compliant in the past and doesn't need to submit anything until the end of 2020. In short, we can skip the 2020 update.

Because of this, Director Dodson re-looked at the current deadlines and is recommending later deadlines than what the Board saw at the June meeting, and would follow what the state library requires. With new staff vacancies, staff is overwhelmed, working more desk shifts and taking on projects from employees who have left, and Dodson is focusing on recruitment to get staff positions filled. In summary, the proposal is to look at these revised deadlines again and delay the report to the state library from this year to next year. She emphasized she was not suggesting removing or changing anything until these objectives were achieved.

Trustee Foley made copies of the proposed delayed deadlines presented at the June meeting and handed them out to everyone present.

Vice Chairperson Rogers stated she was truly concerned about the requested time extensions. They were done during Director Dodson's evaluation last year and were intended to be completed as her 2019 goals and now they would be Dodson's 2020 goals. Rogers was not concerned with the state library's timeline, and thought these could have been accomplished prior to the staffing shortages.

Trustee Foley's concern was for taxpayers. They may feel the library is not meeting their expectations. The bookmobile launch and service was published in the local newspaper in July. Foley thought October was too long for implementation of bookmobile service and personally felt the deadline should be September.

Chairperson Jensen stated that the Board should move on to discuss items, methodically going through each item for which a new deadline is proposed.

The Board discussed the objectives and mutually agreed on the following updated deadlines.

### Goal #1

- Objective 1
  - Item A, expansion of Virtual Reality program by September 1, 2019 - change proposed deadline from June 1, 2020 to March 31, 2020 (objective partially complete).
  - Item B, determine need(s) for additional mobile devices by October 1, 2019 - change original deadline from October 1, 2019 to proposed deadline of January 31, 2020.
- Objective 2
  - Item A, collect user data and statistics by September 2, 2019 - change proposed deadline from March 31, 2020 to January, 2020 Board meeting.
  - Item B, gather information from patrons and community by October 1, 2019 - change proposed deadline from May 31, 2020 to March 31, 2020.
  - Item C, determine possibilities technology education programs by November 2, 2019 - change proposed deadline from May 31, 2020 to March 31, 2020.
  - Item D, begin implementing new technology programs by December 1, 2019 - accept proposed deadline of June 30, 2020.
- Objective 3
  - Item B, monitor and evaluate current digital offerings by December 1, 2019 – accept proposed deadline of January 31, 2020.
  - Item C, develop and create learning tools for patrons – change proposed deadline from May 31, 2020 to March 31, 2020.

## Goal #2

- Objective 1
  - Item D, train bookmobile volunteers in basic duties within 30 days of delivery – accept proposed deadline of October 1, 2019.
  - Item E, launch bookmobile service within 30 days of delivery – accept proposed deadline of October 1, 2019.
- Objective 2
  - Item D, Interim documents and handbook will be presented by September 1, 2019 - remove proposed deadline of May 31, 2020 and change to a report of status at the Library Board of Trustees meeting of November 26, 2019.
  - Item E, Inform Board of progress by December 1, 2019 – change proposed deadline of March 1, 2020 to change to the Library Board of Trustees meeting of November 26, 2019.
- Objective 3
  - Item A, Develop a standard system that will be used to evaluate all library programs by March 1, 2019 – accept proposed deadline of December 31, 2019.
- Objective 4
  - Item E, Evaluate the program using new system by December 1, 2019 – accept proposed deadline of January 31, 2020.
- Objective 5
  - Item D, Evaluate the program using new system by December 1, 2019 – accept proposed deadline of January 31, 2020.

Director Dodson commented that this concludes the deadline discussion. Dodson explained that what she's doing by delaying the deadlines is avoiding a scenario that would set the library up for failure. Since she doesn't work alone in completion of the plan objectives, others who participate in completion of the objectives fail, as well. We are bringing four (4) new staff members on board which could be a recipe for a mess and she doesn't want that, and doesn't want the library to be held back because of it.

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

Chairperson Jensen asked if there was a motion to approve the deadlines of the 2019 objectives as discussed.

### MOTION/VOTE:

Trustee Garrahan made a motion to approve the new deadlines of the 2019 Long Range Plan objectives. Chairperson Jensen made a second and the motion carried unanimously.

**10. DISCUSSION ON REQUESTING A FINANCIAL PRESENTATION AT A FUTURE MEETING BY DOUGLAS COUNTY CFO TERRI WILLOUGHBY. [Action]**

Chairperson Jensen spoke with Director Dodson about inviting the County's Chief Financial Officer (CFO) to a Board meeting to give a financial presentation. Jensen thought it best to meet the CFO in person and provide a place where Trustees could ask her questions on whatever topic they chose. This would help educate all the Trustees regarding revenue, the budget process, and so forth.

Vice Chairperson Rogers said she would like to learn about accounting regulations, authorizations of expenditures, etc.

Trustee Foley indicated she'd be interested in other county departments' resources with regard to buildings and maintenance, whether there's a regular cycle of replacement of fixtures, carpet, and other such items. Vice Chairperson Rogers agreed.

Director Dodson stated she would invite a representative from the Public Works Facilities office to a future Board meeting to present information about our facilities, scheduled maintenance and replacements.

Chairperson Jensen indicated this presentation could be in the coming year. He asked Director Dodson if Trustees could communicate directly with the CFO.

Director Dodson replied yes, but it would be best for Trustees to communicate with the CFO through her.

Chairperson Jensen concluded saying that the Board will leave it at that. He asked for public comment. Hearing no public comment, public comment was closed.

*The Board of Trustees took a short recess at 11:13 a.m.*

Chairperson Jensen stated, for the record, the reconvening of the Library Board of Trustees at 11:19 a.m.

He asked for a motion to approve inviting the CFO to a Board meeting.

**MOTION/VOTE:**

Trustee Garrahan made a motion to invite CFO Terri Willoughby to the October Board of Trustees meeting for a financial presentation. Vice Chairperson Rogers made a second and the motion carried unanimously.

**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.**



Chairperson Jensen asked if Director Dodson wanted to open discussion or Trustee Foley, who asked that this item be placed on the agenda. Director Dodson deferred to Trustee Foley.

Trustee Foley stated she would like to hear a description of the job openings and the process of hiring candidates, internal and external, and how they may differ.

Director Dodson indicated that when a staff position opens, she places an electronic requisition into Human Resources' (HR) software program. Information about the position is then taken to an Internal Review Committee (IRC) meeting to discuss and obtain approval for recruitment.

Once IRC has approved recruitment, work commences with HR on how, when and where to post the position (normally on the county website). The position is reviewed and application form questions are developed. Once a position is officially posted, there's a set period of time the position remains open, usually a week.

When the position opening period closes, Human Resources sends all the applicants to her. Director Dodson reviews those applicants and sets appointments for interviews. When interviews conclude, a conditional offer is extended to the selected candidate. If accepted, HR initiates a background check. When the background check is complete and accepted, we select a start date for the new staff member.

Trustee Foley asked about internal candidates and if the process is different.

Director Dodson stated she can choose to open the position internally (to county employees), publicly, or both. If positions are opened to county employees who are qualified, they can apply and be interviewed just like all other candidates.

Vice Chairperson Rogers asked who makes up the interview committee.

Director Dodson stated it's different each time but normally herself and frequently Library Supervisor, Linda Wilson. Depending on the position, we decide upon others. For this particular recruitment we will also have a representative from HR and a representative from another county department to provide outside perspective. The interview panel typically consists of 2-5 members.

Vice Chairperson Rogers observed from the Director's Monthly Report that we are looking for two (2) supervisors.

Director Dodson confirmed the openings were for Linda Wilson's position because of her upcoming retirement and Sarah Bates' position, which was recently upgraded to a supervisor position based on the Board approved library reorganization chart.

Trustee Foley asked if these positions were the same or two different positions.

Director Dodson indicated they are exactly the same Library Supervisor Job Description but the individuals will have different assignments. We will look for 2 (two) candidates with one recruitment posting.

There was no further discussion.

**12. DISCUSSION ON POSSIBLE LIBRARY BOARD OF TRUSTEE TRAINING, INCLUDING EFFECTIVENESS TRAINING AND CONTRACTING WITH AN OUTSIDE COORDINATOR OR FACILITATOR TO CONDUCT THE TRAINING(S). [Action]**

Opening comment on this item, Trustee Foley read an excerpt from meeting minutes of a Library Board of Trustees from 2018. In it, Director Dodson herself comments that the Board of Trustees' no longer works together as a cohesive unit. Trustee Foley handed out the document to Board members and staff.

Director Dodson stated that at that meeting she was referring not to a split board, but addressing individual issues that were under discussion in 2018. A Board member involved in that discussion is no longer on the Board of Trustees.

Trustee Foley replied that didn't matter. She thought that this Board was ineffective.

Vice Chairperson Rogers said that being effective is having information ahead of time, having time to make decisions, and Board members being informed about what's happening. Rogers thought there was a need for the Board (even with the training online) to sit down together, have a discussion moderated by a facilitator, and try to understand how people come to their decisions rather than Chairperson Jensen having some information, and the rest of the Board not knowing that information. Any good Board has trainings or workshops.

Vice Chairperson Rogers and Trustee Foley mutually commented that Chairperson Jensen received information about the Library Director, asserting that Jensen received information from the County Manager which was not shared with other Board members.

DA Ritchie stated that often times a Board Chairperson will receive information from county management. He added that it would be at Jensen's discretion whether it is shared with fellow Board members.

Chairperson Jensen replied that he will take that under advisement.

DA Ritchie reminded the Board that this discussion should stay on the agenda item.

Chairperson Jensen stated he didn't have time for additional meetings and wouldn't support a training or workshop session. Jensen then asked for public comment. Hearing no public comment, public comment was closed.

Chairperson Jensen asked for a motion.

**MOTION/VOTE:**

Vice Chairperson Rogers made a motion that the Board hold a workshop with a facilitator to work on board effectiveness. Trustee Foley made a second. The motion was voted upon and tallied as follows: two (2) in favor, Vice Chairperson Rogers, and Trustee Foley; two (2) opposed, Chairperson Jensen, and Trustee Garrahan.

DA Ritchie concluded by stating that the motion failed for lack of a majority. He recommended that this item be on the agenda for the September meeting.

**13. MONTHLY REPORT.**

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

**14. CLOSING PUBLIC COMMENTS.**

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

**15. Adjournment. [Action]**

There was no further action or discussion. The meeting adjourned at 11:54 a.m.

## Director's Monthly Report August 2019

1. PALS Tax Resolution. At the August 15, 2019 regular meeting, the Board of County Commissioners adopted Resolution 2019R-038, establishing a distribution of the proceeds from the Douglas County Sales and Use Tax of 1999 (PALS Sales Tax) in order to allow the benefiting entities to plan and project revenues for budgeting purposes. At the time the tax was enacted, the specific allocation to the various benefiting entities was not identified. This resolution established the distribution as follows: Library 55%, Senior Services 25%, Parks & Recreation 20%, and Airport 0%.
2. Library Reorganization. On August 15, I presented a request to the Board of County Commissioners at their regular meeting. I requested the replacement of one vacant Librarian position and one Library Branch Supervisor position with two Library Supervisor positions, as part of an internal restructuring of the library. The Commissioners approved the request unanimously. This presentation to the BOCC was the final step in implementing the library's organization chart approved by the Library Board on May 28, 2019.
3. Staff Changes and Vacancies. Recruitment for the Bookmobile Library Tech position is complete; background checks are in progress. The Lake Tahoe Library Tech position is vacant, and we are working with Human Resources to fill that position as soon as possible. Linda Wilson has announced her retirement, and her last day is September 5. Recruitment for her position will begin soon. We are also working with Human Resources on the recruitments for the new Library Supervisor positions that were approved by the Board of County Commissioners on August 15. Having three or four vacant positions simultaneously is atypical. This results in significant challenges for the staff. Therefore the recruitments are top priority.
4. Bookmobile. The Bookmobile Grand Opening took place on August 9. The event was attended by approximately 100 visitors; everyone was excited about the new bookmobile. We have selected a candidate for the Library Tech position that will operate the bookmobile, and the candidate, we hope, will start by September 1.
5. Staff Meetings and Training. Staff meetings are held monthly on the first Tuesday of each month. Due to staff shortages, monthly training sessions have been temporarily suspended.
6. Summer Reading Program. This year's "Universe of Stories"-themed Summer Reading Program concluded on August 3. This year we adopted the Beanstack app that enabled readers to keep track of their reading, enter drawings for prizes, and post book reviews. We have received very positive feedback from patrons. Staff advised that the app has been a tremendous help.
7. Staff Development. Kitty Weber and Luise Davis attended the annual conference of the American Library Association (ALA) in Washington, DC, June 21-26. The next conference of the Nevada Library Association (NLA) is in Reno, November 3-4.

8. Progress on Improvement Plans. I meet with individual employees on a regular basis, and hold monthly staff meetings. Some committees and projects are on hold until vacant positions are filled. I meet with County administration and department heads on an as-needed basis.
  
9. Evaluations. The list of recently completed performance evaluations:
  - a. Rachel Soleta
  - b. Sonjia Wahab
  - c. Linda Wilson