

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 10/22/19*  
**LIBRARY BOARD OF TRUSTEES MINUTES**  
**September 26, 2019**

**ATTENDEES**

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

**Library Staff:** Amy Dodson, Library Director; Julia Brown, Library Supervisor; Kathy Munson, Administrative Services Manager.

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

**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/VOTE:**

Trustee Kate Garrahan 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 AUGUST 27, 2019 REGULAR MEETING. [Action]**

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

Chairperson Jensen drew attention to Page 5, Item 8, in the first paragraph to clarify his comment about this agenda item. The comment was a question to the Board about whether they wanted to

keep the item or remove it from future agendas. He requested this correction be made in the minutes. There was no further discussion.

MOTION/VOTE:

Trustee Kate Garrahan made a motion to approve the minutes as corrected. 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. August / September 2019

Baker & Taylor	Donation in memory of Mary Ann Boyd DLT volunteer	02955	\$ 38.38
Amazon	Tech equipment for bookmobile (Pennington Grant for bookmobile)	02971	\$ 229.98
Baker & Taylor	Donation in memory of Mary Ann Boyd DLT volunteer	02980	\$ 9.06
*DoCoProcurement/ MP	Staff Mtg refreshments 8/6; TAB Mtg refreshments 8/21	02988	\$ 40.81
DoCoProcurement/ LEW	Computer hardware	02989	\$ 56.31
Baker & Taylor	Donation in memory of Mary Ann Boyd DLT volunteer	02999	\$ 13.68
*Demco	Youth Services material for 2 <sup>nd</sup> Grade reading program	03005	\$ 53.90
*Amy Dodson/Petty Cash	ERC event (staff birthday 9/6); items for STEAM Club 9/4/19	03006	\$ 27.87

\*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 Garrahan made a second and the motion carried unanimously.

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

a. 8/31/2019

Director Amy Dodson reported that the fiscal year is at approximately 16 percent complete. We are at approximately 13 percent used in Salaries & Wages and 8 percent in Services & Supplies. Capital Projects has not been moved over to the current fiscal year budget by the Finance office. That typically takes a few months. It's quiet at this time in the fiscal year and there's nothing outstanding to point out. To date, we have salary savings.

Gift Fund Summary – 8/31/19

Revenue YTD	\$ 15,822.18
Expenditures YTD	\$ 1,477.12
Fund Balance YTD	\$ 0.00

**6. UPDATE ON RECRUITMENT OF LIBRARY SUPERVISORS. ONLINE APPLICATION IS OPEN UNTIL OCTOBER 7. [Discussion]**

Director Dodson reported that the supervisor positions were posted September 23 and will remain open until October 7. To date, eight (8) applications have been submitted. The positions have also been posted on the American Library Association (ALA) website, the Mountain Plains Library Association (MPLA) website, the Nevada State Library website, the San Jose State University library school website, and various other libraries' websites in the region.

There are three (3) positions open. Julia Brown's position, Library Branch Supervisor, which is one step below the Library Supervisor position, has been upgraded as per the Board of County Commissioners (BOCC) approval. Per county policy, her former position had to be eliminated in order to put her into the new Library Supervisor position. She is the person in the 3<sup>rd</sup> available position. She must apply for the Library Supervisor position and be interviewed like all other candidates chosen for interview.

Anyone who is eligible can submit their application; the positions are open to both internal and external applicants. Work assignment location, the Minden Library or the Lake Tahoe branch, will be Director Dodson's decision. The positions are at the same level and one pool of candidates will apply for all three (3) positions.

The pool of applicants will be sent to Director Dodson, who will then confer with Human Resources to develop interview questions and discuss candidates. If suitable applicants during the first round of interviews are not found, the positions will be re-opened and another round of interviews will be conducted.

The interview committee will consist of Director Dodson, Christine Vido, Human Resources, Brian Fitzgerald, Community Services, and possibly someone from the state library. Interviews will be conducted in late October or early November.

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

Chairperson Jensen opened by saying that an error was made in the version of the evaluation form in Board packets. He didn't realize it's a version with some minor changes (heading names, relocated verbiage, etc.) from the draft form presented last month, though for the most part is a good basis for comparison and is essentially the current evaluation form. The redlined document does not show these changes.

A lengthy discussion followed. Substantive comments are below, not in spoken order.

- Trustee Foley – the document with redlines does not accurately show what the original document looks like.
- Vice Chairperson Rogers – in the Leadership: Develops Staff section, she has concerns with staff development. It needs the specific words “staff development”. A major portion of the Director’s job is the budget. The language needs the specific words “works with the Board to develop the annual budget”. After that, language should be included that says “management of the budget is done between the Director and the Board”.
- Trustee Foley – this document is inferior and has deleted essential items which are in the original evaluation form. She liked the original form; it’s already done and doesn’t create more work.
- Chairperson Jensen – this Board wanted a more flushed out form than that which is used for other directors in the county (one page). Also, we wanted a more streamlined form.
- Vice Chairperson Rogers – planning is crucial but it’s been removed. Our strategic plan, setting and meeting goals, is part of the planning process and is a crucial component of the evaluation. She thought the document should include finances, staff, planning, and communication verbiage.
- Director Dodson - for clarification, when one changes, deletes or moves wording it doesn’t necessarily mean the wording has been deleted. It may be in a different location within the document.
- Chairperson Jensen – he could see a need to put the planning paragraph back into the document.
- Trustee Foley – the finances paragraph has been removed.
- Chairperson Jensen – it’s been relocated to the second page, fourth paragraph, “Budget and Finances”.
- Vice Chairperson Rogers – the words completed in a “timely manner” should be referenced in the budget paragraph.
- Trustee Garrahan - getting a budget earlier than the Board would normally receive it doesn’t belong in the evaluation form. It’s a policy and procedure that the Board creates and under this section in the evaluation form, there would be a comment that the Director followed the policy.
- Vice Chairperson Rogers – in one document, the words performance statements are used, but in the redlined document the words performance standards are used.

Rogers liked the accountability section title, rather than the administration section title. Also, personal characteristics was removed; she feels those are very important qualities in a leader. Integrity is very important. Rogers stated it was difficult to compare the two documents; she went back and forth between them.

- Trustee Garrahan – read the area in the redlined document out loud, Page 3, where it pertains directly to integrity. The section is entitled integrity.
- Chairperson Jensen – commented it was very long document, many things got shifted around and it could be difficult to use if anyone used the draft without using the redlined version. He asked if anyone re-read the proposed draft which was provided at the August Board meeting.
- Vice Chairperson Rogers and Trustee Foley – replied they did not know they needed to re-read it.
- Vice Chairperson Rogers –specificity/diversity should be included. We need something in the evaluation that states we have diversity as a goal; our library is not diverse. As a Board, we'd like the Director to be inclusive and seek diversity, as well as comply with county policy and all state and federal laws. Maybe a statement that we don't favor one group over another.
- District Attorney Ritchie – was not familiar with Library Board policies. The Director is to be evaluated on current goals/policies. If there is a diversity policy it should be added to the evaluation form, but if not, it should be completed before the Board enunciates that particular goal in the evaluation form.
- Director Dodson - we do not have a diversity policy. The American Library Association diversity statement pertains more to readers, not library staff.
- Chairperson Jensen – on the next Board meeting agenda, please include diversity policy development as a general discussion item.

*The Board of Trustees took a 5-minute recess at 10:45 a.m.*

Chairperson Jensen stated, for the record, the reconvening of the Library Board of Trustees at 10:50 a.m.

- Trustee Foley – would like a county demographics statement. She would use this for the diversity policy work.
- Trustee Foley – again, not happy in general with the proposed draft evaluation form. She questioned the ratings in the proposed form.
- Chairperson Jensen – he did not look at the verbiage the county uses. He will review the county's form and adjust the rating categories in this draft to match the county's rating categories.
- DA Ritchie – the county uses four (4) categories for which to rate an evaluation:  
0-Requires Substantial Improvement  
1-Opportunity for Improvement  
2-Meets Expectation  
3-Exceeds Expectation
- Vice Chairperson Rogers - the current evaluation form has been in use for many years. It was given to the Library Board by the county. Before that, it was a computerized form in which the Board typed their evaluation of the director.

- Director Dodson – the county’s rating categories were provided earlier in the year in Board packets, but Dodson will provide the county’s evaluation scoring information in next month’s packets.
- Trustee Charles Wolle – he formerly expressed his opinion about the current form this Board used from 2013-2017, stating he thought it was adequate and also beneficial because past evaluations provided an opportunity for comparison. As to the present draft document, he had no opinion.
- Director Dodson – the county’s current process is more streamlined; it is based on the county’s six (6) core values. All employees are graded on the exact same core values.
- DA Ritchie – the DA’s office uses the county’s format which allows flexibility within the core values. We input our own information in the value categories; it is somewhat customized for our department’s use.
- Chairperson Jensen – for everyone’s information, the county’s core values were why we developed the category titles in the draft form. Those categories are Integrity, Accountability, Customer Service, Leadership, Communication, and Teamwork. The only change made to the categories was the section name Accountability - we entitled it Administration, but it can be changed back. This is also why verbiage was reorganized so it fit into the related core values categories. It’s possible that items within those categories could be relocated.
- Trustee Foley – summarize why we are evaluating the job description. She asked, what is the rationale for this exercise?
- Chairperson Jensen – the prior Board felt this current form was too cumbersome, was repetitive and subjective. Jensen himself felt it focused on personality and personal characteristics, and questioned whether it was reflective of the job description.
- Trustee Wolle, Vice Chairperson Rogers, and Trustee Garrahan – agreed the current form was too subjective.
- Director Dodson – is it the Board’s intention to use the current form or will there be a new form for my upcoming evaluation?
- Chairperson Jensen – the goal is to have the new document for this year’s evaluation. He felt the form could be finalized. At next month’s meeting, suggestions made by Vice Chairperson Rogers will be added back into the document. As you look at next month’s document, you’ll see a stand-alone one and will not need all the previous versions. The plan is to use the new form for the November meeting. The new draft and the county’s current scoring policy will be included in packets. This will be an action item.
- Vice Chairperson Rogers – asked to have a clean, final document which includes today’s changes and one displaying redlines.
- Chairperson Jensen - when we sat as a group and prepared the Director’s evaluation last year, we all had different scores; scores were averaged?
- Vice Chairperson Rogers - we totaled all scores in each category then averaged them, however, we all discussed them together and came to a consensus.
- Chairperson Jensen – how do we handle differences?
- DA Ritchie – the Board will have to figure that out. The East Fork Fire District Board and the BOCC average the scoring, but before that’s done, they discuss and

decide the best method.

- Chairperson Jensen – asked fellow Board members if they were comfortable with this process.
- Board Members – all replied yes.
- Chairperson Jensen – the evaluation is still 2 months away. Think about the Director’s goals and articulate those at the next meeting.

Concluding, Chairperson Jensen stated there was no further discussion or comment. No action was taken.

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

Chairperson Jensen asked for discussion. Trustee Garrahan commented that she printed and read the Chief Officers of State Library Agencies (COSLA) Public Library Trustee Manual and indicated there was so much in the document that speaks to everything this Board has been discussing. Garrahan suggested everyone read the document.

Chairperson Jensen stated he has gone back to it and it’s been very useful. Jensen suggested everyone go back to the training to help fulfill their role as Trustee.

Vice Chairperson Rogers thought the section in the COSLA manual about board and director responsibilities might be helpful to staff librarians so they understand the difference between the Board’s and Director’s duties and responsibilities.

Director Dodson replied saying she reviews Board of Trustees’ duties and responsibilities with all new employees.

Trustee Garrahan mentioned those roles in the COSLA are located on page 46 and 47.

There was no further discussion.

#### **9. DISCUSSION ON POSSIBLE LIBRARY BOARD OF TRUSTEE TRAINING, INCLUDING EFFECTIVENESS TRAINING AND CONTRACTING WITH AN OUTSIDE COORDINATOR OR FACILITATOR TO CONDUCT THE TRAINING(S). TABLED FROM THE AUGUST 27, 2018 MEETING. [Action]**

Chairperson Jensen asked for Board discussion.

Vice Chairperson Rogers thought it would be helpful to the Board to conduct this training. This is an important and unique Board of Trustees as well as a governing Board. Two (2) members are nearing the end of their terms and new Board members will be incoming.

Trustee Charles Wolle commented he thought it a good idea for the Board and especially for newly appointed Board members in terms of their responsibilities and duties.

DA Ritchie advised the Board that a workshop where no action is taken and is under control by a facilitator would need public noticing per the Open Meeting Law requirements but no minutes would be required.

Trustee Garrahan felt there was no need for a facilitator.

Chairperson Jensen stated this could be conducted for the benefit of the incoming board members. He suggested tabling this item until the new Board of Trustees is in place. He added that this Board wouldn't be able to accommodate a workshop this year anyway because of other time sensitive commitments.

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

MOTION/VOTE:

Vice Chairperson Rogers made a motion to table this item until the new Board of Trustees convenes at the January 2020 meeting. Trustee Garrahan made a second and the motion carried unanimously.

**10. MONTHLY REPORT.**

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

**11. CLOSING PUBLIC COMMENTS.**

Chairperson Jensen asked for public comment.

Trustee Rogers shared information she read in an article in the Nevada Appeal. The Nevada State Librarian, Tod Colgrove, is now the Carson City Library Director. She also noted that Tammy Westergard will replace Colgrove as the State Librarian. She thought these were interesting changes.

Director Dodson added that the Carson City Library Director position pays more than the State Librarian position.

Chairperson Jensen asked DA Ritchie about the guidelines to follow to agendize items for Board meetings when they are discussion items such as this one.

DA Ritchie responded stating the Board is required to agendize anything that needs action by a quorum of Board members present. This section, public comment, is the appropriate forum for informational only discussion.

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



**12. Adjournment. [Action]**

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

## Director's Monthly Report September 2019

1. Staff Changes and Vacancies. Recruitments are in progress for the new Library Supervisor positions that were approved by the Board of County Commissioners and the Library Board. The job openings were posted on September 13, and the deadline to apply is October 7. The job openings were posted on the Douglas County website, as well as websites of NLA and MPLA, and were distributed to the State Library, the Nevada Library CoOp, and public libraries in neighboring counties. We hope to hold interviews at the end of October. Part-time Library Page Mary Grace Miluck has resigned, and her last day will be September 30. This job will be posted soon.
2. Nevada Career Explorer. The Nevada Career Explorer is a free website made possible by the Nevada State Library, Archives and Public Records and the Institute of Museum and Library Services (IMLS), and is available on the DCPL website. Users can explore over 900 careers, countless educational and certification opportunities, or learn more about themselves using specially designed self-assessment tools. This resource is free for everyone with a library card.
3. Staff Development. The annual conference of the Nevada Library Association (NLA) is in Reno, November 3-4. A small group of DCPL staff will be attending.

The Nevada E-Records Forum is on October 17 at WNC. The E-Records forum is a training opportunity to help information and records management professionals in the Nevada and Sierra Nevada region. The forum is held every other year, presenting current trends and approaches specific to the unique nature of electronic records. Kathy Munson, Julia Brown and I will be attending.

4. Local Author event. The Local Author Gathering will be held on September 30 at the Minden Library. Todd Borg will be featured alongside authors Karen Dustman; Kathryn Reed; Peter Mires; Patricia Crane; Sally Jasperson; Mark Klitsie; Beverly Sass; Shannon Auxier; and Gary Redmiles. The Friends of the Library sponsor this annual event.
5. Evaluations. The list of recently completed performance evaluations:
  - a. Connie Rivera-Gibson