

Minden Branch:
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Minden, NV 89423
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Lake Tahoe Branch:
233 Warrior Way
Zephyr Cove, NV 89448
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douglas.lib.nv.us

November 19, 2019

The Douglas County Public Library Board of Trustees will meet at 10:00 a.m. on Tuesday, **November 26, 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 October 22, 2019 regular 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 item(s) 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. October/November 2019
5. Review of Budget Performance Report summary and Gift Fund summary. [Discussion]
 - a. 10/31/2019
6. Discussion of State Library Collection Development Grant for FY19-20.
 - a. Grant amount is \$9,933.00
 - b. Funds received in November or December 2019
 - c. BOCC approval
7. For Possible Action. Discussion and possible action on grant opportunities available through LSTA/IMLS for 2020 and beyond.
 - a. Mini Grants up to \$10,000
 - b. Competitive Grants \$10,000 to \$75,000
8. For Possible Action. Discussion and possible action on draft of update to “Employee Absences Due to Hazardous Conditions” policy. (Draft entitled “Hazardous Conditions” Policy)
9. For Possible Action. Discussion and possible action on pilot program in partnership with Community Services Department.
10. For Possible Action. Discussion and possible action on the Annual Report to the Board of County Commissioners; deadline is January 14, 2020. Report will be on a February BOCC agenda.
11. Discussion of possible Nevada Library Cooperative membership. [Discussion]
12. For Possible Action. Discussion of Library Board Bylaws and possible revisions.
 - a. Subcommittee’s proposed revisions
 - b. Library Director’s recommendations
13. For possible action. Discussion and possible action to adopt 2020 Library holidays.
14. For possible action. Discussion and possible action to adopt schedule of Board meeting dates, times and locations in 2020.
 - a. Proposed schedule includes meeting dates, times: 4th Tuesday of month
15. For possible action. Discussion and possible action regarding FY20-21 Budget, including review of budget process and review of deadlines.
 - a. Submission of base budget: December 20, 2019
 - b. Submission of supplemental requests: December 20, 2019
 - c. Submission of new personnel requests: December 20, 2019

16. Review of expiring board terms. [Discussion]
 - a. Bonnie Rogers 12/31/2019; 4 years
 - b. Charles Wolle 12/31/2019; 8 years
 - c. Reapplication process; application deadline December 2, 2019

17. Monthly Report. [Discussion]
 - a. Friends / Foundation
 - i. Friends Board Monthly Meeting – December 9, 2019
 - b. Completed library programs
 - c. Current or planned library programs
 - d. Usage statistics

18. For possible action. Discussion on the annual performance evaluation of Library Director, Amy Dodson, including performance, job description, achievements, job duties and matters properly related thereto. Pursuant to NRS 241.031(1)(b) the Board may consider and discuss the character, competence, alleged misconduct or physical or mental health of Mrs. Dodson.

19. 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.

20. 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.iqm2.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 November 26, 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 December 2019 / January 2020. 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.

Board of County Commissioners Meeting	12/5/19	1:00 PM	Co. Admin. Bldg.
Friends of the Library	12/9/19	4:00 PM	Minden Library
Second Wednesday Book Group	12/11/19	4:30 PM	Minden Library
Staff Holiday Potluck	12/17/19	12:00 PM	Minden Library
Second Wednesday Book Group	1/8/20	4:30 PM	Minden Library
Friends of the Library	1/13/20	4:00 PM	Minden Library
Friends Annual Reception	1/25/20	11:00 AM-1:00 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