

January 22, 2020

The Douglas County Public Library Board of Trustees will meet at 10:00 a.m. on Tuesday, **January 28, 2020** 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.** Election of Chairperson and Vice Chairperson of Library Board of Trustees for 2020.

3. **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.

4. **For possible action.** Approval of the minutes of the November 26, 2019 regular meeting.

5. **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. November/December 2019/January 2020
6. Review of Budget Performance Report summary and Gift Fund summary. [Discussion]
  - a. 11/30/2019
  - b. 12/31/2019
  - c. Adjusted Opening Fund Balance, Room Tax FY2018-19
  - d. Augmentations submitted January 2020, Gift Fund
7. For possible action. Discussion and possible action to approve work space modifications at the Minden Library.
8. For possible action. Discussion and possible action regarding a Memorandum of Understanding between the Douglas County Law Library Board of Trustees and the Douglas County Public Library Board of Trustees proposing to move the Douglas County Law Library to the Minden Library and authorizing the Director of the Douglas County Library to act as the librarian for the Law Library pursuant to NRS 380.060 to allow greater public access to the Law Library's collection and resources.
9. For possible action. Discussion and possible action regarding FY20-21 Budget.
  - a. Submission of base budget
  - b. Submission of supplemental requests
  - c. Submission of new personnel requests
  - d. Review of possible Capital Improvement Projects
10. Discussion of State Library's online training for Nevada Library Trustees and review of completed modules. [Discussion]
11. Library staff changes and recruitment. Discussion of staff retirement and update on recruitments. [Discussion]
12. Discussion of Library Hours Survey at Lake Tahoe Branch Library and analysis of results. [Discussion]
13. Monthly Report. [Discussion]
  - a. Friends
    - i. Friends Annual Meeting - January 25, 2020
    - ii. Friends Board Monthly Meeting - February 10, 2020
  - b. Completed Library Programs
  - c. Current / Planned Library Programs
  - d. Statistics

14. Closing public comments.

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](mailto: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 January 28, 2020 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 January 2020 / February 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.

Friends Annual Reception	1/25/20	11:00 AM-1:00 PM	Minden Library
Friends of the Library	2/10/20	4:00 PM	Minden Library
Second Wednesday Book Group	2/12/20	4:30 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