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*Approved 2/25/2020*  
**LIBRARY BOARD OF TRUSTEES MINUTES**  
**January 28, 2020**

**ATTENDEES**

**Library Board Members:** Mark Jensen, Chairperson, Trustees Kate Garrahan, Lisa Foley, and Jill Harper.

**Absent:** Bonnie Rogers, Vice Chairperson

**Library Staff:** Amy Dodson, Library Director, Julia Brown, Library Supervisor, Kathy Munson, Administrative Services Manager/Clerk to the Board, and Veronica Hallam, Library Technician.

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

**THE MEETING CONVENED AT 10:03 A.M.**

**1. PUBLIC COMMENTS AND DISCUSSION [Discussion]**

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

Chairperson Jensen introduced recently appointed Library Trustee, Jill Harper. The Board of Trustees welcomed Trustee Harper.

**2. ELECTION OF CHAIRPERSON AND VICE CHAIRPERSON OF LIBRARY BOARD OF TRUSTEES FOR 2020 [Action]**

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

Nomination of Chairperson

Chairperson Jensen made a motion to elect Trustee Kate Garrahan for Chairperson. Trustee Harper made a second. Chairperson Jensen asked for discussion.

Trustee Lisa Foley nominated Vice Chairperson Bonnie Rogers for chairperson indicating that Rogers was willing to serve as chairperson.

Chairperson Jensen asked if there was any further discussion.

MOTION/VOTE:

Hearing no further discussion, Trustee Harper made a second to the original motion on the table. The motion carried by a majority of the Library Board of Trustees present: Jensen, Garrahan, and Harper (3) in favor; Trustee Foley (1) opposed.

Nomination of Vice Chairperson

Chairperson Jensen made a motion to elect Trustee Foley for Vice Chairperson. Trustee Foley declined the nomination; there was no second and the motion failed.

MOTION/VOTE:

Trustee Foley made a motion to elect Vice Chairperson Rogers for another term as Vice Chairperson. Trustee Garrahan made a second and the motion carried by a majority of the Library Board of Trustees present: Garrahan, Foley and Harper (3) in favor; Chairperson Jensen (1) opposed. Trustee Rogers has the option to decline at the February Board meeting. In that event, the Vice Chairperson nomination and vote shall be made at the February meeting.

Chairperson Jensen formally transferred chairperson responsibilities to Chairperson-elect Kate Garrahan.

**3. APPROVAL OF PROPOSED AGENDA [Action]**

MOTION/VOTE:

Trustee Jensen made a motion to approve the agenda as presented. Trustee Harper made a second. Chairperson Kate Garrahan asked for public comment or discussion. There being no public comment or discussion, public comment was closed and the motion passed unanimously.

**4. APPROVAL OF THE MINUTES OF THE NOVEMBER 26, 2019 REGULAR MEETING [Action]**

MOTION/VOTE:

Trustee Foley made a motion to approve the minutes as presented. Trustee Jensen made a second. Chairperson Garrahan asked for public comment or discussion. There being no public comment or discussion, public comment was closed and the motion passed unanimously.

**5. CONSENT CALENDAR [Action]**

a. For possible action. Approval of Gift fund claims.

i. November/December 2019/January 2020

Petty Cash	ERC event (staff birthdays)	03117	\$ 35.54
Baker & Taylor	Donation in memory of Mary Ann Boyd DLT volunteer	03123	\$ 13.68
Amazon	ERC Staff Holiday Potluck 12/17;		

	prizes for staff Halloween costume contest	03132	\$ 89.91
Petty Cash	ERC final staff mtg of 2019 refreshments 12/3	03137	\$ 115.64
*World Book, Inc.	Encyclopedias	03141	\$1,838.00
DoCoProcurement/JB	ERC staff lunch 11/5	03150	\$ 116.00
*DoCoProcurement/MP	STEAM Club 11/6/19; U-Haul Rental for Fall Book sale 11/8-10/19; Staff mtg refreshments 11/19; TAB mtg refreshments 11/20	03158	\$ 396.06
*DoCoProcurement/MP	Returned items for STEAM Club	03158	\$ (24.42)
*Swank	Movie licensing DLT 12/18/19 – 12/17/20	03160	\$ 411.00
*DoCoProcurement/MP	Winter LEGO Building Challenge; TAB mtg refreshments 12/18	03192	\$ 530.22

\*Funding/partial funding by Friends of the Library

Chairperson Garrahan asked for public comment. There being no public comment, public comment was closed.

**MOTION/VOTE:**

Trustee Jenson made a motion to approve the Consent Calendar. Trustee Foley made a second. Chairperson Garrahan asked for discussion. There being no discussion, discussion was closed and the motion passed unanimously.

**6. REVIEW OF BUDGET PERFORMANCE REPORT SUMMARY AND GIFT FUND SUMMARY [Discussion]**

- a. 11/30/2019
- b. 12/31/2019

Director Amy Dodson stated the November report reflects five months into the fiscal year. The December report reflects six months into the fiscal year. All budget categories are under budget for this time in the fiscal year. She welcomed questions. There were none.

- c. Adjusted Opening Fund Balance, Room Tax FY2018-19

Director Dodson explained that after end of the FY2019 (FY18-19) audit of the Room Tax fund, the current fiscal year budget will eventually get the balance of what was left over from the previous fiscal year. Those funds consist of tax revenue over and above projections and the amount of funds not expended in the actual budget for FY2019.

As a reminder, the library is currently in the Room Tax Fund. In the coming fiscal year 20-21, the library will not be a part of the Room Tax Fund. Finance and the BOCC reallocated a revenue source and will establish a separate fund exclusively for the library which will make closing fiscal year auditing and carry over funds easier to manage.

Returning to the current fiscal year discussion, Dodson explained that Finance then advises us of the funds available for augment into the library's current fiscal year (FY19-20). Those funds are added at a later time in the process, usually it is a few months.

d. Augmentations submitted January 2020 (Gift Fund)

At this time the only augmentation to report is the State Collection Development Grant award of \$9,933.00. This grant is to supplement the library's collection. It may not be used for databases, but it can be used for other library materials, but is primarily for digital materials such as eBooks and eAudio.

Gift Fund Summary – 12/31/19	
Revenue YTD	\$ 30,026.53
Expenditures YTD	\$ 5,862.96
Fund Balance YTD	\$ 0.00

**7. DISCUSSION AND POSSIBLE ACTION TO APPROVE WORK SPACE MODIFICATIONS AT THE MINDEN LIBRARY. [Action]**

Referring to Supporting Document – Agenda Item #7, Director Dodson explained this was an illustration of proposed workspace for the upper level of the Minden library. Additional workspace is needed for incoming employees, specifically one of the new Library Supervisors and for Lake Tahoe Branch library staff.

Dodson discussed the project with CFO Terri Willoughby. It was recommended to obtain three (3) vendor quotes. Two quotes were received; one has not responded. The first quote was from Silver State Industries for \$14,000, not including desks and shelves; the second quote was from Reno Office Interiors for \$10,000, including desks and shelves.

The final decision will be made by the Internal Review Committee (IRC), but Director Dodson seeks Library Board approval to go forward with the project and present it to the IRC. Unused HVAC capital project funds from FY18-19 will be used to pay for the project. Director Dodson was informed by CFO Willoughby that available left over capital will more than cover the cost of the project.

MOTION/VOTE:

Trustee Harper made a motion to approve the expenditure for the project with cost capped at \$20,000. Trustee Jensen made a second. Chairperson Garrahan asked for public comment. Hearing no public comment, public comment was closed and the motion carried unanimously.

**8. 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. [Action]**

A supplemental document was handed out entitled "Memorandum of Understanding between the Douglas County Public Library Board of Trustees and the Douglas County Law Library Board of Trustees".

Director Dodson stated she was approached by Judge Tom Gregory and Deputy District Attorney Doug Ritchie (DDA Ritchie) to consider moving the Law Library to the Minden Library. She requested that DDA Ritchie explain the request.

DDA Ritchie comments:

- The Law Library has its own funding source and will not use the library's budget.
- Current space for the Law Library at the courthouse is very small and hours are not as inclusive as the Minden library's.
- A Memorandum of Understanding is proposed and would be executed between the Law Library Board and the Library Board of Trustees. After approvals the Law Library would be moved to the Minden library. The collection has shelving and a computer.
- Director Dodson could be designated as the Law Librarian. She could have authority to expend funds and oversee operations of the Law Library. Expenditures would come out of the Law Library budget.
- The goal of this proposal is to have minimal impact on the public library and provide an additional resource for the public.
- The Law Library Board meets quarterly and will make final decisions regarding expenditures. Director Dodson could bring items before that Board for their consideration.
- The Library Board of Trustees would have the sole discretion to appoint Director Dodson to designate her as the county's Law Librarian.
- The largest expenditure in the Law Library budget is the LexisNexis research database.
- Most of the work associated with the Law Library is updating periodicals for which the library staff would be responsible, under the direction of Director Dodson. No personnel funding would be provided by the Law Library budget.
- The Law Library Board of Trustees have not met yet to vote on this proposal. The Memorandum of Understanding is currently in draft form.
- DDA Ritchie is seeking the Library Board's approval of this proposal. If approved by this Board he would take the matter to the Law Library Board of Trustees for their approval.

Director Dodson comments:

- Logistics have been discussed. The Law Library needs one row or less of shelving and will provide the computer and access database for patrons.
- We have available space on the upper level near reference and can rearrange the collection as needed to accommodate Law Library materials.
- She has worked in a law library in the past and knows what needs to be done. She will consult with Judge Gregory and DDA Ritchie for assistance as needed.
- The Library Director Job Description would need to be modified. She would work with Human Resources and DDA Ritchie and bring proposed revisions to the Library Board of Trustees at another meeting.
- Users will mostly be the public and possibly a few law professionals. The Nevada State Supreme Court Law Library is close by in Carson City and sees most activity in this regard.
- The Nevada Revised Statutes identify what is required and how to manage a law library.

Library Board comments:

- The Minden Library currently has a shortage of space. There's concern this will further impact library facility space for materials and users.
- This is an excellent idea and a great service to patrons.
- Conduct staff training in the area of legal reference which would also provide staff with opportunity for professional development.
- Trustee Foley expressed her desire to read the draft Memorandum of Understanding before voting on it.

MOTION/VOTE:

Trustee Jensen made a motion to authorize Director Dodson to move forward in conjunction with the Law Library Board of Trustees to take the next steps towards finalizing the Memorandum of Understanding, to be brought back to this Board for final approval at a subsequent Library Board of Trustees meeting. Trustee Harper made a second. Chairperson Garrahan asked for public comment. Hearing no public comment, public comment was closed and the motion carried unanimously.

## 9. DISCUSSION AND POSSIBLE ACTION REGARDING FY20-21 BUDGET. [Action]

### a. Submission of base budget

Director Dodson comments:

- Supporting document – Agenda Item #9a consists of the tentative base budget and the Modifications Exceeding Base Budget that she has prepared and is proposing for Board approval.
- Salaries & Wages, Employee Benefits are calculated by Finance and are input by them based on staff currently employed.
- Services & Supplies is the bulk of what she prepares for the tentative budget.
- Items out of her control are Motor Pool, Janitorial Services, Risk Management, Cost Allocations, etc.
- She is as precise as possible, taking into account cost increases from vendors, or materials cost increases, generally five percent (5%).
- The tentative budget goes to the Board of County Commissioners (BOCC) in April. The BOCC may modify it or approve it at that time. In May, the BOCC approves a final budget.
- Admin & Overhead in FY20 is a high number. These are Cost Allocations and not something she prepares. The amount is determined by Finance and covers the expense of other departments providing services to our library. Finance has not provided the amounts for FY21 yet.

### MOTION/VOTE:

Trustee Foley made a motion to approve the base budget as presented. Trustee Jensen made a second. Chairperson Garrahan asked for public comment. Hearing no public comment, public comment was closed and the motion carried unanimously.

### b. Submission of supplemental requests

Director Dodson comments:

- Supplemental requests are for requests over the base budget, but not in the category of capital. None have been prepared; she is asking for Board input and direction.
- Requests would be for items such as programs, materials, databases, or space/facility needs (under the capital threshold).
- With the library moving into its own fund this coming fiscal year, it is difficult to project how much revenue we will get. We should know revenue in March or April. The amount will be provided by Finance.
- Her recommendation would be to ask for additional funding for personnel and facility space, or materials funding in the amount of \$10,000.

Board comments:

- Request additional funds for library materials.
- Submitting a request is always good. If the request turns out to not be needed, it can be withdrawn.

MOTION/VOTE:

Trustee Foley made a motion to approve submitting a supplemental request of \$10,000 for library materials. Trustee Harper made a second. Chairperson Garrahan asked for public comment. Hearing no public comment, public comment was closed and the motion carried unanimously.

c. Submission of new personnel requests

Director Dodson comments:

- She is recommending a supplemental request for new personnel, specifically for an Accounting Specialist or similar position. Refer to the county's Accounting Specialist job description included in packets. This staff member would work 20 hours per week.
- The position is needed to assist her and the Administrative Services Manager (ASM) with budget work only. Responsibilities have increased greatly in the area of budgeting; this part time position would relieve the added workload.
- The position would report to Dodson or the ASM. It would be the same level as the Senior Library Technician position we currently have.
- She has already discussed this with Human Resources (HR). If this Board were to approve it, HR would oversee it through the process of finalization.
- The new personnel would not impact public services. Public services has been increased and enhanced by two recently hired library supervisors, as well as the upgrade of a current staff member to the Library Supervisor position.

Board comments:

- Trustee Foley stated that this is an administrative position as opposed to a public services position and may displace the needs of public services personnel.

MOTION/VOTE:

Trustee Harper made a motion to approve submitting Director Dodson's supplemental request for a part time position for an accounting/budgeting staff person. Trustee Jensen made a second. Chairperson Garrahan asked for public comment. Hearing no public comment, public comment was closed and the motion carried by a majority of the Library Board of Trustees present: Garrahan, Jensen, and Harper (3) in favor; Foley (1) abstaining.



d. Review of possible Capital Improvement Projects

Director Dodson comments:

- We currently have \$40,000 available in capital improvement funds leftover from other completed and closed capital improvement projects.
- We can discuss and draft requests for that approximate \$40,000 now.
- Facilities space is a major issue. Her recommendation is to enhance the Minden branch by adding study space, program, storage, or workstation spaces within the footprint of our current facility.
- With the new library fund having its own revenue source, we could take on debt.
- There is some room for a building expansion/addition behind the Minden branch if the Board were to consider that option, but Dodson is not ready to ask for the funding needed for a large project. She preferred to conduct the needed research this year and determine what options exist and then present them to the Board and the BOCC in the next budget year, not this coming budget year.

Board comments:

- A close estimate of costs would be needed before making a decision.
- There is a great need at all branches for a new telephone system and its associated infrastructure.

MOTION/VOTE:

Trustee Jensen made a motion to approve and direct Director Dodson to take the steps necessary to upgrade the phone system at both libraries. He added to his motion that Director Dodson explore building improvement options for next budget season. Trustee Harper made a second. Chairperson Garrahan asked for public comment. Hearing no public comment, public comment was closed and the motion carried unanimously.

**10. DISCUSSION OF STATE LIBRARY'S ONLINE TRAINING FOR NEVADA LIBRARY TRUSTEES AND REVIEW OF COMPLETED MODULES. [Discussion]**

Director Dodson advised that online trustee training is available to Library Trustees. She strongly encouraged Trustees take the training. It's provided at no cost by the State Library, is quick and very helpful. The Board of Trustees' discuss modules as they are completed or reviewed monthly at Board meetings.

**11. LIBRARY STAFF CHANGES AND RECRUITMENT. DISCUSSION OF STAFF RETIREMENT AND UPDATE ON RECRUITMENTS. [Discussion]**

Director Dodson advised the Board that Kathy Munson is retiring. Her last day of work is February 21, 2020. She is available to come back as an independent contractor to help with training the new staff person in the position and cross train other staff. Dodson will post the position within the next couple of days. It will be open to internal candidates only.

Other positions being filled soon are the Library Supervisor positions. Paperwork is completed for Laura Treinen and she will be starting work at the Minden Library on Monday, February 3, 2020. Another Library Supervisor, Tiffany London, will be starting work soon also though her paperwork is still in process.

Interviews for the Library Technician position for the Lake Tahoe branch are Friday, January 31, 2020.

If Kathy Munson's position is filled within by a current library staff member, another recruitment will be needed to fill the vacancy that would create. We are excited and looking forward to bringing new staff on board.

## **12. DISCUSSION OF LIBRARY HOURS SURVEY AT LAKE TAHOE BRANCH LIBRARY AND ANALYSIS OF RESULTS. [Discussion]**

Library Supervisor Julia Brown reported on the survey done for the Lake Tahoe branch library hours of operation. She distributed the printed survey results.

In summary, the survey was completed in June 2019. There were 41 responses. It was offered in print and online (Survey Monkey); the majority returned were in print with patrons bringing their survey in person. The responses were in line with what we expected. Most patrons visit that branch on Wednesdays, the busiest day and most visits are in the afternoon. The branch is open Wednesday, Thursday, Friday, and Saturday. The most requested day the branch be open was Monday. Saturday is the least visited day and it's very slow.

Director Dodson commented that we could potentially change the branch's days and hours in response. The Board will make that decision.

## **13. MONTHLY REPORT. [Discussion]**

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

## **14. CLOSING PUBLIC COMMENTS.**

Chairperson Garrahan 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 11:55 a.m.



## Director's Monthly Report February 2020

1. Staff Vacancies. We have filled the full-time Library Technician vacancy; Rachel Soleta has been promoted to this position. We currently have a vacancy for a part-time Library Page. Recruitment for that position will begin this week. Interviews for the Administrative Services Manager position took place on February 20. The new Library Supervisor at the Lake Tahoe branch, Tiffany London, starts on March 2.
2. Annual County Budget. The annual budget process began in December for the 2020-21 fiscal year. County administrators are reviewing budgets and preparing for budget presentations. Tentative Budgets will be presented to the County Commissioners March 24-26. Final budget presentation and approval will be on May 14. The library will have its own fund accounts and budget lines for the first time, beginning July 1.
3. Annual Statistics. Annual statistics and other documentation for compliance with state and national library standards were submitted to the State Library in December. See handout, "2018 Nevada Public Library Survey".
4. Projects. The work space project was approved by the IRC on February 12. The project will go before the Board of County Commissioners as a consent item on March 5. This is the final step in the approval process. Reno Business Interiors was chosen as the vendor for this project, with a quote of \$10,050.

We are obtaining a quote for a new telephone system. We are also consulting with the County IT department. Once quotes and plans are in place, this will go to the IRC for approval.

5. Happily Furr-ever After Program. The new partnership with Animal Services has been successful so far. The first cat, Josephine, was adopted by a loving family in just 3 days. The response from the public has been extremely positive.
6. Law Library collaboration. The MOU between the Law Library and the Public Library has been approved and signed by the respective Library Boards and the County Manager. On March 5, Deputy DA Ritchie will present an ordinance change to the BOCC.
7. Staff Training. I am currently in the second phase of Douglas County's Supervisory Management Program. I have attended two sessions this year. Additional sessions will take place on March 10 and June 16.

Youth Services Librarian Kira Frederick attended the Midwinter Conference of the American Library Association, January 23-27.

8. Evaluations. No performance evaluations were required in February.