

APPROVED 6/1/2020
LIBRARY BOARD OF TRUSTEES MINUTES
February 25, 2020

ATTENDEES

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

Library Staff: Amy Dodson, Library Director, Julia Brown and Laura Treinen, Library Supervisors, Veronica Hallam, Acting Administrative Services Manager; Clerk to the Board

Absent from County Staff: Doug Ritchie, Chief Deputy District Attorney

THE MEETING CONVENED AT 10:03 A.M.

1. PUBLIC COMMENTS AND DISCUSSION. [Discussion]

Chairperson Kate Garrahan asked for public comment.

Director Amy Dodson handed out to all board members a sealed letter of written public comment. This letter was not on the agenda, therefore, cannot be discussed. Vice Chairperson Bonnie Rogers and Trustee Lisa Foley requested the letter be on a future agenda for discussion.

There being no further public comment, public comment was closed

2. APPROVAL OF PROPOSED AGENDA. [Action]

MOTION/VOTE:

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

3. APPROVAL OF THE MINUTES OF THE JANUARY 28, 2020 REGULAR MEETING. [Action]

Referring to Agenda Item #8, on Page 5, fifth bulleted item under DDA Ritchie comments, Trustee Foley asked if DDA Doug Ritchie's comment is accurate as it contradicts Director Dodson's fifth bulleted comment on Page 6 regarding law professionals' usage of the Law Library. Director Dodson remembers DDA Ritchie stating that the public would be the main users of the Law Library with fewer law professionals'. Director Dodson requested removing DDA Ritchie's comment "The primary and largest user group would be law professionals'.

Referring to Agenda Item #8, on Page 6 under Motion/Vote, Trustee Harper noted the word “Hearing” in the last sentence is misspelled.

Referring to Agenda Item #9c, on Page 8, first bulleted item under Board comments, Trustee Foley mentioned that although the bulleted item does not attribute the board member who made the comment, it was she who made this comment. Trustee Foley clarified that the part of the comment that reads, “...may take away from the need for public services personnel” should read, “may displace the needs of public services personnel”. Trustee Foley requested that Board comments be attributed to the board member who made the comment moving forward with the minutes of the Board of Trustees.

MOTION/VOTE:

Trustee Jensen made a motion to approve the minutes as corrected. Trustee Harper made a second and the motion carried unanimously.

4. CONSENT CALENDAR. [Action]

Items on the Consent Calendar are as follows:

a. Approval of the Gift fund claims.

i. January/February 2020

*Petty Cash	Items for Teen Tabletop Gaming Club 1/18/20	03203	\$ 15.00
Findaway	Pennington Grant – bookmobile technology	03210	\$ 1,980.57
Amazon	Pennington Grant – bookmobile technology	03217	\$ 28.43
*Petty Cash	Items for Teen Tabletop Gaming Club 1/18/20; Winter Lego Building Challenge	03226	\$ 78.17
DoCoProcurement/AD	Donation from the Stockdale Foundation for the filing of “Voluntary Dissolution by Directors”	03229	\$ 50.00
*DoCoProcurement/MP	Staff meeting refreshments 1/7/20; TAB meeting 1/15/20; refreshments for FOL Annual mtg and reception 1/25/20	03231	\$ 96.02
Findaway	Pennington Grant – bookmobile technology	03236	\$ 1,042.83

Petty Cash	ERC staff birthday; K. Munson's Retirement luncheon 2/11/20	03248	\$ 36.96
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*Funding/partial funding by Friends of the Library

MOTION/VOTE:

Trustee Foley made a motion to approve the Consent Calendar. Trustee Jensen made a second and the motion carried unanimously.

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

a. 1/31/2020

Director Dodson reported we are 58% of the way through the current fiscal year and are right on budget. She stated we are below budget for Salaries and Benefits and right on budget for Services and Supplies.

There was no further discussion.

Gift Fund Summary – 1/31/20

Revenue YTD	\$ 40,360.28
Expenditures YTD	\$ 8,495.35
Fund Balance YTD	\$ 0.00

6. DISCUSSION AND UPDATE ON THE MOVE OF THE DOUGLAS COUNTY LAW LIBRARY TO THE MINDEN LIBRARY. [Discussion]

Director Dodson comments:

- The Board of Trustees approved the move of the Law Library to the Minden library at the last board meeting.
- The Memorandum of Understanding (MOU) was signed by all parties which include Law Library Board Chairperson Judge Gregory, Library Board of Trustees Chairperson Kate Garrahan, and the county manager.
- On March 5th at the Board of County Commissioners (BOCC) meeting they will read the ordinance stating that we can enter into the MOU and the location of the Law Library can be changed.
- After the commissioners first reading on March 5th they will bring it back to the next Board of County Commissioners meeting and vote.
- We can start moving items from the Law Library to the Minden library at any time and with access to the Law Library's account we can begin making purchases when needed in the future.

Vice Chairperson Rogers asked if the Law Library Board controls the budget and if they need to approve the expenditures. Director Dodson explained that the Law Library board does control

the budget and that all expenditures do not need to be approved by the law board. They approve what the NRS dictates what can be purchased with those funds and anything above and beyond. None of the funds from the Law Library account will be transferred into the library's account. They are just giving us access and approval over that account. Director Dodson explained that she will have two budgets to work with. With these added responsibilities the Library Director's job description will need to be modified. She will work with Human Resources and DDA Ritchie and bring proposed revisions to the Library Board of Trustees at another meeting.

Director Dodson asked if there are any more questions about the Law Library.

Trustee Foley commented that she did read the MOU that was in the last packet and does not know why it was in the minutes that states she would like to read them. She does not recall saying that.

Chairperson Garrahan asked if there was any further discussion. There was no further discussion.

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

Vice Chairperson Rogers stated that she would like the board to discuss the role of the officers of the board. She would like a printed version of the modules that explains each officer's role and have it on a future agenda for discussion. Director Dodson commented that each officer's role is explained in the bylaws but will be happy to send a printed form to Vice Chairperson Rogers.

Director Dodson asked Trustee Harper if she has done the training. Trustee Harper stated that she started the training but after the first quiz it wasn't clear what they were asking. Trustee Foley mentioned that Norma Fowler who helped present the training a year ago would be happy to assist the board members if they should have any questions regarding the online training.

There was no further discussion.

8. DISCUSSION AND UPDATE ON STAFF VACANCIES AND RECRUITMENTS. [Discussion]

Director Dodson informed the board that Kathy Munson has officially retired and Veronica Hallam has been promoted into her position and is now the Administrative Services Manager. We have other Library Technicians that can be moved into Veronica's recently vacated position which will be done internally and should start within the week. Today we will be hiring the last of the Library Technician vacancies for the lake branch. This is a full-time position and the hope is that everything will be finalized today. The only vacancy to fill will be a part-time Library Page.

Trustee Foley commented that we have a first time staff member sitting with the board. Director Dodson introduced Laura Treinen, the new Library Supervisor for the Minden library. The new Library Supervisor for the lake, Tiffany London, will be starting March 2nd.

9. DISCUSSION AND POSSIBLE ACTION OF LIBRARY BOARD BYLAWS AND POSSIBLE REVISIONS. [Action]

- a. Current adopted Bylaws (2008)**
- b. Library Director's suggested edits**
- c. Deputy DA Ritchie's suggested edits**

Library Board comments:

- Chairperson Garrahan suggested we table this agenda item due to DDA Ritchie's absence. She stated she had questions regarding his revisions referring to Agenda Item #9c of these minutes.
- Vice Chairperson Rogers commented that DDA Ritchie's revisions are not his suggested edits but his review of the committees proposed recommendations to the bylaws and should be viewed as the subcommittees recommended bylaws and not Deputy DA Ritchie's suggested edits.
- Trustee Jensen questioned DDA Ritchie's edits by asking if these are the current bylaws with the subcommittees and former DDA Cynthia's proposed revisions and DDA Ritchie's revisions are incorporated into those revisions.
- Trustee Foley stated DDA Ritchie assisted the subcommittee to put the proposed revisions into compliance with Douglas County policies.
- In discussing the name changes of items #9a. #9b. #9c. Chairperson Garrahan suggested sub-item a. read "Current Bylaws" and sub-item b. read "Suggested Edits to the Bylaws" and not attribute it to any specific person or group.
- Vice Chairperson Rogers and Trustee Jensen agree that sub-item b. read "Subcommittees Recommended Bylaws" and should be attributed to who is making the edits.

It was decided that Director Dodson include Agenda Item #9 to the next board meeting agenda for discussion with the revised sub-items to read a. "Current adopted Bylaws (2008)", b. "Library Director's suggested edits" and c. "Subcommittees recommended Bylaws".

MOTION/VOTE:

Chairperson Garrahan made a motion to table this agenda item for discussion at the next board meeting. Trustee Foley made a second and the motion carried unanimously.

10. DISCUSSION AND UPDATES ON FY20-21 BUDGET PROCESS. [Action]

- a. Tentative Budget Presentations to BOCC: March 24-26**

Director Dodson comments:

- Presentations are scheduled for March 24 through March 26 which is when Departments will present their budgets to the Board of Commissioners.
- Director Dodson requested to not present the library's budget on March 24 because that is the day of the next Library Board meeting. A new date has not been set but she will let the board know as soon as that date is scheduled.

- This year they have asked the departments to make their presentations shorter. The CFO asked to do very few slides with basic information rather than a long presentation with the history of the department and what we do which is what was done last year. This year the commissioners want abbreviated presentations.

Board comments:

- Vice Chairperson Rogers suggested in the presentation to remind the commissioners the capital in last year's budget was significantly higher than the tentative budget for FY 21 because of the HVAC project.

b. New personnel request

Director Dodson comments:

- Last month we discussed requesting a part time person to help with the financial functions for the library but while discussing this with HR we came up with a better alternative.
- Community Services, which is Room tax, has a Budget Analyst who does the financials for that department. Our idea is to "borrow" this person for a certain number of hours per week to help with the financials of the library.
- We would pay a portion of this person's salary at a lower cost because he is already employed with the county and his benefits are already paid.
- The library would decide how much of a percentage of this person's time would be spent working with the library. That percentage would determine how much he would be paid.
- This person is at a higher level of position which is better than what we anticipated and he used to work in Finance so he is already familiar with our accounts.
- We are still working out the details but Director Dodson feels it is better to do it this way rather than ask for a whole new position.
- HR recommended to pursue this avenue and put the other option of requesting a whole new position on hold because so many other departments are asking for new positions which makes this option more likely to be approved.

Board comments:

- Vice Chairperson Rogers commented that this is a good option because they know the county's financial regulations.

c. Supplemental request

Director Dodson comments:

- Director Dodson wanted clarification whether the board wanted her to make a supplemental request for an additional \$10,000 for library material.

- She noted page 2 of the Budget Worksheet, the fifth line up from the bottom which is Library Material, that the actual budget in 2019 was \$212,000 and this year the tentative budget is \$223,000 which is approximately 5% more.
- Director Dodson explained that the additional \$10,000 isn't needed because the \$212,000 from the actual budget last year included grants, extra revenue we receive at the end of the year, and donations. We started out the year with \$131,000 so we always add more during the year, therefore, the \$223,000 we're requesting for FY 21 will likely become \$240,000.
- If we compare 2019's request of \$131,000 to 2021's request of \$223,000 that is a difference of approximately \$80,000 more which is above and beyond what we've requested in the past.
- They are doing the budget differently this year by having us look at our base budget from the previous year which includes the closed out budget of \$212,000 and not \$131,000, ask what we think we need and justify the 5% increase by explaining the rising cost of material, processing and shipping that it takes to get library material here from the distributor.
- We can ask for an additional \$10,000 but it isn't necessary. And, it will more than likely be denied.
- Director Dodson stated she doesn't need a supplemental request for anything else and that bringing in the financial person at a slightly lower personnel cost than what we had talked about and everything is approved as it is we are looking at a good year.
- Director Dodson explains why some line items have gone up in requisition.
 - The demand for more programs has increased and that is why Program Underwriting which pays for programs, program supplies, speakers, performers has gone up. The Library Foundation has dispersed and we will no longer receive funds from them. If the request is denied or decreased we will rely on the Friends and grants for more funding.
 - Now that we're almost fully staffed we will be sending more employees to conferences and training. County usually supports travel and training as a necessary part to each department.
 - We do some processing in house and the costs of material needed for processing has gone up. When we use vendors for processing their prices have gone up.
 - Director Dodson noted that increased requests are based on past invoices, past years, trends of increases of every year whether this vendors prices have gone up a certain percentage or how the utilities are running, etc.
 - Professional Services is mostly graphic design such as brochures and bookmarks and we have needed to update this type of material to reflect new logos and the new website as well as business cards for new staff. Some updates were done last year with what funds were available but we would like to finish those updates this year.

Board comments:

- Vice Chairperson Rogers stated that last year we did request a supplemental collection for library material which they denied.
- Chairperson Garrahan commented that she would rather go in with something they would agree upon.
- Vice Chairperson Rogers agrees that we should request what they will approve rather than having them raise questions.

Director Dodson asked the board to direct her whether or not to make a supplemental request for an additional \$10,000 on item #9c.

MOTION/VOTE:

Trustee Foley made a motion to not make a supplemental request. Vice Chairperson Rogers made a second and the motion carried unanimously.

d. Adjusted Opening Fund Balance from FY19

Director Dodson comments:

- Still working on the Adjusted Opening Fund Balance of the last fiscal year. That is what we took in as unanticipated revenue that was above our tax projections and anything we didn't spend last year. There has been some negotiating with the numbers and Director Dodson is still working with room tax and the CFO to get the right amounts. Once the numbers are agreed upon she'll let the board know what money we can add into our current budget.

There was no further discussion.

11. DISCUSSION OF FEBRUARY 14 MEETING OF NEVADA STATE COUNCIL ON LIBRARIES AND LITERACY. [Discussion]

Trustee Foley reported on her meeting with the Nevada State Council on Libraries and Literacy.

Trustee Foley Comments:

- Governor's appointee to the Nevada State Council on Libraries and Literacy which issue grants to this library and other libraries every year in the State of Nevada.
- She wanted to follow up on a brief discussion we had at the last meeting regarding internet filters.
- In the meeting with the Nevada State Council which could have provided us with grant money for laptops for Girls who Code and for teens and children ages 8 to 18, she learned more about the filtering process and how it works for the specific grant involved.

- When we apply for state funds originally coming from the federal government, we do need to comply with CIPA which is the filtering law adopted by congress in the year 2000.
- What she didn't understand at the time of the discussion at the last board meeting is that the only computers that would need to be filtered are those supplied in the grant and only the computers that we would essentially be using for the coding.
- After learning this information, Trustee Foley questioned whether there would be any harm in having those laptops with the filters if they were specifically used for the coding workshop and whether teens and young kids would be heavily impacted by the filters.
- She also learned that filtering has advanced and that libraries can customize their filters.
- Trustee Foley stated that it was very educational for her to learn the restrictions of the grant and directed a question to Director Dodson whether she felt we would have been harmed if we had these laptops for this specific program.
- Trustee Foley agrees that if we have a policy in place we don't want filters but if it is going to be used for children's programs or teen programs it might have been an appropriate use for something similar.
- Looking back, Trustee Foley sees it as a missed opportunity. She states that she is in favor of no filters but also in favor of compromise.

Director Dodson comments:

- Our policy is clear about not censoring access.
- One thing about a grant purchase like that it limits what we can purchase that connects to the internet which means if we were to buy the laptops we wouldn't be able to use them for anything else.
- If we were to do the coding for 2 years and decide to use the computers for something else we would still have to filter and that would restrict us.
- Director Dodson understands the logic in what's the harm in filtering and that there are things kids shouldn't see.
- Filters are better than they used to be but there are several thousands of websites added to the internet every day and filters won't filter out everything.
- They also filter out legitimate information.
- It doesn't mean other grants can't be sought out for the same purpose.
- Director Dodson's plan was to look at other possibilities such as putting other smaller grants together to make one program possible like the Smallwood Grant or the Pennington Foundation and more local grants. There are a lot of different options.
- It's certainly worth looking at again, reconsidering and doing some more research. The door is not completely closed.

Board comments:

- Vice Chairperson Rogers commented that if we wanted to make an impact on Douglas County for supporting the library we need to show them that we have programs in place to help teens prepare for the work force.
- She states that with grants like this that may have restrictions but we can work around those restrictions, it shows that we are planning for those programs.
- Trustee Foley asked if we could put the strategic plan for discussion on the agenda for the next board meeting.

12. MONTHLY REPORT. [Discussion]

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

13. CLOSING PUBLIC COMMENTS.

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

14. ADJOURNMENT. [Action]

There was no further action or discussion. The meeting adjourned at 12:05 p.m.