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*APPROVED 6/1/2020*  
**LIBRARY BOARD OF TRUSTEES MINUTES**  
**Special Meeting**  
**April 14, 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, Heather Frueh, Library Technician Senior, Veronica Hallam, Administrative Services Manager; Clerk to the Board

**County Staff:** Cynthea Gregory, Deputy District Attorney

**THE MEETING CONVENED AT 2:00 P.M.**

**1. PUBLIC COMMENTS.**

Chairperson Kate Garrahan asked Director Amy Dodson if there were any written comments. Director Dodson responded that there were no written comments. With no public comment, public comment was closed.

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

MOTION/VOTE:

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

**3. DISCUSSION TO APPROVE POTENTIAL BUDGET MODIFICATIONS AS DIRECTED BY THE DOUGLAS COUNTY MANAGER AND FINANCE DEPARTMENT. [Action]**

Director Dodson stated that the Finance Department is taking steps to protect our finances because the pandemic is going to have a very significant effect on our revenue, both sales tax as well as other forms of revenue, and the county is preparing for what is coming in the future. She indicated CFO Terri Willoughby has asked all of the department heads to come up with two different scenarios so that we are prepared when the revenues start to drop. One is 10% less than what we had originally put in the tentative budget proposal and the other is a 20% reduction. Director Dodson informed the board that Terri is hoping and anticipating more of a 10%

reduction but to plan for a 20% reduction as a plan B just in case things are worse than what we imagined.

a. Budget reduction 10% scenario

Director Dodson Comments:

- At the last IRC meeting they placed a hiring freeze on the library's open positions as well as other departments and are focusing on what is absolutely needed in essential departments and employees.
- We had three open positions. One is a part time Library Page in Minden, one full time Library Technician in Lake Tahoe and another full time Library Supervisor position in Lake Tahoe, all of which have been frozen.
- Freezing these three positions will save \$245,000 in Salaries & Benefits
- There was a fourth position that was erroneously included in the budget which was a Branch Supervisor position but that position was eliminated.
- Because of the three frozen positions and the fourth eliminated position that was incorrectly included in the budget the library has already saved 11.5% which is above and beyond the 10% the library was asked to save.
- This also means we do not have to deduct anything from Services and Supplies, which means we would not lose programming, library material, training opportunities, etc. and the budget as we presented would stay intact.
- Director Dodson stated she hopes the three positions will be filled within the next few months but that's very uncertain because we just don't know how long the budget reduction will last and when the economy will start to recover.
- She explained that the frozen positions will have an impact on services at the Tahoe branch and the bookmobile and the possibility that hours for both services may have to be reduced.
- If we have to cut 10% and we see what is going to happen we can ask if one or two of those positions can be reinstated and then make reductions somewhere else because those positions will allow us to have full hours of operation and services.

b. Budget reduction 20% scenario

Director Dodson Comments:

- The personnel costs will remain the same taking \$245,000, 11.5%, off the top.
- The remaining 8.5% to get to the 20% reduction was taken from various areas of the budget.
- Some budget lines cannot be altered such as, insurance, utilities, rents and leases, therefore, reductions had to be made elsewhere.
- Had to cut back on programming but will rely on the Friends of the Library, donations, and careful spending to reduce the programming costs.
- Training and travel costs had to be reduced significantly as well as library material which was cut by 10.5%.

- The decrease brings the library material budget down to \$200,000
- Director Dodson explained that the budget for Admin and Overhead which is cost allocations has been the same at \$174,481 in the last two or three budget cycles and has asked the CFO to look into that budget so that we can reduce a significant amount to that budget item and less to other line items. The CFO has not yet come back with any numbers.
- It is difficult to find reductions to the budget because the line items are budgeted to the penny and because there are inaccuracies in Admin and Overhead, such as IT services that are not needed, those numbers need to be reviewed and reduced since there is no more room to make cuts to other line items other than what is proposed in the 20% scenario.
- Director Dodson clarified the cost allocations are what we pay other departments to do for necessary services such as deposits, vouchers, payroll, building maintenance, insurance, IT services, DA time, County Manager time and Commissioners time.
- With the assumption that we will be open in June, the three frozen positions and the spending freeze, unless essential, will this year save the library an estimated \$120,000 and will carry over into FY21; however, that can take up to nine months or longer, this year being an example of our rollover from last year, and it is possible that the rollover may not happen at all.
- With the budget reductions we will look toward grants to help fund programs and materials but due to the pandemic that may be challenging.
- The State Library Collection Development Grant that we tend to receive every year may be half of what we would normally receive and it's too early to reach out to IMLS for federal money or other sources like ALA and PLA.
- The library community is focused on two things: 1. What are the services we are providing while libraries are closed and 2. What do we need to do when we reopen.

Board comments:

- Vice Chairperson Rogers stated she understood the freezing of the three open positions and that the eliminated position of the Branch Supervisor that was a part of the budget but should not have been is good and helps in the cost reductions.
- Vice Chairperson Rogers expressed her concern about the possibility of having to reduce the hours of service to the Tahoe branch and how that will impact the community and its views of the library.
- Trustee Lisa Foley stated she opposes any type of reduction in hours or closure for the Tahoe branch and that they have already had significant cuts since 2008.
- Vice Chairperson Rogers stated that there is no guarantee that what we save in this fiscal year budget will rollover into next year's budget especially if we stay closed because the county commissioners could take what we didn't spend and put it in the general budget as they have done in the past.

Chairperson Garrahan asked if the focus today is to approve the two budget reduction scenarios presented at this meeting for submission to the county and not the possible reduction in service hours to the Tahoe branch or the loss of library material. Director Dodson responded yes and explained that we haven't cut anything with the exception of the three frozen positions, which was a county decision, and are just submitting the plan as scenarios. Once the county gets more revenue projections from the state and they let us know what those projections are, Director Dodson will come back to the board and present the actual numbers and what steps need to be taken next.

Chairperson Garrahan asked if there was any further discussion.

MOTION/VOTE:

Hearing no further discussion, Vice Chairperson Rogers made a motion to approve the two recommended budget deduction scenarios for presentation to the county. Trustee Jill Harper made a second and the vote carried unanimously.

**4. CLOSING PUBLIC COMMENTS.**

Chairperson Garrahan asked for public comment, written and spoken.

Director Dodson was asked by Trustee Jensen when the next board meeting will be and with the closure and the uncertainty of when the library will reopen a decisive answer could not be made as to when the next meeting will be.

Hearing no further public comment, public comment was closed.

**5. ADJOURNMENT. [Action]**

There was no further action or discussion. The meeting adjourned at 2:32 p.m.