

Minden Branch:
1625 Library Lane
Minden, NV 89423
P: 775.782.9841
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Lake Tahoe Branch:
233 Warrior Way
Zephyr Cove, NV 89448
P: 775.588.6411
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P.O. Box 337 • Minden, NV 89423

library.douglascountynv.gov

September 24, 2020

NOTICE

The Douglas County Public Library Board of Trustees will meet at **10:00 a.m.** on **Wednesday, September 30, 2020**. A meeting of the Library Board of Trustees was held on September 22, 2020, which was not made accessible to the public at a physical location, through teleconferencing or via videoconferencing. The Douglas County Public Library Board of Trustees is committed to ensuring its actions are taken openly and its deliberations be conducted openly and therefore intends to take corrective action in conformity with Nevada Revised Statute, Chapter 241. **Attached is the Library Board of Trustee's agenda for Wednesday, September 30, 2020, at 10:00 a.m., which includes all items scheduled for corrective action and consideration consistent with NRS 241.020 and 241.0365.**

Douglas County is actively monitoring and managing the COVID-19 level of risk in our community by closing public offices to minimize contact among individuals and to slow the spread of COVID-19. **The Library Board of Trustees will be conducting its meeting electronically to reduce social gatherings and interpersonal contact.** In adherence to Governor Sisolak's Declaration of Emergency and Directive 006 on public meetings, there will be no physical location designated for this meeting.

The public will be able to participate in the meeting by watching the livestream of the meeting. Members of the public may click on the following link to watch the livestream of the Library Board of Trustees meeting: <https://youtu.be/-Mx9kZzMBvc>

To offer public comment before the Board meeting, members of the public may submit public comments online using the Douglas County Public Library website (https://library.douglascountynv.gov/contact_us) or by sending an email to info@douglas.lib.nv.us. Written public comments may also be mailed to the Douglas County Library at Post Office Box 337, Minden, Nevada 89423, but all public comments must be received prior to the date of the meeting if the comments are to be included in the supplemental materials.

To make public comment during the Library Board meeting, the public must call 775-783-6024 and leave a voice message which will be played for the Library Board of Trustees and the public when public comment is announced. Although the public comment phone line can accommodate multiple incoming calls at once, if a member of the public should get a busy signal, please call back. Because of the possibility for a high volume of telephone calls, there could be an increased potential for technical difficulties. Citizens are therefore encouraged to submit their public comments in writing prior to the date and time of the Board meeting.

- When leaving a voice message, members of the public should begin their public comment by stating and spelling their full name and whether he or she favors, opposes or has no opinion on the agenda item under consideration. No more than one voice message/public comment per person will be played to the Library Board and public during each public comment period.
- Public comment is limited to three (3) minutes per speaker and will only occur at the beginning and end of the Board meeting. Public comment will not be taken on each agenda item during the meeting.
- If members of the public desire to comment on more than one agenda item and believe that their comments will exceed the three minutes offered at both the beginning and end of the Board meeting, they are encouraged to submit written public comments to supplement their verbal public comments.
- The Douglas County Library's Public Comment Phone Line will become available to take public comment at **10:00 AM** on the day of the meeting for opening Public Comment. When the Chairperson calls for opening public comment, the line will remain open for at least five minutes to allow members of the public to call or until the last caller has finished leaving a voice message on the County's Public Comment Phone Line. Once the Chairperson closes opening public comment, any voice messages received after that time will be considered closing public comment.
- The Douglas County Library's Public Comment Phone Line will remain open to allow for closing public comment to be recorded as the meeting progresses. When the Chairperson calls for closing public comment, the phone line will remain open for at least five minutes to allow members of the public to call or until the last caller has finished leaving a voice message on the Public Comment Phone Line.
- All written public comments that are received prior to 4:00 PM the day before the Library Board meeting will be compiled and will be added as supplemental material for the Library Trustees and the public to review. Please label the written correspondence as public comment to avoid any uncertainty.
- Any written public comment received after 4:00 PM the day before the meeting, or on the day of the Library Board meeting, will be compiled and added as supplemental materials to the County's website and distributed to the Library Board of Trustees within 24 hours after the meeting. Please label the written correspondence as public comment to avoid any uncertainty.

Pursuant to Governor Sisolak's Declaration of Emergency, copies of the agenda will not be posted at any physical location. However, members of the public may request an electronic copy of the agenda or the supporting materials by contacting Veronica Hallam at vhallam@douglas.lib.nv.us. Electronic copies of the agenda and supporting materials are also available at the following websites:

- ❖ State of Nevada Public Notices website: <https://notice.nv.gov/>
- ❖ Douglas County Meeting website: <https://douglascountynv.iqm2.com/Citizens/Default.aspx>

AGENDA

Call Meeting to Order

1. Public comments. [No Action]

All written public comments that are received prior to 4:00 PM the day before the Library Board meeting will be compiled and will be added as supplemental material for the Library Trustees and the public to review prior to the meeting. To make public comment during the meeting, the public must call **775-783-6024** and leave a voice message which will be played for the Library Board of Trustees and the public.

Any written public comment received after 4:00 PM the day before the Library Board meeting will be compiled and added as supplemental materials to the County's website and distributed to the Library Board of Trustees within 24 hours after the meeting.

2. For possible corrective action. Discussion on approval of proposed agenda. The Library Board of Trustees reserves the right to take items out of order, to combine two or more agenda items for consideration, and to remove items from the agenda at any time. All items designated "for possible action" shall include discussion by the Board of Trustees and they may take action to approve, modify, deny, take "no action," or continue the item.
3. For possible corrective action. Discussion on approval of the minutes of the June 1, 2020 regular meeting and August 25, 2020 regular meeting.
4. For possible corrective action. Discussion and review of Budget Performance Report summary and Gift Fund summary.
- a. 7/31/2020
 - b. 8/31/2020
 - c. COVID-related expenditures
5. For possible corrective action. Discussion on revising the format, contents, and delivery of board meeting materials, including but not limited to changing the delivery of packets to the board from electronic mail and US Mail to strictly electronic mail, resulting in a savings on postage and supply costs.
6. For possible corrective action. Discussion on scheduling a December 2020 meeting of the Library Board of Trustees.
7. For possible corrective action. Discussion on revisions and/or introductions of policies and procedures.
8. For possible corrective action. Discussion of the Library's Long Range Plan, and planning for 2021.
- a. Review of Goals in current Long Range Plan.
 - b. Discussion on possible continuance of current Goals and Long Range Plan.
 - c. Decision must be made by November 24, 2020 meeting.

9. For Discussion Only. Update on the appointment of a new Trustee to the Library Board.
10. For Discussion Only. Update on vacant positions and recruitment of Library staff.
11. For Discussion Only. Library Director's monthly report on library operations and statistical reports from staff.
12. 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. Any written public comment received after 4:00 PM the day before the Library Board meeting will be compiled and added as supplemental materials to the County's website and distributed to the Library Board of Trustees within 24 hours after the meeting. To make public comment during the meeting, the public must call **775-783-6024** and leave a voice message which will be played for the Library Board of Trustees and the public.

Adjournment of Meeting

Supporting material for the meeting is available by request in writing, via US Mail or email. A request for copies of the agenda and supporting materials may be directed to:

Veronica Hallam, Administrative Services Manager
Douglas County Public Library
1625 Library Lane, Minden, NV 89423
vhallam@douglas.lib.nv.us

Notice to Persons with Disabilities: Members of the public who are disabled and require special assistance or accommodations are requested to notify Veronica Hallam at 1625 Library Lane, Minden, Nevada 89423 or via email at vhallam@douglas.lib.nv.us at least 24 hours in advance of the meeting.

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 month of October. 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 of the Library	10/12/20	3:00 PM	Minden Park
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This notice was posted electronically at the following locations prior to meeting days:

State of Nevada Public Notices website: <https://notice.nv.gov/>

Douglas County Meeting website: <https://douglascountynv.iqm2.com/Citizens/Default.aspx>