

## **LIBRARY BOARD OF TRUSTEES' MEETING MINUTES October 19, 2011**

The Board met in regular session at the Spanish Springs Library, 7100A Pyramid Lake Highway, Sparks, Nevada. Chair Al Stoess called the meeting to order at 4:03 p.m.

### **ROLL CALL**

Board Members Present: Tom Cornell, Al Stoess and Anna Jane Zarndt

Board Member Absent: Fred Lokken

Library Staff Present: Brenda Baxter, Kristin Cannard, William Carlin, Tammy Cirrincione, Harriett Clarke, Patti Day, Corinne Dickman, Debbie Gunderman, Nancy Keener, Julie Machado, Arnie Maurins, Jennifer Oliver, Brenda Owens, Pam Rasmussen, Donna Smith, Scottie Wallace, Beate Weinert and Rocky Badolato

County Staff Present: Commission Kitty Jung and Assistant District Attorney Herb Kaplan

Friends of Washoe County  
Library Present: Len Crocker, Lois Crocker, Martha Gould and Lucina Moses

### **PUBLIC COMMENT**

Lucina Moses, President of the Friends of Washoe County Library, extended an invitation to the Booksale Bonanza, which starts on October 27 for Friends members. She has membership applications for anyone who is interested. She also extended an invitation to the annual meeting being held at 6:00 p.m. on November 2 at the Northwest Reno Library and to the media event being held at 5:00 on October 26.

### **APPROVAL OF MINUTES**

On motion by Ms. Zarndt, seconded by Mr. Cornell, which motion duly carried, the Board approved the minutes of the September 21, 2011 meeting.

### **OLD BUSINESS**

#### **Acceptance of the Budget Reduction Plan as Presented to the Board of County Commissioners**

The Library Board reviewed the information submitted in the packet.

On motion by Ms. Zarndt, seconded by Mr. Cornell, which motion duly carried, the Board accepted the Library's supplemental 10% budget reduction plan as presented to the Board of County Commissioners on September 27, 2011.

## **NEW BUSINESS**

### **Road Completion of David Allen Parkway from Lazy 5 Parkway to the Serena Springs Housing Development**

This item was pulled from the agenda upon discovery that it is a private road. It may be brought back to the Board for support or some other action.

### **Expenditure of up to \$7,500 from the Systemwide Undesignated Gift Funds for the Purchase of a Service Desk for the Sierra View Library**

The Library Board reviewed the information submitted in the packet.

On questioning by the Board, Mr. Maurins advised that the furniture could be moved to another branch if necessary. Kristin Cannard, Sierra View Managing Librarian, added that the desk comes with a warranty and the vendor will move it if the need arises.

On motion by Mr. Cornell, seconded by Ms. Zarndt, which motion duly carried, the Board approved the expenditure of up to \$7,500 in systemwide gift funds for the purchase of a consolidated service desk for Sierra View Library pursuant to the quote from Machabee Office Environments.

### **Expenditure of up to \$10,500 from the Elia Trust Gift Fund, Up to \$1,410 from the Spanish Springs Undesignated Gift and Up to \$1,260 from the Sparks Library Undesignated Gift Fund to Purchase Additional Public Seating for the Spanish Springs and Sparks Libraries**

The Library Board reviewed the information submitted in the packet. Mr. Maurins provided a photo of the furniture for the Board to circulate.

Following discussion, on motion by Mr. Cornell, seconded by Ms. Zarndt, which motion duly carried, the Board approved the expenditure of:

- Up to \$5,500 from the Elia Trust Gift Fund and up to \$1,410 from the Spanish Springs Library Undesignated Gift Fund for the purchase of nine CITI single seaters and two CITI two-seat sofas per the quote from Machabee Office Environments
- Up to \$4,500 from the Elia Trust Gift Fund and up to \$1,260 from the Sparks Library Undesignated Gift Fund for the purchase of nine CITI single seaters per the quote from Machabee Office Environments
- Up to \$500 from the Elia Trust Gift Fund to cover any unexpected expenses related to the purchase of the above items

### **Revised Fines, Fees and Charges Policy**

The Library Board reviewed the information submitted in the packet.

Following discussion, on motion by Ms. Zarndt, seconded by Mr. Cornell, which motion duly carried, the Board approved the changes in the Fines, Fees and Charges Policy as recommended, effective December 5, 2011, for the increases in adult cardholders fines and exam proctoring fees, and February 1, 2012, for the new fee on unclaimed holds.

## **Letter from the Library Board to the Board of County Commissioners Regarding Control of Leased Property**

Mr. Maurins distributed a copy of NRS 379.025, "Powers and duties of trustees of consolidated, county, district, town or other public library" and cited paragraph 1(i) and 1(j).

Mr. Cornell requested that a copy of the lease agreements between the County and landlords be provided to the Board in order to review what actually transpired.

Martha Gould, Friends of Washoe County Library, based upon her knowledge as a retired Library Director, stated that the historical background from before her term is that County agencies, including the Library, managed their own contracts and negotiations. Lease negotiations came first to the Library Board, then to the County Commissioners, with the Library working with its financial analyst. With one person negotiating for all County departments, that person does not necessarily know what is going on in those particular departments, and, as in the case with Sierra View Library, have negotiated a lease without understanding the collateral damage it may cause the Library in terms of the cuts the Library is facing. The Library is now committed to a five-year lease and the staffing of that branch for that period of time.

Ms. Gould stated that the Board of Library Trustees has to finally stand up and say that, by law, it has the right to negotiate its own leases because the Board of County Commissioners has much more on its plate than worrying about a lease. She feels very strongly that this needs to come back to the Library staff and Board before it goes to Finance and the Commissioners.

On motion by Ms. Zarndt, seconded by Mr. Cornell, the Board tabled this item to the next meeting, with a request for an opinion from legal counsel.

### **Resignation Letter from Dianne Drinkwater**

Mr. Maurins read Ms. Drinkwater's resignation letter into the record: "It is after great reflection that I have decided to resign my position with the Washoe County Library Board of Trustees. It has been an honor to serve and I will always be a supporter of the public library system, but in the current environment I do not believe I am being an effective advocate. It is my hope that my successor will be able to more effectively advocate for our library system. I wish you all well in your endeavors and pray for your success. Regards, Dianne S. Drinkwater"

Mr. Maurins advised that if the Chair wants additional clarification, he may contact Ms. Drinkwater directly.

### **Recruitment of Library Trustee to Fill Vacated Position**

The Library Board reviewed the information submitted in the packet.

On questioning by the Board, Mr. Maurins advised that Ms. Drinkwater was a resident of District 1. He added that both applicants from the previous recruitment indicated that they would like to be considered for this vacancy, but the County webmaster is currently on vacation, and it is not known if more applications were submitted.

### **Appointment of New Liaison to the Friends of Washoe County Library**

This vacancy was created by the resignation of Ms. Drinkwater. Ms. Zarndt volunteered to act as liaison to the Friends of Washoe County Library.

### **Staff Report on Spanish Springs Library Programs, Activities and Operations**

The Library Board reviewed the report submitted in the packet.

Corinne Dickman, former Spanish Springs Managing Librarian, thanked Julie Machado, new Spanish Springs Managing Librarian, for the courtesy of allowing her to present her final report. She added that there were 11 acts and 91 in attendance at the recent talent show. A young patron had asked if the Library would be willing to sponsor a talent show, and he acted as Master of Ceremonies. The event was well covered by the media.

### **ADMINISTRATION REPORT TO THE BOARD**

The Library Board reviewed the report previously emailed by the Director.

On questioning by the Board, Mr. Maurins advised the Board that in addition to Ms. Dickman and Ms. Machado being reassigned, there will be some additional staffing changes that will be effective by early November to rebalance the reduced staff.

Commissioner Jung stated that at the most recent Shared Services Elected Officials Committee meeting, there was interest if the Citizens Advisory Board and/or the Library Board of Trustees were working on any sort of shared service opportunities with other agencies.

On questioning by Mr. Maurins, Ms. Jung clarified that the committee is talking about partnerships to include public and private business, in addition to the school district and university.

### **ACKNOWLEDGMENT OF DONATIONS RECEIVED BETWEEN JULY 1 AND SEPTEMBER 30, 2011**

The Library Board reviewed the report submitted in the packet.

Jennifer Oliver, Development Officer, added that the periodical donation drive is up 28 percent from this time last year.

### **FINANCIAL REPORTS**

The Library Board reviewed the information submitted in the packet.

### **MONTHLY LIBRARY USAGE STATISTICS REPORT**

The Library Board reviewed the information submitted in the packet.

**PUBLIC COMMENT**

Commissioner Jung stated that she is aware that Library staff is not feeling very appreciated at this time, but reminded the Board that she did not vote to adopt the first budget reduction plan that placed the Library System in non-core services and did not support the final budget for various reasons. She stated that she wants staff to know that she will not let people speak nonsense by saying that public employees brought the County to its knees and that the financial sector has done a good marketing job of making everyone think that is the case. She stated that she will approve no further cuts to the Library System once the collective bargaining process is complete.

**BOARD COMMENT**

There was no Board comment.

**ADJOURNMENT**

Dr. Stoess adjourned the meeting at 4:59 p.m.