

LIBRARY BOARD OF TRUSTEES' MEETING MINUTES

December 21, 2011

The Board met in regular session at the Downtown Reno Library, 301 South Center Street, Reno, Nevada. Chair Al Stoess called the meeting to order at 4:04 p.m.

ROLL CALL

Board Members Present: Tom Cornell, Fred Lokken and Al Stoess

Board Member Absent: Anna Jane Zarndt

Library Staff Present: John Andrews, Brenda Baxter, Michelle Chapman, Tammy Cirrincione, John Crockett, Patti Day, Corinne Dickman, Debbie Gunderman, Nancy Keener, Julie Machado, Arnie Maurins, Cathy Maurins, Maureen McElroy, Jennifer Oliver, Robyn Rassuchine, Cecily Small, Andy Tavener, Scottie Wallace, Beate Weinert and Rocky Badolato

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

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

Citizens' Committee Members Present: John Andrews, Carol Lloyd, Robert Mulvana and Michelle Quevado

PUBLIC COMMENT

Scottie Wallace, Downtown Reno Managing Librarian, announced that the music in the background is provided by the North Star Chamber Players. The lovely music was appreciated.

Lucina Moses, President of the Friends of Washoe County Library, extended holiday greetings to the Board and reported the following:

- Through the hard work of its volunteers, the Friends of Washoe County Library is allocating \$100,000 this year
- The Friends will be moving soon, and a meeting is scheduled next week with a potential landlord

Dr. Stoess thanked the Friends on behalf of the Board for the allocation.

APPROVAL OF MINUTES

On motion by Mr. Lokken, seconded by Mr. Cornell, which motion duly carried, the Board approved the minutes of the December 21, 2011 meeting, with the following correction: CHANGE "Commission" to "Commissioner" Kitty Jung on page 1.

OLD BUSINESS

Staff Report on the Koha Project

Nancy Keener, Systems and Access Services Librarian, distributed copies of the test catalog. The address was not included in the catalog, and she will email it to the Board. She then reported the following:

- The go-live date is January 9
- The present system will run through the end of January 6
- Will be in offline mode January 6-8 and part of January 9
- Patrons will be able to return and check out books, retrieve holds and get e-books; they will only be unable to search the catalog and place new holds until January 9
- The test catalog is not complete, but it does searching so the Board can take a look
- Patron response has been positive when staff presented demos
- 17 staff trainings have been done to date, and training will continue until the go-live date
- There will be a demonstration at the next Board meeting

Ms. Jung arrived at 4:10 p.m.

Ms. Keener invited the Board to send any concerns or questions to her via email.

John Crockett, Internet Librarian, noted that the Koha catalog offers more interaction with patrons, such as:

- Patrons are able to leave book reviews for books in the catalog
- While patrons can currently suggest purchases, there is feedback regarding the status of the purchase suggestion
- Patrons can see the most popular searches
- Patrons can be notified of new items added to the catalog

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

Mr. Maurins stated that he has consulted with legal counsel, and it is Mr. Kaplan's opinion that the Board of County Commissioners have the final authority on approval of leases involving libraries, but that the Library Board could take an advisory role if it so chooses.

This was satisfactory to Mr. Lokken, who asked that the Library Board be made aware of negotiations in the future so that it could be involved.

Mr. Maurins advised that both the North Valleys and Sierra View leases include a standard funding-out clause with the following provisions:

- If there is no money budgeted for the lease, the lease would be terminated without penalty
- If the County opened a new Library nearby to serve the same population, the lease would be terminated without penalty
- Either lessor or lessee can terminate with a six-month notice
- The Sierra View lease can be terminated, with or without cause, as long as the closure of the Library occurred on the anniversary date of July 1, with six-month notice

NEW BUSINESS

Presentation of the Final Report of the Citizens' Advisory Committee on the Future of the Washoe County Library System

Carol Lloyd, member of the Citizens' Advisory Committee on the Future of the Washoe County Library System, presented the final report to the Library Board. She explained that this committee was formed at the request of the Library Board of Trustees and appointed by the Board of County Commissioners to define the future needs of the Washoe County Library System as it supports the community.

Mr. Maurins noted that he and Commissioner Jung were non-voting members of the committee, and that status will be reflected when the report is printed again.

On questioning by the Board, Mr. Maurins offered to provide a session at a future meeting regarding the materials budget, including the Collection Development Policy.

Commissioner Jung suggested the following when presenting this report to the Board of County Commissioners:

- Bullet the recommendations
- Do a Power Point presentation
- Point out already-achieved goals at the end of the presentation, including #7
- Talk about the philosophical struggle regarding the number of branches that should be open, their size and their hours
- Talk about specializing the different areas based on community needs
- Think realistically about placing something on the ballot
- Bring more information about the Library District
- State that the survey is statistically significant

Dr. Stoess announced that it was agreed that the presentation would be made by the Chairman of the Citizens' Advisory Committee.

Commissioner Jung presented a gift to the Friends of Washoe County Library.

Dr. Stoess called for suggestions on how to publicize the report and received the following suggestions:

- Schedule a press conference to include members of the Committee, Board Chair, Library Director and Commissioner Jung
- Present it at the joint meeting with the Board of County Commissioners
- A featured article in the Reno Gazette Journal
- Local public affairs programs
- KUNR
- Ask the new Community Relations Manager for advice
- Have committee members speak in the community
- A speakers bureau that goes out to civic and service clubs to talk about the work that was done here and the recommendations to promote an understanding of the importance of a library system in a community

John Andrews, committee member and Downtown Reno librarian, advised the Board that the report will be available on line and three reference copies and a circulating copy are cataloged in the Library System.

Mr. Cornell suggested that a non-profit could take over the operation of the Duncan/Traner and Verdi Community Libraries if it is decided that they should be closed.

Martha Gould, committee member and former Library Director, advised the Board that the original Blue Ribbon Committee report was accepted by the Board of Library Trustees, which meant it accepted the recommendations in the report. The Library Board Chairman and the Blue Ribbon Committee Chairman then presented the report to the Board of County Commissioners. Once the BCC accepted the report, it became the tool used every year for budget planning. She added that the final report is an exemplary piece of work and congratulated the entire committee.

On motion by Mr. Lokken, seconded by Mr. Cornell, which motion duly carried, the Board accepted the final report of the Citizens' Advisory Committee on the Future of Washoe County Library.

On motion by Mr. Lokken, seconded by Mr. Cornell, which motion duly carried, the Board directed Library staff to move forward with implementing the suggestions to publicize the recommendations and findings of the Citizens' Advisory Committee on the Future of Washoe County Library.

Commissioner Jung excused herself at 4:50 p.m.

Preparation for the Joint Meeting with the Board of County Commissioners Scheduled for January 24, 2012

The Library Board reviewed the information submitted in the packet.

Mr. Maurins suggested as future agenda items:

- Presentation of the CAC report
- Role of the Library Board of Trustees in regarding negotiation of leases
- Clarification on the respective role of the Library Board and the County Commission in making decisions regarding outsourcing Library service or delivering service in collaboration with other organizations

Mr. Lokken suggested as future agenda items:

- Communicate that the Library Board wants the most positive working relationship going forward
- Publicly thank Kitty for serving as liaison to the Library Board and Citizens' Advisory Board
- Stress the importance of communication – the Library has handled the cuts and maintained a level of service, but note the price paid in terms of reduced hours, reduced access and availability
- Power Point presentation of the CAC recommendations
- Recognition of the contribution of the Friends of Washoe County Library

Mr. Lokken stated his desire to publicly recognize the efforts of the Citizens' Advisory Committee on the Future of Washoe County Library at a regular Board of County Commissioners meeting.

Staff Report on Downtown Reno Library Programs, Activities and Operations

The Library Board reviewed the information submitted in the packet.

Scottie Wallace, Downtown Reno Managing Librarian, publicly acknowledged that the remarkable staff housed in the Downtown Reno Library building have been troopers throughout the HVAC project while temperatures have varied immensely over the past six months.

On questioning by Mr. Cornell, Ms. Wallace advised that the building was closed, with Library Director approval, when the interior temperature reached the 40s. Closure was kept to a minimum.

LIBRARY ADMINISTRATION REPORT TO THE BOARD

The Library Board reviewed the information submitted in the packet.

Mr. Maurins highlighted the following items from his report:

- Bonnie Saviers, Marketing Coordinator, is retiring this month, and he noted his appreciation for her contributions to the Library System
- A good portion of the recommendations from the Citizens' Committee had to do with marketing, so we will need to take a hard look to see what can be done and how to do it
- He is grateful for the Friends of Washoe County Library allocation of \$100,000 and its ongoing support

FINANCIAL REPORTS

The Library Board reviewed the information submitted in the packet.

MONTHLY LIBRARY USAGE STATISTICS REPORT

There was no report. Mr. Maurins explained that there is a glitch having to do with different versions of Excel. Staff is trying to solve the problem in the hopes that there will be a report for the next meeting.

PUBLIC COMMENT

Mary Jones, Vice President of the Friends of Washoe County Library, advised the Board that the allocation for materials comes from Friends of Washoe County Library events, Second Hand Prose and the Second Century Foundation. She noted that hard back and soft back books comprise most the profit from the book sales. If not for the physical books, the Library System would be lucky to receive \$1,000 allocation for the year. Because of that, she does not feel that digital books are not the be-all and end-all.

Ms. Gould stated the following:

- The endowment is growing, and the interest the Foundation acquires is rolled over and added to the amount raised by the Friends
- The endowment is currently at \$550,00-\$560,000, and she noted that it started with approximately \$35,000 six or seven years ago
- By law, the Board of Library Trustees holds all of the assets of the Washoe County Library System in trust by virtue of the Nevada Revised Statutes
- It is the responsibility of the Library Board to approve and present the budget, then enter into budget negotiations as a friendly partnership
- The Board of County Commissioners is uncomfortable with the fact that there is so much support in this community for the Library System and feel like they're being pushed to the wall

John Andrews, Downtown Reno Library Public Services and Outreach Librarian and Citizens' Advisory Committee member, thanked the Library Board for the opportunity to serve on the committee. He gained a better understanding of similar documents that he sees but to which he does not pay particular attention.

He also encouraged the Board to read the supporting documentation following the recommendations as it includes the justification for the recommendations that were made.

BOARD COMMENT

Mr. Lokken thanked the Sierra View and Downtown Reno Library staff for welcoming the Citizens' Committee and staying longer hours at both sites and the citizens that participated in the committee for the time that was donated on the project. He also thanked the Friends of Washoe County Library for the \$100,000 allocation.

Dr. Stoess congratulated Mr. Cornell for completing the County-sponsored course, Essentials of Community Board Management. He then wished the Board and the Library staff a happy holiday.

Mr. Maurins announced the following agenda items for the January Board meeting:

- Reconsideration of days and hours of operation at the Sierra View Library, requested by the landlord
- Donation of surplus property to the Friends of Washoe County Library (the County Purchasing Department has indicated that the Library Board may be able to approve donations or the sale of surplus property for \$1)

ADJOURNMENT

Dr. Stoess adjourned the meeting at 5:15 p.m.