

LIBRARY BOARD OF TRUSTEES' MEETING MINUTES January 21, 2009

DRAFT

The Board met in regular session at the Downtown Reno Library, 301 South Center Street, Reno, Nevada. Chair June Burton called the meeting to order at 4:09 p.m.

ROLL CALL

Board Members Present: June Burton, Fred Lokken, Judy Simon and Al Stoess

Board Member Absent: Dianne Drinkwater

Library Staff Present: Shelley Brant, John Califano, Kristin Cannard, Tammy Cirrincione, Corinne Dickman, Debbie Gunderman, Nancy Keener, Barbara Lentz, Julie Machado, Arnie Maurins, Cathy Maurins, Michelle Millard, Jennifer Oliver, Aurora Partridge, Bonnie Saviers, Donna Smith, Dianne Varnon, Scottie Wallace, Beate Weinert and Rocky Badolato

County Staff Present: Budget Analyst Pam Fine and Deputy District Attorney Herb Kaplan

SECRETARY'S REPORT

On motion by Ms. Simon, seconded by Mr. Lokken, which motion duly carried, the Board approved the minutes of the December 17, 2009, meeting.

OLD BUSINESS

Revision of the Bylaws of the Washoe County Library Board of Trustees

Following discussion, on motion by Mr. Lokken, seconded by Ms. Simon, which motion duly carried, the Board approved the revised Bylaws as presented at the December 17, 2009, meeting with the following addition: Add a reference to Nevada Revised Statutes 379.020 at the end of Article IIB(4).

Staff Report on the 2008/09 Washoe County Budget Reduction Plan

The Library Board reviewed the information submitted in the Board packet.

Mr. Maurins noted the changes that were made to Phase 2 of the reduction plan based on feedback from the Library Board at the December meeting as follows:

- Removal of the proposed meeting room fee
- Removal of fines on children's cards
- The \$29,000 from the removal of the above items was added to the materials budget reduction

He added that the "Remaining Balance" for the Library Materials in Phase 2 should be \$106,000 instead of \$135,000. On questioning by the Board, he advised them that the Board of County Commissioners will be looking at departmental reduction plans on January 27.

On further questioning by the Board, Mr. Maurins advised as follows:

- The current reduction plan does not call for reduction of service hours, although that could change if there are additional retirements and/or vacancies

- The current reduction plan does not call for elimination of the Bookmobile, which is on the road for two days per week, supplemented by the smaller vehicles

At the request of Mr. Lokken, Mr. Maurins will direct staff to collect data on the number of adults using children's cards to avoid paying late fines. The information will be brought back to the Board at a later meeting.

On motion by Dr. Stoess, seconded by Mr. Lokken, which motion duly carried, the Board approved Phase 2 of the Budget Reduction Plan as presented.

NEW BUSINESS

Revision of the Fines, Fees and Charges Policy

The Library Board reviewed the information submitted in the Board packet.

On motion by Ms. Simon, seconded by Mr. Lokken, which motion duly carried, the Board approved the staff recommended changes in the Fines, Fees and Charges Policy and to rescind the no fines practice for Library employees, with an effective date of March 1, 2009. Dr. Stoess opposed.

Upon questioning by the Board, Mr. Maurins explained the reasoning for the following increases and fee implementations:

- The public copier increase was comparable, if not less, than the copier charges at other businesses
- The interlibrary loan charge is an average of the postage charges paid to return items to the lending libraries
- The amount for the proctoring fee is in line with what is being charged at other libraries throughout the country

At the request of the Board, the copier and proctoring charges will be monitored over a period of time, and reported back to the Board.

Staff Report on Northwest Reno Library Programs, Activities and Operations

Barbara Lentz, Northwest Reno Library Manager reported the following:

Statistics for the Current Fiscal Year

- Items checked out - 160,000
- Patrons in building per month - 18,000
- Patrons using Internet - 20,000
- Programs - 190
- Survey responses - 8,000

Quarterly Report Highlights

- In October and November, over 4,000 voters participated in both the early and regular voting, which affected the gate count, library card registration and all areas of the library
- Sent 13 barrels to the Northern Nevada Food Bank as part of the Food for Fines program
- Over 750 youth participated in the Fall Reading Club, with students from 15 preschools, 23 private and public elementary schools, 3 middle schools, 2 high schools and 59 home schoolers
- Storytime, especially the Tuesday night Family Fun Night, is very noisy and popular, three of note:
 - Over 205 children came to see Santa Clause, who is actually a Sparks Library employee
 - Ex-Board member Bud Fujii played the conductor on the Polar Express
 - The Reno Bighorns, Reno's new NBA D League team, did a greeting night

DRAFT

Art

Northwest Reno Library has several art gallery and display cubes, which have included:

- The past two gallery displays
 - Artwork by the local art teacher's group, Washoe County Visual Art Educators
 - A traveling exhibit of art done during The Big Read of Fahrenheit 451
- McQueen High School art is displayed in the Teen Area
- Several book displays

Partnership with Verdi Library

A Verdi Library staff member retired in December, and Northwest Reno Library is providing staff for Verdi Library on Tuesdays, Thursdays and Saturdays and helping to provide the Saturday programs.

American Library Association/National Medical Library Exhibit

Ms. Lentz distributed a pamphlet and draft of the speaking schedule for the traveling exhibit, "Changing the Face of Medicine, Celebrating America's Women Physicians." The exhibit will run at the Northwest Reno Library from February 15 through March 27, and is being held jointly with the University of Nevada, Reno Medical Library. The exhibit has been traveling for a few years, and is appearing in only approximately 60 libraries throughout the country.

Staff Report on Mobile Library Programs, Activities and Operations

Shelley Brant, Mobile Services Manager, reviewed the information in her report, which was distributed at the meeting.

On questioning by the Board, she added the following:

- When material is dropped at a location, staff includes Reader's Advisory lists to help the patrons make selections next. The patrons then tell staff what they want, staff puts the materials on hold the are brought to the patrons on the next visit.
- The sites currently served by the Homebound and Traveling Tales vehicles are those that had previously been served by the Mobile Library but removed from the schedule, except for two sites that were added.
- Items not being returned is a larger-than-average problem at Mobile Library, but not a problem at all with Homebound services, mostly due to the age of the Mobile Library patrons.
- Giveaway items are provided by Mobile Services as they are at all branches.
- There is no bilingual staff member on the Mobile Library.
- The cost of running the Mobile Library vehicle is approximately \$1,000 per month, with the cost for the other two vehicles being significantly less.
- There are 3.05 staff members assigned to Mobile Services, with one employee working in another department for the past year, and two backup drivers to cover staff shortages.

LIBRARY ADMINISTRATION MONTHLY REPORT TO THE BOARD

The Library Board reviewed the report submitted in the Board packet.

Mr. Maurins advised the Board that the Friends allocation was actually \$103,714, rather than \$105,000 indicated in his report.

Upon questioning by the Board, several staff members explained the reasoning for the maximum of 15 DVDs and 15 CDs:

- Not everyone borrows both CDs and DVDs
- Not everyone takes out large amounts
- The maximum of 15 items was a compromise between staff who thought 10 was sufficient and staff who made a case for the need for 20
- A parent may be checking out items for different age groups in the family
- DVDs are not necessarily theatrical films, they could be self-help, documentary, do-it-yourself, etc.

- For a long time, checkouts were unlimited, but staff realized that because of the budget situation, we cannot purchase materials in large quantities and a limit was needed
- This limit will still enable families and individual users to have access to what is needed
- A shorter checkout period was considered, but because of the area we serve, there is a large group of patrons who plan to visit the library every three weeks, and it would be a disservice to them to shorten the checkout period
- DVDs and CDs could be used in a short period of time, as some are only 25-30 minutes long, and so 15 is not an unreasonable number
- This is an issue that all library systems wrestle with
- Patrons check items out for a variety of reasons, and we try not to discriminate based on the format in which the information is carried
- The patrons in Washoe County are responsible library users; the majority of items are returned
- The loss rates of the Washoe County Library System are comparable to or less than the national average

Upon the request of the Board, staff will report back on turnover statistics for DVDs and CDs.

The Board expressed its gratitude to the Friends of Washoe County Library for all they do. Mr. Maurins noted that a resolution will be presented to the Board of County Commissioners on February 17 to recognize the Friends for their efforts.

FINANCIAL REPORTS

The Library Board reviewed the reports submitted in the Board packet.

On questioning by the Board, Mr. Maurins explained the Gift Fund Report as follows:

- The "Designated Restricted Use" portion of the Gift Fund Report consists of money donated that has been designated for a certain purpose by the donor; Friends of Washoe County Library allocations are included
- The "Available General" portion of the Gift Fund Report consists of donations made directly to a particular branch or book sales of donated items conducted at the various libraries; these funds are not designated for specific purposes
- The report is an ongoing accounting, and the two above items add up to the "Total" column

On further questioning by the Board, staff explained that undesignated gift funds are often pooled or shared by the branches when a project appears that one or more of the libraries cannot manage alone.

MONTHLY LIBRARY USAGE STATISTICS REPORT

The Library Board reviewed the report submitted in the Board packet.

PUBLIC COMMENT AND DISCUSSION

Scottie Wallace, Downtown Reno Library Manager, reminded the Board that if they have any questions, they can call any of the libraries, and staff is always happy to help.

Ms. Burton stated that a patron in the Downtown Reno Library asked her to request the return of the old computers because he does not like the new system.

BOARD COMMENT

Ms. Simon advised the Board that, as a part of her volunteer day of service, she met with Liz Blaustein, who is in charge of the volunteer program at Incline Village Library, and learned about the volunteer program at that branch.

Julie Machado, Sparks Library Manager, invited the Board to visit the libraries as staff is happy to conduct tours upon advance notice. She also thanked Dr. Stoess for his recent visit.

ADJOURNMENT

On motion of Ms. Simon, seconded by Mr. Lokken, which motion duly carried, Ms. Burton adjourned the meeting at 5:19 p.m.