

LIBRARY BOARD OF TRUSTEES' MEETING MINUTES January 20, 2010

The Board met in regular session at the Downtown Reno Library, 301 South Center Street, Reno, Nevada. Chair Fred Lokken called the meeting to order at 2:00 p.m.

ROLL CALL

Board Members Present: Tom Cornell, Dianne Drinkwater, Fred Lokken, Judy Simon and Al Stoess

Library Staff Present: Brenda Baxter, Shelley Brant, Kristin Cannard, William Carlin, Tammy Cirrincione, Max Conelly, Patti Day, Corinne Dickman, Dave Eveland, Lorna Grasso, Debbie Gunderman, Nancy Keener, Barbara Lentz, Carol Lloyd, Julie Machado, Arnie Maurins, Maureen McElroy, Charlene McMasters, Jennifer Oliver, Brenda Owens, Pam Rasmussen, Bonnie Saviers, Cecily Small, Donna Smith, Andy Tavener, Dianne Varnon, Scottie Wallace, Beate Weinert and Rocky Badolato

County Staff Present: Deputy District Attorney Herb Kaplan and Budget Analyst Anna Heenan

Public Present: Len Crocker, Lois Crocker and Martha Gould, Friends of Washoe County Library Board, Robert Desoto

WORK SESSION

Review of Washoe County Financial Outlook

Mr. Maurins advised the Board that the latest projection is that there will be a \$25,000,000 shortfall. There are efforts being made to reduce that amount.

Formal Request to the Board of County Commissioners by the Library Board to Preserve the 2010/11 Library General Fund Budget

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

After discussion, the Board suggested the following changes to the letter be made:

- o Place "Economic Benefits of Libraries" at the beginning of the letter
- o Move the section "Library services address critical needs" to the beginning with "social services, health and public safety" as bullet points under that
- o Emphasize employability along with quality of life
- o Include examples directly related to the bad economic times including resumes, job searching, literacy, accessing social service programs
- o Under the last bullet point "Fostering a sense of community", clarify "neutral public space"
- o Under the second bullet point regarding places for youth to go, add the words "safe, supervised"
- o Include tangible examples such as showing how we are improving literacy skills
- o Make the letter reflect how much goes on in this Library System on a daily basis
- o Expand on our role with education and include statements on how we support the schools and students within the Washoe County School District
- o Include specific documentation about the community services being provided
- o Emphasize the special role that we play with both the underserved and underrepresented population
- o Emphasize the assistance and library materials for home-schooling parents
- o Incorporate the budget measures already taken

After further discussion, due to time constraints the Board agreed to delegate to Mr. Maurins the authority to compose a letter for which the Board will review and sign before going to the Board of County Commissioners. Based on Open Meeting Law concerns, no changes will be made to the letter. The Board requested the final letter be included in the February 2010 Board packet.

On motion by Ms. Simon, seconded by Ms. Drinkwater, the Board approved its endorsement of the letter.

Adoption of the Washoe County Library System 2006/2011 Strategic Plan Addendum

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

An updated addendum was distributed. Mr. Maurins reported the Board approved a 2010/2014 Strategic Plan but the latest Strategic Plan on file with the State Library is the 2006/2011 plan. This is an addendum to that plan.

Mr. Maurins noted that he is not asking for approval of the new Mission Statement, but would like an endorsement of the general ideas in the document. He noted that the budget cuts need to be planned in a way that would allow expansion in a sustainable way when the budget improves.

Following discussion, the Board made these recommendations:

- o Move the chronological developments to the front and follow with the mission and guiding principles
- o Add headings to each separate section
- o Add a strategy to include the Friends of Washoe County Library and patrons in discussions regarding the philosophical changes for the Library System

Upon questioning by the Board, Mr. Maurins explained that the Library is serving 18 percent more people, based on population and not usage figures.

On motion by Ms. Drinkwater, seconded by Ms. Simon, which motion duly carried, the Board approved the draft proposal provided by Mr. Maurins in concept. The revised version of the Strategic Plan Addendum will be presented at the February Board meeting for review and approval.

Direction to Staff Regarding Potential Branch Closures, Changes in Public Hours and Topics Relating Thereto

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

Mr. Maurins acknowledged the collaborative effort of the management staff that developed the spread sheets and staffing recommendations. Dianne Varnon, Associate Library Director, acknowledged Corinne Dickman, Spanish Springs Library Manager, for her part in the creation of the Executive Summary.

Ms. Varnon reviewed the information in the Executive Summary and the Staffing Scenarios and noted that these are only suggestions and possible scenarios. If the Library budget is cut significantly, staffing is the only place to cut. She also discussed reducing the burden on the library expansion fund as those dollars will be needed to move forward into recovery.

Upon questioning by the Board, Ms. Varnon explained the third column on the Staffing Scenario reflects the Library having to cut less than \$1,500,000, and if staff salaries are moved into the general fund, it would help keep the Senior Center open. The Board asked the Senior Center be one of the priorities.

Upon further questioning by the Board, Mr. Maurins explained that the materials budget for the current fiscal year is approximately \$660,000, almost 50 percent less than two years ago. There is a State Library standard stating that libraries spend 10 percent of the total budget on materials. Washoe County Library has not been able to meet that standard and is currently operating under a state waiver.

The Board commented that the public and County officials need to be made aware of the direct impact of each decision that has been and will be made since few people actually observe these discussions. The effects on the Library and the public must be documented.

Upon further discussion, the Board noted they are willing to endorse the direction of looking at having fewer facilities open. Mr. Maurins noted that the Library is making an effort to communicate the impacts of library closures and less staff to the public by distributing a handout explaining what has already been done and what the likely impacts are going to be if significant cuts are made.

PUBLIC COMMENT

Martha Gould, former Library Director, discussed the following items:

- o The Downtown Reno Library is the most expensive facility to operate, and she suggested it be the one to be closed if necessary
- o Property in North Valleys was deeded specifically to build a library and she questioned if the County has followed that mandate
- o Library services are vital to economic development as companies coming into the area look at the quality of life institutions
- o She commended Mr. Maurins and the Library staff for the work done under incredibly difficult circumstances

Len Crocker, President of the Friends of Washoe County Library Board, provided the Board with background information on the Friends. It adopted a resolution Mr. Maurins will read into the record. The Friends have donated in excess of \$100,000 annually specifically for library programs and materials and while the hope is that it will not be necessary to close any facilities, he noted that whatever decision is reached, the Friends mission was and is to support the Library System.

Robert DeSoto, patron, discussed his memories of Governor Michael O'Callaghan and his part in the creation of a mobile library many years ago. He noted that the Library is beyond education. Libraries preserve our culture, civilization and history. Because of the Library, he has been able to contact people he has not seen in years. He thanked the Library and noted that he has learned more in libraries than in a classroom.

Mr. Maurins read the following into record:

- o Resolution from the Friends adopted January 6, 2010

"Be it resolved: that the Friends of Washoe County Library's mission is to support programming, materials and equipment that sustain our Library System. Directing any of our donated funds to other uses, such as operating costs associated with closing libraries, would be extremely detrimental to our fund raising efforts and against the principles of our organization."

- o Memo from Vicki Newell, Northern Nevada Literacy Council, to the Washoe County Library Board of Trustees from the Northern Nevada Literacy Council Board of Directors and Executive Director regarding the closing of the Sierra View Library and Community Resource Center.

"Our organization is in sympathy with the Library Board of Trustees as you face difficult decisions to address additional budget cuts. We understand your need to consider closing the Sierra View and North Valley branches. Our concern is the impact of closing the Community Resource Center.

As our community continues to experience additional workforce layoffs, our adult basic education (TMCC and NNLC) and adult high school (WCSD/AHS) programs are experiencing dramatic increases in the demand for services and have long waiting lists. Our job training/job readiness providers are also encountering similar demand. The Community Resource Center provides a vital service as undereducated

unemployed reach out to community resources that can assist them in increasing their basic skills, work

readiness skills or study to obtain their GED certificate. The Center provides these services while elevating some of the burden being placed on our already stretched adult education program budgets. The Center's impact is reflected in the statistics Andrea Tavener is presenting to you today.

It is our hope that as you consider ways to address the Library's budget cuts you will consider keeping the Community Resource Center. If, in fact, Sierra View must be closed, we strongly recommend that the CRC be relocated to another Library Branch. If this alternative is not feasible, our organization would entertain a partnership with the Library Board of Trustees to house the Community Resource Center in the computer lab at our Adult Learning Center, 1400 Wedekind Road, Reno, Nevada.

Thank you for your consideration of our concerns. Sincerely, Vicki D. Newell, Executive Director and the NNLC Board of Directors."

SECRETARY'S REPORT

On motion by Dr. Stoess, seconded by Ms. Drinkwater, which motion duly carried, the Board approved the minutes of the December 16, 2009, meeting.

OLD BUSINESS

Staff Report on the Status of the FY 2009/10 Budget

Mr. Maurins reported that, on the advice of our budget analyst, the gift fund interest and Friends donation from their campaign will be kept in reserve, unless needed, until the end of the year.

NEW BUSINESS

Revisions to the By-Laws of the Library Board of Trustees

The Library Board reviewed the information submitted in the Board packet and took no action.

Disposition of the Mobile Library Bookmobile and Homebound Service Van

Jennifer Oliver, Development Officer, reported that since the Mobile Library was partly purchased with State Library LSTA grant funds, she is checking with the Grant Administrator from the State Library to determine if the vehicle can be sold and what kind of authorization we may need prior to selling.

Following discussion, Ms. Oliver advised that this item will be presented again after a response has been received.

Holiday Closures on Easter Sunday, Independence Day, Christmas Day and New Year's Day

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

Following discussion, on motion by Mr. Cornell, seconded by Ms. Drinkwater, which motion duly carried, the Board approved the holiday closures as presented.

Staff Report on the Library System's Collection Development Activities

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

Brenda Baxter, Youth Services, Outreach and Literacy Coordinator, commented that the information provided in the packet represents an outline of the Collection Management Plan that will be presented at the April meeting for approval. She noted that the Collection Development Policy is outdated due to the many changes in the last two years and will be updated.

Ms. Baxter invited the Board to visit Collection Development in the Sierra View Library and provided her telephone number.

Upon questioning by the Board, Ms. Baxter explained that since moving to a centralized process, there are eight Librarians from various branches who select and order materials for the entire system and are experts in the fields in which they order. These Librarians have 30 hours of responsibilities at their branches per week in addition to time spent selecting and ordering materials.

Staff Report on Community Resource Center Activities and Operation

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

Andrea Tavener, Program Assistant, emphasized the need and the vital service the CRC provides to the underserved population in the community. She noted that evidence can be provided to the Board showing that lack of education leads to an increase in crime rate. She further noted that there has been a huge increase in people utilizing these services, and given the current economic situation, she sees that doubling.

LIBRARY ADMINISTRATION MONTHLY REPORT TO THE BOARD

The Library Board reviewed the report and brochure distributed at the meeting.

Mr. Maurins commented that the brochure is given to patrons when they apply for a library card and is supplemented with branch-specific information.

FINANCIAL REPORTS

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

MONTHLY LIBRARY USAGE STATISTICS REPORT

The Library Board reviewed the report distributed at the meeting.

Mr. Maurins advised that the Collection Development numbers are understated due to a discrepancy in November. The system vendor is working to resolve the glitch in the system.

PUBLIC COMMENT AND DISCUSSION

Scottie Wallace, Managing Librarian of the Downtown Reno Library, commented on the safety and supervision of children. She wanted to bring to the attention of the Board that there are policies and procedures in place dealing with unattended children in the Library. She noted that her responsibility is to protect and supervise the transmission of information, the quality of that information and do everything possible to insure that people have access to information. She clarified that she does not promise the safety of individuals nor supervise them, but does her best to insure a safe facility.

Jennifer Oliver, Development Officer and Friends of Washoe County Liaison, also acknowledged the Friends allocation of \$87,000, \$79,500 of which will be used for materials.

BOARD COMMENT

The Board commented on the success of the Friends and thanked them for the difference they make.

ADJOURNMENT

Mr. Lokken adjourned the meeting at 4:40 p.m.