



**LIBRARY BOARD OF TRUSTEES MEETING AGENDA
WEDNESDAY, JUNE 17, 2015
4:00 P.M.**

**South Valleys Library
15650A Wedge Parkway
Reno, NV 89511**

PURSUANT TO NRS 241.020, THE AGENDA FOR THE TRUSTEES MEETING HAS BEEN POSTED AT THE FOLLOWING LOCATIONS: WASHOE COUNTY COURTHOUSE, WASHOE COUNTY ADMINISTRATION BUILDING, DOWNTOWN RENO LIBRARY, INCLINE VILLAGE LIBRARY, NORTH VALLEYS LIBRARY, NORTHWEST RENO LIBRARY, SIERRA VIEW LIBRARY, SOUTH VALLEYS LIBRARY, SPANISH SPRINGS LIBRARY AND SPARKS LIBRARY. FURTHER, IN COMPLIANCE WITH NRS 241.010, THIS NOTICE HAS BEEN POSTED ON THE OFFICIAL WEB SITE FOR THE WASHOE COUNTY LIBRARY SYSTEM AT www.washoecountylibrary.us; and <https://notice.nv.gov>.

SUPPORT DOCUMENTATION FOR ITEMS ON THE AGENDA PROVIDED TO THE LIBRARY BOARD OF TRUSTEES IS AVAILABLE TO MEMBERS OF THE PUBLIC AT THE DOWNTOWN RENO LIBRARY ADMINISTRATION OFFICE, 301 SOUTH CENTER STREET, RENO, NEVADA AND MAY BE OBTAINED BY CONTACTING TAMI GASTON AT 327-8343 OR tgaston@washoecounty.us. WE ARE PLEASED TO MAKE REASONABLE ACCOMMODATIONS FOR MEMBERS OF THE PUBLIC WHO ARE DISABLED AND WISH TO ATTEND MEETINGS. IF YOU SHOULD REQUIRE SPECIAL ARRANGEMENTS FOR ANY TRUSTEE MEETING, PLEASE CONTACT OUR OFFICE AT 327-8341 24 HOURS PRIOR TO THE DATE OF THE MEETING.

THE LIBRARY BOARD CAN DELIBERATE OR TAKE ACTION ONLY IF A MATTER HAS BEEN LISTED ON AN AGENDA PROPERLY POSTED PRIOR TO THE MEETING. DURING THE PUBLIC COMMENT PERIOD, SPEAKERS MAY ADDRESS MATTERS LISTED OR NOT LISTED ON THE PUBLISHED AGENDA. THE OPEN MEETING LAW DOES NOT EXPRESSLY PROHIBIT RESPONSES TO PUBLIC COMMENTS BY THE BOARD. HOWEVER, RESPONSES FROM TRUSTEES TO UNLISTED PUBLIC COMMENT TOPICS COULD BECOME DELIBERATION ON A MATTER WITHOUT NOTICE TO THE PUBLIC. ON THE ADVICE OF LEGAL COUNSEL AND TO ENSURE THE PUBLIC HAS NOTICE OF ALL MATTERS THE TRUSTEES WILL CONSIDER, TRUSTEES MAY CHOOSE NOT TO RESPOND TO PUBLIC COMMENTS, EXCEPT TO CORRECT FACTUAL INACCURACIES, ASK FOR LIBRARY STAFF ACTION OR TO ASK THAT A MATTER BE LISTED ON A FUTURE AGENDA. THE BOARD MAY DO THIS EITHER DURING THE PUBLIC COMMENT ITEM OR DURING THE FOLLOWING ITEM: "BOARD COMMENT – LIMITED TO ANNOUNCEMENTS, STRATEGIC PLAN ACTIVITY UPDATES OR ISSUES PROPOSED FOR FUTURE AGENDAS AND/OR WORKSHOPS."

THE BOARD OF LIBRARY TRUSTEES CONDUCTS THE BUSINESS OF THE WASHOE COUNTY LIBRARY SYSTEM DURING ITS MEETINGS. THE PRESIDING OFFICER MAY ORDER THE REMOVAL OF ANY PERSON WHOSE STATEMENT OR OTHER CONDUCT DISRUPTS THE ORDERLY, EFFICIENT OR SAFE CONDUCT OF THE MEETING. WARNINGS AGAINST DISRUPTIVE COMMENTS OR BEHAVIOR MAY OR MAY NOT BE GIVEN PRIOR TO REMOVAL. THE VIEWPOINT OF A SPEAKER WILL NOT BE RESTRICTED, BUT REASONABLE RESTRICTIONS MAY BE IMPOSED UPON THE TIME, PLACE AND MANNER OF SPEECH. IRRELEVANT AND UNDULY REPETITIOUS STATEMENTS AND PERSONAL ATTACKS WHICH ANTAGONIZE OR INCITE OTHERS ARE EXAMPLES OF SPEECH THAT MAY BE REASONABLY LIMITED.

THE LIBRARY BOARD OF TRUSTEES MAY TAKE AGENDA ITEMS OUT OF ORDER, CONSIDER TWO OR MORE ITEMS IN COMBINATION, REMOVE ONE OR MORE ITEMS FROM THE AGENDA OR DELAY DISCUSSION ON AN ITEM.

Administration
301 South Center Street
P.O. Box 2151, Reno, Nevada 89505
(775) 327-8341
www.washoecountylibrary.us

The Board of Trustees may take action only on the items below that are preceded by the words "For Possible Action." The Board will not take action on any other items.

- 1) Roll Call
- 2) Public Comment and Discussion Thereon – Three Minute Time Limit Per Person
No discussion or action may be taken upon any matter raised under this public comment section until the matter has been specifically included on an agenda.
- 3) *For Possible Action:* Approval of Minutes from the Library Board Meeting of May 20, 2015
- 4) Old Business
 - a. *For Possible Action:* Review and Approval of Summary Letter of Director's Job Performance
 - b. *For Possible Action:* Approval of a Process and Timeline to Recruit and Appoint the Next Library Director
- 5) New Business
 - a. *For Possible Action:* Direction to Staff to Pursue Termination of Two Interlocal Agreements Involving the Washoe County Library System, the Washoe County School District, and the Nevada Department of Wildlife, as Applied to the Joint-Use Libraries at the Duncan STEM Academy and the Verdi Elementary School
 - b. *For Possible Action:* Review and Possible Revision of Bylaws of the Library Board of Trustees
 - c. *For Possible Action:* Approval of Library Board of Trustees 2015/2016 Meeting Calendar
 - d. *For Possible Action:* Election of Chair for the Library Board of Trustees
 - e. *For Possible Action:* Election of Vice Chair for the Library Board of Trustees
 - f. *For Possible Action:* Appointment/Reappointment of Board Liaisons and Committees
- 6) Reports
 - a. Library Director's Report to Include Administration and Collaborations, Programs and Activities
 - b. South Valleys Library Programs, Activities and Operation
 - c. Friends Activities
 - d. Financial Statements to Include the Monthly Expenditure Comparison and Gift Fund Balances
 - e. Monthly Library Usage Statistics
 - f. Online Resources Usage Report
- 7) Public Comment and Discussion Thereon – Three Minute Time Limit Per Person
No discussion or action may be taken upon any matter raised under this public comment section until the matter has been specifically included on an agenda.
- 8) Board Comment – Limited to Announcements, Strategic Plan Activity Updates or Issues Proposed for Future Agendas and/or workshops
- 9) Adjournment

LIBRARY BOARD OF TRUSTEES MEETING MINUTES**May 20, 2015**

The Board met in regular session at the Sparks Library, 1125 12th Street, Sparks, Nevada. Chair Sattler called the meeting to order at 4:01 p.m.

ROLL CALL

Board Members Present: Fred Lokken, John Kupersmith, Sara Sattler, Al Stoess, Derek Wilson

County Staff Present: Assistant District Attorney Dania Reid, Training and Development Manager Kathy Hart, Senior Administrative Analyst Lori Cooke, Principal Fiscal Analyst Mark Mathers

Public Present: Donna Smith, Debbie Jacobs, Wendy Alderman

PUBLIC COMMENT

None

APPROVAL OF MINUTES

On motion by Trustee Stoess, seconded by Trustee Lokken, which motion duly carried, the Board approved the minutes from April 15, 2015. All in favor, none opposed.

OLD BUSINESS**EVALUATION OF DIRECTOR'S JOB PERFORMANCE**

The Library Board reviewed the information submitted in the packet.

Chair Sattler briefly reviewed the overall summary in each category. She also summarized the organizational and professional goals.

Trustee Stoess remarked that this was his seventh year as a Library Board Trustee. His observations of the process and review of the Staff submitted evaluations included:

- He believes this is the best procedure to date for the director evaluation and has learned a great deal from the evaluations and the differences among ratings from those completing them.
- He thanked staff for completing the evaluation forms and the good job they did in demonstrating how the evaluation should be answered.
- He commended Chair Sattler for the summary document she put together, noting he created one for himself based upon his review of the evaluations.
- He encouraged the Trustees to examine the evaluations and see differences among the various evaluators, believing they would find it very interesting.

- Many answers were either excellent or good with approximately 70% being marked as excellent. Looking at the summary presented by Chair Sattler, he recommended that Trustees look at all the satisfactory and fair ratings to see the differences as well.
- One thing he would have done differently was to total the number of each rank within each category as was done last year.
- Overall, everyone did a good job. The breakdown of rankings by evaluators included:
 - three marked all as good
 - two marked excellent, good or satisfactory
 - three were marked satisfactory to fair
- The area that received the lowest ranking was in Customer Service and Community Relations. If the rankings were converted to a rating, these categories would be a B- or C+.
- Organizational Growth was good and he would rate it a B.
- Both Administration and Human Resources were good. He would rate those a B-.
- He felt the Board of Trustee Relationship ranked the highest, probably a B.
- In combining all five categories for staff evaluators to acquire an overall ranking, he felt a rating of a B would be close.

Trustee Stoess also reviewed the Trustee evaluations and came to the following conclusions:

- Trustee rankings, overall, were higher than staff rankings.
- They were high in all areas except Administration and Human Resources likely because the Trustees don't have direct knowledge of these areas.

Other observations by Trustee Stoess included:

- Director Maurins completed an evaluation and was quite critical of himself.
- The Board didn't discuss a weighting process to determine if some areas were more important than others and believes the Board should consider this for future evaluations.
- He believes this was a worthwhile process and would like feedback from staff evaluators.
- Director Maurins sent out an email on May 14 about the Trustee Academy, which includes a webinar on evaluating the Library Director. Trustee Stoess believes the Board should view that webinar.
- Comments listed in the summary compiled by Chair Sattler were good. Other comments he liked that were not listed include:
 - "The Board needs to be better informed."
 - "The Director could benefit from some Board support."
- Overall, Trustee Stoess was happy with what was presented and satisfied with the process.

Trustee Lokken briefly described the history of putting the evaluation process together, how it ended up being more like the County Manager evaluation and the concerns the Board had in how to effectively evaluate the director in the Human Resource category. He felt that the evaluation process was intended to create a comprehensive report, and the lack of knowledge in the Human Resource area provides the Board an opportunity to request and review pertinent agenda items that would help educate the Board in this category.

Other Board comments included:

- Board attendance in various training opportunities would help Trustees gain insight to Human Resource issues.
- The Board would like to increase communication in this area and is happy to hear ideas to do this.
- The Board is interested in finding out how the Board of County Commissioners evaluates the County Manager in this category. Answering this question could assist the Board in future evaluations.
- Trustees recognize they may not have been proactive enough in this area and are open to insight from staff and each other.

Director Maurins clarified that the 360 Form approved for use in the annual review process was adapted from the form currently used for the County Manager.

Director Maurins reviewed discussion between himself and Chair Sattler regarding communications in general and how he felt he has fallen back some and had less interaction with branches and engagement with branch staff. He is looking to restore that somehow in a more sustainable manner.

Trustee Kupersmith advised Chair Sattler that he believed the summary letter should include how well the director has done in providing fairly comprehensive reporting on the Expansion Fund and moving towards long-term fiscal responsibility. He believes it is important to reiterate the necessity of keeping focus on long-term fiscal responsibility.

Director Maurins requested that Chair Sattler move the following goals of his evaluation summary under the umbrella as sub-goals to his first goal "Need a more proactive approach to marketing services" when compiling the summary letter to the director:

- Select a new, creative medium to engage better communication with staff.
- Create relationships with outside groups to advocate funding and support for the library.
- Find creative ways to advertise library services to the public.

Trustee Lokken advised Chair Sattler that he would put together notes of the discussion for her as the basis to creating the summary letter.

Director Maurins advised that the evaluation process approved by the Board includes a summary letter to be approved at the June Board meeting.

DISCUSSION AND DIRECTION TO STAFF REGARDING THE PROCESS FOR EVALUATING THE DIRECTOR'S PERFORMANCE

The Library Board reviewed the information submitted in the packet.

Trustees Lokken and Stoess agreed they would like to get feedback about the completed form by staff designated to evaluate the director.

Additional Board comments included:

- Suggestion to hold a work shop in early July with the new Trustees for discussion on ideas of how the Trustees receive pertinent information in all evaluation categories.
- Ethnic and gender make-up of the Library staff is unknown.
- Agreement that it would benefit the Board to track staffing trends, minority make-up, and diversity of staff and how those compare to the community.

On motion by Trustee Stoess, seconded by Trustee Kupersmith, which motion duly carried, the Board approved to postpone discussion and any changes to the current process of evaluating the Director's performance until a later date.

APPROVAL OF EITHER (1) 15 NEW POSITIONS IN THE EXPANSION FUND TO SUPPORT ADDITIONAL OPEN DAYS AT NORTHWEST RENO, SPARKS AND SOUTH VALLEYS LIBRARY, OR (2) AN ALTERNATIVE PLAN THAT RESULTS IN FEWER OR NO NEW EXPANSION FUND POSITIONS, AND A DIFFERENT COMBINATION OF ADDITIONAL HOURS

The Library Board reviewed the information submitted in the packet.

Director Maurins informed the Board that the County budget did not include an increase in the Library General Fund to provide additional staff to support more library hours as requested. He explained the County's request that the Library use the Expansion Fund to staff three libraries to be open six days a week. The staff report and supporting documents provided by Director Maurins requested the Board approve an alternative plan that does not increase annual expenditures in the Expansion Fund for the following reasons:

- The Library has decreased Expansion Fund personnel expenditures from 29 positions down to 12 over the last 12 years. Adding positions to the Expansion Fund adds more long-term financial obligations into funding that has an termination date.
- Adding positions to the Expansion Fund now would result in the elimination of those positions ten years from now when the funds expire; leaving staff without employment.
- Board approval to make one-time expenditures that improve Library services and building remodels would allow responsible use of Expansion Fund money without

the long-term liabilities adding positions would entail. Examples of such projects are outlined in the staff report provided.

- Using the Expansion Fund to make upgrades to our buildings to improve services is a more effective and responsible use of funding for the next ten years. The County is still struggling to build up capital improvement funding for all departments.

Director Maurins mentioned other alternatives, including:

- Requesting the County to remove overhead charges to the Expansion Fund, approximately \$84,000.00, and reallocate them toward new staff positions.
- Withdrawing staff from Verdi and Duncan-Traner Libraries, reassigning them to another branch.

Director Maurins noted that incorporating these two alternatives would allow for at least one library to be opened for six days a week. He informed the Board that Library management would be meeting in the future to see if more than three libraries could be open six days a week with fewer than 15 new staff positions.

Upon questioning by the Board, Director Maurins explained the charts included in the Board packet.

- The first chart provides the projected Expansion Fund annual balances through the end of the funding if no changes were made to current expenditures. The projected ending balance is \$9,111,599.
- The second chart provides the projected Expansion Fund annual balances through the end of funding with the addition of 15 positions. The projected ending balance is \$2,019,502.
- The third chart provides the projected Expansion Fund annual balances through the end of funding if the Library was able to reallocate \$200,000 from the Expansion Fund to the General Fund annually. The projected ending balance is \$11,214,206.

Director Maurins directed the Board to the other documents included in this agenda item: the original ballot language as well as a public flyer passed out to help get the ballot measure approved. These documents confirmed that the Expansion Fund had been used to increase staff at the Downtown Reno and Northwest Libraries. These expenditures were done at the beginning of the Expansion Fund's life, and the Library has been working to decrease salary expenditures in the Expansion Fund. Adding positions back into this fund would undo all that has been done.

Upon questioning by the Board, Director Maurins noted that withdrawing staff from the Verdi and Duncan-Traner Libraries equates to approximately two full time employees per week. Those libraries would remain as school libraries and WCLS would be able to provide some sort of alternative service, but would not be staffing them.

Board Discussion included:

- Trustee Wilson noted that it is the job of the Library Board of Trustees to provide direction to Library Management. The Library has completed a study as requested by Commissioner Berkbigler. He stated that he is all for building libraries but wary to go to voters to ask for an extension to the Expansion Fund to build more libraries if we are not able to show funds being using for their intended purpose.
- Trustee Lokken stated that he assumes the libraries' decrease in hours and staff contribute to the continual decline in patron access. He feels that availability of library access is included in the Expansion Fund expenditures. He suggested compromise would be good and we could go back to the Board of County Commissioners at a later date showing we were willing work with their request and ask them to follow through on their end. He agreed with Director Maurins that 15 new positions were not necessarily needed, but adding new staff may help uplift the current staff that has been overworked due to the decrease in personnel over the years and that this may be the opportunity to reduce some of that burden.
- Agreement that re-assigning Duncan-Traner Library staff should not create a hardship for the loss of five hours.
- The Board was not opposed to reassigning Verdi Library staff as long as other options are instituted for those residents.

Director Maurins asked that, when making a motion on this item, that the Board leave the project selection at his discretion for next year's Expansion Fund expenditures.

Upon questioning by the Board, Lori Cooke, Senior Administrative Analyst clarified the following:

- The final County and Library budgets have been approved.
- Expansion Fund money is available for the 15 approved positions but the allocation of those funds can be changed.
- The final budget included the addition of 60 positions County-wide, however, most of them do not impact the General Fund.

Following questions by the Board, Director Maurins advised that the only strategy that would gain more staff without incurring additional payroll obligations would be to transfer spending authority from the Services/Supplies line items to salary line items; however, the Services/Supplies line items have been depleted so much that this would not be a good idea. Additionally, Director Maurins noted that most people want more library hours, but if we are not providing what they want, adding hours won't matter, hence the necessity for project planning to enhance services.

On motion by Trustee Stoess, seconded by Trustee Wilson, which motion duly carried, the Board approved for Director Maurins to request removal of overhead charges to the Expansion Fund to be reallocated for additional staff, re-visit staffing needs for the Northwest Reno, Sparks and South Valleys Libraries, use Expansion Fund dollars to hire additional staff as needed, and re-visit moving significant amounts of money out of the

Expansion Fund with the Board of County Commissioners next fiscal year. All in favor, none opposed.

Director Maurins advised the Board he would be adding the cancellation of contracts and re-assignment of staff from the Verdi and Duncan-Traner Partnership Libraries to the agenda for the June Meeting.

NEW BUSINESS

APPROVAL OF APPLICATION BY TERRI VAN HOOZER FOR A BOARD SCHOLARSHIP

The Library Board reviewed the information submitted in the packet.

On motion by Trustee Stoess, seconded by Trustee Kupersmith, which motion duly carried, the Board approved Terri Van Hoozer's request for reimbursement of \$781.50. All in favor, none opposed.

RECOMMENDATION TO THE BOARD OF COUNTY COMMISSIONERS REGARDING THE APPLICANTS FOR TWO UPCOMING VACANCIES ON THE LIBRARY BOARD

The Library Board reviewed the information submitted in the packet.

Director Maurins briefly reviewed the staff report, informing the Board that seven applications were submitted for the recent recruitment. Two of those submitted are applicants from last year's recruitment. The Board also received the criteria list approved during the June 2013 meeting and the districts represented by the current Board members who will remain active on July 1, 2015.

Board comments included:

- Trustee Stoess stated he was impressed with all the applicants.
- Trustee Lokken understood that each Commission district should be represented and none of the candidates are from non-represented districts.
- Trustee Kupersmith advised that this is not a legal requirement. He also stated that the Director should send the Board selections along with a statement advising the Board of County Commissioners letting them know which districts our applicants represent and the districts being vacated.

Upon questioning, Director Maurins informed the Board that the vacancies were advertised in the Reno Gazette Journal for two Sundays as well as the North Lake Tahoe Bonanza. The advertisement and press release also included a statement that preference might be given to applicants from districts not currently represented on the Board.

Director Maurins noted that his top four preferences to send to the Board of County Commissioners included the following: Wendy Alderman, Karen Hudson, Debbie Jacobs, and Zanny Marsh.

Upon questioning by the Board, two of the applicants presented themselves to the Trustees, providing some background.

- Wendy Alderman: a former Friends Board member, believes in life-long learning, and has a business background in marketing and fund raising.
- Debbie Jacobs: has been working with the library, schools and public since she was 16 years old, and she is currently a school teacher. She has an MLIS and had training in grant writing and many other areas.

Trustee Wilson agreed with Director Maurins' selected applicants, excluding Karen Hudson. He would like to only send three applicant names to the Board of County Commissioners. He also stated that he appreciates the fund-raising and development experience that Wendy Alderman presented.

Trustee Kupersmith agreed with both Trustee Wilson's and Director Maurins' selected applicants. He stated he liked the community connections of the applicants who presented themselves before the Board.

Trustee Stoess stated he would like to send all seven applicants to the Board of County Commissioners for selection.

On motion by Trustee Wilson, seconded by Trustee Lokken, which motion duly carried, the Board approved to recommend applicants Alderman, Jacobs and Marsh to the Board of County Commissioners for filling two Library Board vacancies effective July 1, 2015. Trustee Stoess opposed.

DISCUSSION AND DIRECTION TO STAFF REGARDING THE DIRECTOR'S RETIREMENT AND THE PROCESS FOR APPOINTING A NEW DIRECTOR, TO INCLUDE THE POSSIBLE USE OF AN EXECUTIVE-SEARCH FIRM TO CONDUCT A NATIONAL RECRUITMENT

The Library Board reviewed the information submitted in the packet.

Director Maurins provided a brief overview of the staff report and his letter of retirement. His last working day will be January 8, 2016. Tammy Cirrincione, Senior Public Services Librarian, is also retiring on January 8, 2016. Director Maurins stated he wanted to work with the Board and Washoe County Human Resources to make the hiring process for the Library Director as smooth as possible, hopefully with enough time that the new Director will have the opportunity to hire Ms. Cirrincione's replacement. The staff report includes a suggested timeline to make sure each step in the process is accounted for.

Director Maurins recommended that the Board approve Human Resources doing a national recruitment by selecting an executive search firm to fill his pending vacancy. He invited Kathy Hart, Training and Development Manager with Human Resources to answer questions.

Upon questioning by the Board, Kathy Hart clarified the following:

- The County prefers to do executive searches for high-level positions. As the searches are done across the country, there is a wider pool of qualifying candidates.
- The cost for an executive search is \$27,000 for a full contract. The contract includes: marketing, research, and completion of a background check for the selected candidate. It is paid out of the County Human Resources budget.
- The selected company will work with the Trustees and help define the desired qualities in a candidate as well as create a list of candidates by ranking applicants for review.
- There are several firms available that do this type of work. The one the County has selected, Strategic Government Resources (SGR), has been used successfully for two recent vacancies including the County's Director of Animal Services and a Library Director in another jurisdiction.

On motion by Trustee Stoess, seconded by Trustee Lokken, which motion duly carried, the Board approved the County to use an executive search firm to conduct a nation-wide recruitment to fill the Library Director's pending vacancy. All in favor, none opposed.

Director Maurins asked that for their June meeting the Trustees consider the process they want to use. He also reminded the Board that the June meeting will be the last meeting for two of the current five Board members.

REPORTS

LIBRARY DIRECTOR'S REPORT TO INCLUDE ADMINISTRATION AND COLLABORATIONS, PROGRAMS AND ACTIVITIES

The Library Board reviewed the information submitted in the packet.

Director Maurins highlighted the following:

- Beate Weinert, Programs and Collaborations, was recognized by the Sierra Nevada Council of the International Literacy Association at a dinner on May 7. She was one of five awardees honored for her support of literacy in the community.
- The Library will have a booth at the Mini Maker Faire on Sunday, May 30, at the Innovation Center.
- Periodical drive runs from June 7 through August 9.
- The Downtown Reno Library asbestos project starts on June 3.

SPARKS LIBRARY PROGRAMS, ACTIVITIES AND OPERATION

The Library Board reviewed the information submitted in the packet.

Corinne Dickman, Sparks Managing Librarian, highlighted the following:

- The traditional summer farmers market in Downtown Sparks is being replaced with 39 North Downtown. The “39 North” represents the latitude of Downtown Sparks. Staff from the Sparks Library has attended meetings and engaged with this group for future events.
- On June 8, 2015, the Mayor will be reading a proclamation at the Sparks City Council meeting recognizing the Summer Reading Program.
- Everyone is invited to take a picture as a superhero, using the cutouts purchased by the Sparks Library to help promote the Summer Reading Program.

FRIENDS ACTIVITIES

The Library Board reviewed the information submitted in the packet.

Director Maurins noted that the report was prepared by Beate Weinert, Programs and Collaborations, who was present to answer any questions. There were no questions by the Board.

FINANCIAL STATEMENTS TO INCLUDE THE MONTHLY EXPENDITURE COMPARISON AND GIFT FUND BALANCES

The Library Board reviewed the information submitted in the packet.

MONTHLY LIBRARY USAGE STATISTICS

The Library Board reviewed the information submitted in the packet.

Trustee Kupersmith stated that it was nice to see the website internet visits are up by 6%.

Director Maurins stated his belief that some of the in-person visits decline is due to increased online access.

ONLINE RESOURCES USAGE REPORT

The Library Board reviewed the information submitted in the packet.

Director Maurins also advised the Board that the new meeting calendar for FY15/16 was included in the Board packet.

PUBLIC COMMENT

Nancy Keener, Systems and Access Services Librarian, introduced Shawn Polka, the new Department Systems Specialist.

Beate Weinert, Programs and Collaborations, expressed appreciation and thanks to Trustee Wilson for attending the “Kiss the Pig” event at Elmcrest Elementary School.

Beate Weinert publically acknowledged John Andrews, Internet Services Librarian, for setting up the On-line Summer Reading Program registration. As of last night, sign-ups totaled 1,198. The current registrations are broken down as follows:

- 0-5 year olds = 226
- 6-11 year olds = 519
- Teens 12-18 years old = 88
- Adults = 365

Julie Machado, Spanish Springs Managing Librarian, reported that Lifescapes "Spring Fling" had over 200 participants with around 250 printed pages. This is the 15th year Spanish Springs has hosted Lifescapes. This is a popular program that runs in libraries in over 38 states and in Canada.

Julie Machado announced that the County Manager will be reading a proclamation at the Spanish Springs birthday party on May 30 at 1:00 pm.

Pam Rasmussen, Incline Village Managing Librarian, reminded the Board that the 10th birthday party for Incline Village will be held on June 20, 2015 from 12-5 pm. There will be a printing press that is 150 years old on display and they will also be highlighting the teen and tween areas.

Jennifer Oliver informed the Board that a proclamation for the birthday of the Incline Village Library will be considered by the County Commission on the Tuesday preceding the party.

BOARD COMMENT

None

ADJOURNMENT

Chair Sattler adjourned the meeting at 5:35 pm.

June 11, 2015

Arnold Maurins

From: Washoe County Library Board of Trustees

Re: Annual Evaluation of Performance Letter -- 2014-2015

This letter will serve as an evaluation of your performance from May 21, 2014 through May 20, 2015. It reviews your contributions to the Library services and contains comments from your Summary for Evaluation Performance discussed and your personal Evaluation of Performance. Note- this is a new approach this year, which includes a comprehensive participation by relevant constituencies.

I will direct my remarks to the following areas as directed by the Board of Trustees on May 20, 2015.

Your overall rating was **Good** given by the staff and trustee evaluators in the five combined areas:

1. Customer Service and Community Relations: Good
2. Organizational Growth: Excellent
3. Administration and Human Resources: Good
4. Financial Management, Legal Compliance, and Fund Raising: Excellent
5. The Board of Trustee Relationship: Excellent

Comments and Goals for each Area:

1. Customer Service and community relationships: Helping organize the staff at the Nevada Legislature on Library Day and stating a dialog between the Washoe County Library System and its constituents is a great starting point for fostering a relationship with the legislature.

Focused Goals: Find creative influential ways to market services to the public by learning more about patron wants/needs.

Create relationships and partnerships with outside groups to advocate support for the library.

2. Organizational Growth: Your dedicated work and cooperation with the consultants of the Master Facilities Plan made an effective partnership.

Focused Goals: Continue working with staff and Board of Trustees developing a clearer vision for the Washoe County Library System.

3. Administration and Human Resources: High Morale and spirited motivation are resilient based on the variety of difficult economic barriers. You are commended on finding alternative ways to attend different professional developments. Your organization and vision for All-Staff day was a success, continue this along these lines with professional development.

Focused Goals: Complete a management reorganization.

4. Organization, Financial Responsibility and Management: Attending the County's Economic Impact and serving on the County's Analysis team gave the Library system an advantage in terms of thinking of the future and the economic impact that new jobs, a better economy will have on our current and future patrons. Your greater sense of stewardship for the Expansion Fund has been very responsible.

5. Board of Trustee Relationship: One of your biggest strengths is your dedication in communicating with your Board of Trustees; preparing library board meeting agendas and necessary reports in cooperation with the library chair, and notify board members of scheduled meetings. There has been a lot of change-over and you are having to continually introduce and instruct new Board of Trustee members. Thank You for being patient and approachable.

Additionally, you have made outstanding contributions to the Washoe County Library System and the Board looks forward to continuing to work with you this year. Your Professional Responsibility and Service Activities demonstrate your awareness and ability to set goals and continually improve on them. Your accomplishments detailed in the consolidated self-evaluation clearly stand on their own merit. Your dedication and personal commitment to excellence is evident in everything you produce and in how you go about it. I am delighted to say that your performance exceeds expectations.

Thank you for your service and dedication to our Library service. The Board acknowledges your decision to retire and appreciates your leadership and command, especially during these current difficult times.

Sincerely,

Sara Sattler
Chair, Washoe County Library Board of Trustees

Notes:

The rating form was provided to each Trustee and assigned staff member with instructions to use the following system:

The following rating system should be applied as objectively as possible within each area:

E-Excellent = Individual performs all tasks in an exceptional manner. Requires little or no supervision. Exceeds all standards all the time.

G-Good = Individual performs many tasks well and all other tasks adequately. Requires little or no supervision. Meets all standards and frequently exceeds standards – goes above and beyond the call of duty at times.

S-Satisfactory = Performs all task satisfactorily. Requires normal supervision. Meets the standards of the position – does what is expected the way it is expected to be done. Occasionally may fall below the standard, but lapses are offset by occasionally exceeding the standards.

F-Fair = Performs most tasks satisfactorily, although not all. Requires more than normal supervision. Meets the standards much of the time, but there are occasional lapses where performance falls below standard. Lacks consistency in meeting standards.

U-Unsatisfactory = Fails to perform many tasks well. Requires close and constant supervision. Fails to meet the standards much of the time. Frequent coaching and supervision required.

NR-No Rating = Rater has no knowledge.

TO: Library Board of Trustees
FROM: Arnie Maurins, Director
RE: Approval of a Process and Timeline to Recruit and Appoint the Next Library Director
DATE: June 17, 2015

Background: Below is the recommended process and timeline for recruiting and appointing the next Director of the Washoe County Library System, as prepared by Michael Tanner of the recruiting firm Strategic Government Resources (SGR). This process is based on recruitments that Mr. Tanner has completed in the past that involve working with an appointed board and complying with open-meeting laws.

LBOT = Library Board of Trustees

<u>Date</u>	<u>Activity</u>
July 13-17	LBOT and other designated stakeholders interviewed on-site by SGR project manager over a 2-3 day period; telephone interviews could be arranged for individuals who cannot meet in person. <i>Note: At your June 17th meeting, please be ready to identify who the "designated stakeholders" should be.</i>
July 24	Draft of search profile/brochure and ad placement list e-mailed to HR for review, distribution, revision and/or approval
July 31	Search formally launched (resumes accepted and processed)
August 31	5:00 pm Central Time deadline to submit resumes - Initial SGR review
September 16	LBOT briefed (on site) by SGR project manager (resumes only) - SGR selects up to 12 semi-finalists, finalizes written questionnaire and online interview questions with LBOT input
Sept. 28-Oct. 7	LBOT views proprietary semi-finalist online interviews and briefing books (resumes and written questionnaire responses) via protected SGR link
October 7	LBOT briefed (on site) by SGR project manager (resumes, written questionnaire responses and summary of media 1 searches) - Up to six finalists selected for interviews and interview logistics agreed upon

- Oct. 29-Nov. 3 LBOT views proprietary finalist review books (resumes, written questionnaire responses, DISC assessment and results of media 2 searches) via protected SGR link
- November 3 Panel of stakeholders interviews finalists and recommends top candidates for LBOT interviews
- November 4 LBOT conducts special meeting - Top candidates interviewed by LBOT and tentative selection made
- November 7-15 HR/LBOT determines offer - SGR project manager negotiates salary, establishes start date and checks references
- November 16 LBOT formally appoints next Library Director

Kathy Hart, Training and Development Manager in the County Human Resources Department, addressed the questions you had at the May Board meeting about the recruitment process. She is planning to attend the June meeting as well in order to answer any of your additional questions on the process in general or on Mr. Tanner's proposed plan.

Recommendation: Approve the process and timeline as outlined in this staff report, to include the identity of the stakeholders who should be interviewed in July, and also in accordance with any modifications you might wish to make.

TO: Library Board of Trustees
FROM: Arnie Maurins, Director
RE: Direction to Staff to Pursue Termination of Two Interlocal Agreements Involving the Washoe County Library System, the Washoe County School District, and the Nevada Department of Wildlife, as Applied to the Joint-Use Libraries at the Duncan STEM Academy and the Verdi Elementary School
DATE: June 17, 2015

Background: Pursuant to the strategic direction I have talked about at previous Library Board meetings, I am asking the Board to give direction to staff to pursue termination of two Interlocal Agreements: one between the Washoe County Library System (WCLS) and the Washoe County School District (WCSD) as applied to the joint-use library at the Duncan STEM Academy, and the second involving WCLS, WCSD and the Nevada Department of Wildlife (NDOW), as applied to the joint-use library at Verdi Elementary School.

The Library System's withdrawals from the libraries at Duncan and Verdi are not budget-reduction measures. Rather, these actions would enable WCLS to reallocate approximately 80 weekly staff hours and other resources from little-used facilities to larger, busier libraries and to expanded outreach efforts. At the same time, students and other residents in the Duncan and Verdi areas would still have many library-service options available to them.

Comments Applicable to Both Duncan and Verdi

After the termination of the Interlocal Agreements, the library facilities at both Duncan and Verdi would remain in operation as school libraries. Students at both sites would retain the books and other resources acquired by their respective schools. In line with previous joint-use terminations, WCLS could potentially leave behind those materials that were purchased by WCLS for the respective collections at both libraries. (This accommodation may require Library Board and/or Board of County Commissioners approval.)

In addition, students at both Duncan and Verdi would continue to have access to all of the WCLS online resources that are available to other children throughout the school district, including but not limited to: homework help; encyclopedia, magazine, journal and newspaper articles; and the *Informe* Spanish-language reference database.

Lastly, I would also be amenable to negotiating with WCSD regarding payment of short-term licensing fees for the Follett Integrated Library System, which is used as the catalog/circulation system at most other district sites but is currently not in place at either Duncan or Verdi.

Comments Specific to the Duncan Library

Closure of the public library at Duncan will not leave students devoid of educational support. On the contrary, in addition to the school library remaining operational and students continuing to have access to the resources of both the Duncan STEM Academy and WCLS online services, the nearby Boys and Girls Club (on 9th Street, less than a mile away) offers a range of additional after-school resources and activities that far exceeds what WCLS is able to provide:

- A computer lab with 27 computers available for school work and recreation
- Tutors to help with homework
- Volunteers who assist in building reading skills
- A library with reading-incentive programs similar to WCLS's Summer Reading Program
- STEM activities
- An outdoor playground, plus organized sports and athletic activities
- Nutrition program including full meals

The Club provides free round-trip bus transportation from the Duncan/Traner neighborhood. In addition, the Club administers its membership fees on a sliding scale (\$20 per year down to zero), meaning that no one who wants to join will be turned away.

Lastly, regarding public-library services for adults, the Sparks Library is 2.25 miles from the Duncan STEM Academy, and is currently open 40 hours per week spread over five days (more hours will probably be added within the next few months). In addition, the Senior Center Library is only half a mile away. During FY 2015/16, it will be open Monday through Friday from 9:00 am until 1:00 pm (subject to Library Board approval), with additional afternoon hours to be restored in future years. Within the next couple of months, the Senior Center Library will also begin offering basic computer classes; first priority will be given to seniors, but other adults will be able to participate on a space-available basis.

Comments Specific to the Verdi Library

Beginning in late September, Verdi residents will have 24/7 access to a holds pick-up locker outside the library. The vast majority of the Verdi Library's public clientele comes to the library solely to pick up items they have put on hold. Verdi patrons will be able to select the locker as a pick-up location when placing holds on WCLS materials, and courier service to the Verdi Library will be maintained.

For those who require additional services, the Northwest Reno Library is eight miles (approximately 15 minutes) from Verdi Elementary. Verdi residents already drive several miles for most of their shopping and service needs. Lastly, the existing partnership between the school and NDOW can continue to operate after WCLS withdraws from the Interlocal Agreement.

Issues Needing Further Action Before WCLS Can Terminate the Agreements

There are certain issues that need to be resolved before termination of the agreements can occur. These include, but are not necessarily limited to:

- Possible financial ramifications of ceasing public-library operations at the two facilities, linked to conditions set out within certain grants that were used to pay for construction of the respective library buildings

- Terms in the agreements relating to the effective date of a termination. Currently a termination, when approved by the appropriate local authority, would take effect on the following June 30th, unless otherwise agreed to by the parties. As it is my goal to terminate the two Interlocal Agreements prior to June 30, 2016, it will be necessary to get the WCSB Board of Trustees and the appropriate authorities at NDOW and/or the State of Nevada to agree in advance to a termination date other than the one specified in the respective Agreements.

These issues, as well as others which may arise during the course of future discussions among the participating parties, will need to be addressed by WCLS before a formal request to terminate the Interlocal Agreements is presented to the Library Board.

Recommendation and Suggested Motion: Direct staff to pursue terminations of the Interlocal Agreements involving the Washoe County Library System, the Washoe County School District and the Nevada Department of Wildlife, as applied to the joint-use libraries at the Duncan STEM Academy and the Verdi Elementary School.

TO: Library Board of Trustees
FROM: Arnie Maurins, Director
RE: Review and Possible Revision of the Bylaws of the Library Board of Trustees
DATE: June 17, 2015

Background: Article IV-L of the Washoe County Library Board of Trustees Bylaws states that "The bylaws shall be reviewed at least annually at the regular June meeting of the Board of Trustees."

The Board may wish to consider the following:

- Article II-B8 is a redundant statement as the Bylaws cover the same point in Article II-B2.
- The verbiage in Article III-A1a and B1a should match. I recommend keeping the language from A1a with the removal of "five-member."
- Article IV-B includes the provision that "A calendar of meeting locations will be annually reviewed and approved by the Board of Trustees." This was discussed at the June 2013 Board meeting with a possible change to "A calendar of meeting locations will be provided annually to the Board of Trustees"; however, the Board decided to leave it as is at that time.
- Article IV –E states the minimum number of days prior to a meeting that Trustees, legal counsel and anyone with a written request of notification should receive any pertinent documents. We suggest the verbiage and minimum requirement match the legal requirements of the Open Meeting Law.
- The newly adopted Bylaws have traditionally been signed at the June meeting by the current Chair. It would make sense to have the newly elected chair sign the document at the July meeting to ensure that the adopted Bylaws are current with the officer assignment of the same time period.

Recommendation: That the Board of Trustees review the Bylaws and make any desired revisions, with an effective date of July 1, 2015.

Washoe County Library Board of Trustees

Bylaws

The Board of Trustees of the Washoe County Library System, pursuant to the authority vested by Nevada Revised Statutes 379.025, hereby establishes the following bylaws:

I. Purpose

The Washoe County Library Board of Trustees shall, consistent with provisions of applicable state and federal law, exercise the powers and duties granted pursuant to NRS 379.025. The Board shall endeavor to administer and manage the resources of the Washoe County Library System in a manner consistent with the public trust, the Library Mission Statement and the Library Vision Statement.

II. Organization and Membership

A. The name of the organization shall be "The Board of Trustees of the Washoe County Library System"

B. Membership:

1. The Board of Trustees will be comprised of five (5) members.
2. Trustees will be appointed by the Washoe County Board of Commissioners.
3. Trustees will meet the minimum requirements as determined by the Washoe County Board of Commissioners.
4. Trustees will serve a 4-year term, as provided in NRS 379.020.
5. Trustees will be eligible for no more than two full four-year terms plus a partial term of less than two years. Nothing in this provision shall be construed to prohibit the reappointment of a trustee for additional terms to be served after a break of one term of non-service prior to re-appointment.
6. Resignation: If any Trustee resigns at any time, written notice must be provided to the Board of Trustees Chair and the Library Director. Any such resignation shall take effect at the date of receipt of such notice or at any later date specified therein; unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.
7. Removal: A Trustee can be removed per NRS 379.020 for three unexcused absences.

~~8. The Washoe County Board of Commissioners will fill any vacancies on the Board.~~

C. Trustees are public officers as defined in NRS 281.4365 and subject the Ethics in Government Provisions codified in NRS 281A.010 et. seq. Trustees shall comply with the Code of Ethical Standards of NRS 281A.400 et. seq.

D. Duties of a Trustee:

1. Regularly attend meetings and actively participate in such meetings and actions
2. Review meeting materials prior to each meeting
3. Be attentive to the needs and concerns of library patrons, volunteers, library staff, library administration, county staff, county commissioners and the general public
 - a. Set policies governing the operation of the library system as appropriate
 - b. Hire and evaluate the job performance of the Library Director
 - c. Work with the Director, library staff, community members, and political leaders to plan for the future of the library system
 - d. Approve the annual budget for the library system, and monitor expenditures
 - e. Monitor and evaluate library effectiveness
 - f. Advocate for the Washoe County Library System within the community and political organizations, as appropriate

III. Officers

A. Chair

1. Selection

- a. The chair will be elected by a vote of the ~~five-member~~ Board of Trustees
- b. The term will be for one-year at the pleasure of the Board of Trustees
- c. Elections shall be held at the regular Board of Trustees meeting each June

2. Duties. The chair shall:

- a. Preside at all meetings of the Board of Trustees
- b. Execute all documents and actions authorized by the Board of Trustees
- c. Call special meetings as warranted
- d. Appoint committees
- e. Serve as an ex-officio non-voting member of all committees

- f. Work with the Library Director and staff
- g. Review agendas and assist in scheduling meetings
- h. Add or remove items on each meeting agenda
- i. Draft correspondence as directed by the Board of Trustees
- j. Perform all duties associated with the office

B. Vice Chair

1. Selection

- a. The vice-chair will be elected ~~by a vote of the from amongst the five-member~~ Board of Trustees
- b. The term will be for one year and is renewable at the pleasure of the Board of Trustees
- c. Elections shall be held at the regular Board of Trustees meeting each June
- d. In the event the vice chair must permanently assume the duties of chair, an election for a new vice chair will be held at the next meeting following the succession

2. Duties. The vice chair shall:

- a. In the event of the absence or disability of the chair, or of a vacancy in the office, the vice chair shall assume and perform all duties associated with that office. In the event of an absence or short-term disability of the chair, the vice chair shall assume the duties of the chair for the period of his/her absence or disability. In the event the chair is permanently vacated, the vice chair shall assume the office of the chairperson for the remainder of the vacated term.

IV. Meetings

- A. Regular meetings: The Board of Trustees will normally meet monthly, on the third Wednesday of each month, at 4:00 p.m. Trustees may change the time and date of meeting by a vote of the membership.
- B. Meeting locations: When possible, the Board of Trustees will normally hold regular meetings on a rotational basis at Washoe County Library locations. A calendar of meeting locations will be ~~provided~~ annually ~~to reviewed and approved~~ the Board of Trustees.
- C. Nevada Open Meeting Law: All meetings of the Board are subject to the provisions of state and federal open meeting laws and shall be conducted in accordance with

the applicable laws. The Library Director shall be responsible for ensuring the proper public notice is made for each meeting of the Board. Trustees should endeavor to refrain from discussing agenda items or actions by the Board outside of public meetings in groups that may constitute a quorum.

- D. Agendas: The Director shall ensure the preparation of the agenda for each Board meeting and the compliance with the applicable open meetings laws. An item may be placed on the agenda at the request of any Trustee or by written request by any individual to the Director 15 days prior to the scheduled meeting.
- E. Pertinent Materials: The Director shall ensure that notices and informational materials pertinent to any agenda item for any Board meeting shall be distributed to Trustees, Board legal counsel and anyone with a written request of notification on file with the Board **no later than 9 a.m. of the third working day before a minimum of five days prior to** the meeting to ensure adequate time for review. In addition, pertinent materials shall also be posted on the Board of Trustees web site **no later than 9 a.m. of the third working day before at least five days prior to** a scheduled meeting.
- F. Quorum: A minimum of three Trustees must be present and vote on any action items on the agenda for said action to be of any legal effect.
- G. The Director, or his duly appointed representative, shall attend each meeting of the Board.
- H. Special meetings: Special meetings of the Board of Trustees may be called by the chair or upon the written request of any two Trustees.
- I. Order of Business: To the extent possible, the order of business at any regularly scheduled meeting of the Board shall be:
 - Call to order
 - Roll call
 - Public comment
 - Review/approval of minutes
 - Old business
 - New business
 - Presentations
 - Reports
 - Library Director's Report

Expenditures/Budget Report
Activities/Usage Report
Any additional reports necessary
Public comment (if necessary)
Board comment
Adjournment

- J. Rules of order: The Board of Trustees shall conduct all meetings in accordance with Robert's Rules of Order as concerns any matters not addressed by these bylaws. The Board of Trustees will also seek advice from the Board legal counsel as appropriate.
- K. Committees: Committees shall be created as needed by the chair, shall have a specific purpose, shall report regularly as to progress in completing their charge, shall be subject to annual review as needed, and shall automatically dissolve upon the completion of their charge.
- L. Annual By-laws Review: The by-laws herein can be revised as needed by a majority vote of the Board of Trustees. Any proposed revisions must be placed on an agenda and addressed in a public meeting in accordance with the Nevada Open Meeting Law. The by-laws shall be reviewed at least annually at the regular June meeting of the Board of Trustees.

DATED this 18th day of July June, 20154

WASHOE COUNTY LIBRARY BOARD OF TRUSTEES

<To be elected June 2015> ~~Derek Wilson~~, Chair
<To be elected June 2015> ~~Mark Brant~~, Vice Chair
~~Fred Lokken~~
Sara Sattler
Al Stoess

These bylaws were presented to the Board on June 178, 20154, and were adopted.

<To be elected June 2015> ~~Derek Wilson~~, Chair

Washoe County Library Board of Trustees

Bylaws

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II. Organization and Membership

A. The name of the organization shall be "The Board of Trustees of the Washoe County Library System"

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3. Trustees will meet the minimum requirements as determined by the Washoe County Board of Commissioners.
4. Trustees will serve a 4-year term, as provided in NRS 379.020.
5. Trustees will be eligible for no more than two full four-year terms plus a partial term of less than two years. Nothing in this provision shall be construed to prohibit the reappointment of a trustee for additional terms to be served after a break of one term of non-service prior to re-appointment.
6. Resignation: If any Trustee resigns at any time, written notice must be provided to the Board of Trustees Chair and the Library Director. Any such resignation shall take effect at the date of receipt of such notice or at any later date specified therein; unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.
7. Removal: A Trustee can be removed per NRS 379.020 for three unexcused absences.

- C. Trustees are public officers as defined in NRS 281.4365 and subject the Ethics in Government Provisions codified in NRS 281A.010 et. seq. Trustees shall comply with the Code of Ethical Standards of NRS 281A.400 et. seq.
- D. Duties of a Trustee:
1. Regularly attend meetings and actively participate in such meetings and actions
 2. Review meeting materials prior to each meeting
 3. Be attentive to the needs and concerns of library patrons, volunteers, library staff, library administration, county staff, county commissioners and the general public
 - a. Set policies governing the operation of the library system as appropriate
 - b. Hire and evaluate the job performance of the Library Director
 - c. Work with the Director, library staff, community members, and political leaders to plan for the future of the library system
 - d. Approve the annual budget for the library system, and monitor expenditures
 - e. Monitor and evaluate library effectiveness
 - f. Advocate for the Washoe County Library System within the community and political organizations, as appropriate

III. Officers

A. Chair

1. Selection
 - a. The chair will be elected by a vote of the Board of Trustees
 - b. The term will be for one-year at the pleasure of the Board of Trustees
 - c. Elections shall be held at the regular Board of Trustees meeting each June
2. Duties. The chair shall:
 - a. Preside at all meetings of the Board of Trustees
 - b. Execute all documents and actions authorized by the Board of Trustees
 - c. Call special meetings as warranted
 - d. Appoint committees
 - e. Serve as an ex-officio non-voting member of all committees
 - f. Work with the Library Director and staff
 - g. Review agendas and assist in scheduling meetings

- h. Add or remove items on each meeting agenda
- i. Draft correspondence as directed by the Board of Trustees
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1. Selection

- a. The vice-chair will be elected by a vote of the Board of Trustees
- b. The term will be for one year and is renewable at the pleasure of the Board of Trustees
- c. Elections shall be held at the regular Board of Trustees meeting each June
- d. In the event the vice chair must permanently assume the duties of chair, an election for a new vice chair will be held at the next meeting following the succession

2. Duties. The vice chair shall:

- a. In the event of the absence or disability of the chair, or of a vacancy in the office, the vice chair shall assume and perform all duties associated with that office. In the event of an absence or short-term disability of the chair, the vice chair shall assume the duties of the chair for the period of his/her absence or disability. In the event the chair is permanently vacated, the vice chair shall assume the office of the chairperson for the remainder of the vacated term.

IV. Meetings

- A. Regular meetings: The Board of Trustees will normally meet monthly, on the third Wednesday of each month, at 4:00 p.m. Trustees may change the time and date of meeting by a vote of the membership.
- B. Meeting locations: When possible, the Board of Trustees will normally hold regular meetings on a rotational basis at Washoe County Library locations. A calendar of meeting locations will be provided annually to by the Board of Trustees.
- C. Nevada Open Meeting Law: All meetings of the Board are subject to the provisions of state and federal open meeting laws and shall be conducted in accordance with the applicable laws. The Library Director shall be responsible for ensuring the proper public notice is made for each meeting of the Board. Trustees should endeavor to refrain from discussing agenda items or actions by the Board outside of public meetings in groups that may constitute a quorum.

- D. **Agendas:** The Director shall ensure the preparation of the agenda for each Board meeting and the compliance with the applicable open meetings laws. An item may be placed on the agenda at the request of any Trustee or by written request by any individual to the Director 15 days prior to the scheduled meeting.
- E. **Pertinent Materials:** The Director shall ensure that notices and informational materials pertinent to any agenda item for any Board meeting shall be distributed to Trustees, Board legal counsel and anyone with a written request of notification on file with the Board no later than 9 a.m. of the third working day before the meeting to ensure adequate time for review. In addition, pertinent materials shall also be posted on the Board of Trustees web site no later than 9 a.m. of the third working day before a scheduled meeting.
- F. **Quorum:** A minimum of three Trustees must be present and vote on any action items on the agenda for said action to be of any legal effect.
- G. **The Director, or his duly appointed representative, shall attend each meeting of the Board.**
- H. **Special meetings:** Special meetings of the Board of Trustees may be called by the chair or upon the written request of any two Trustees.
- I. **Order of Business:** To the extent possible, the order of business at any regularly scheduled meeting of the Board shall be:
- Call to order
 - Roll call
 - Public comment
 - Review/approval of minutes
 - Old business
 - New business
 - Presentations
 - Reports
 - Library Director's Report
 - Expenditures/Budget Report
 - Activities/Usage Report
 - Any additional reports necessary
 - Public comment (if necessary)
 - Board comment

Adjournment

- J. Rules of order: The Board of Trustees shall conduct all meetings in accordance with Robert's Rules of Order as concerns any matters not addressed by these bylaws. The Board of Trustees will also seek advice from the Board legal counsel as appropriate.
- K. Committees: Committees shall be created as needed by the chair, shall have a specific purpose, shall report regularly as to progress in completing their charge, shall be subject to annual review as needed, and shall automatically dissolve upon the completion of their charge.
- L. Annual Bylaws Review: The bylaws herein can be revised as needed by a majority vote of the Board of Trustees. Any proposed revisions must be placed on an agenda and addressed in a public meeting in accordance with the Nevada Open Meeting Law. The bylaws shall be reviewed at least annually at the regular June meeting of the Board of Trustees.

DATED this 1st day of July, 2015

WASHOE COUNTY LIBRARY BOARD OF TRUSTEES

<To be elected June 2015>, Chair
<To be elected June 2015>, Vice Chair
Wendy Alderman
Zanny Marsh
Sara Sattler
Al Stoess
Derek Wilson

These bylaws were presented to the Board on June 17, 2015, and were adopted.

<To be elected June 2015>, Chair

TO: Library Board of Trustees
FROM: Arnie Maurins, Director
RE: Library Board of Trustee 2015/2016 Meeting Calendar
DATE: June 17, 2015

Background: As noted in section B under "Meetings" in the Board's Bylaws, a calendar of meeting dates and locations is to be reviewed and approved annually by the Library Board of Trustees. The meeting dates and locations on the calendar appended to this report have been cleared with each of the Managing Librarians affected.

Recommendation and Suggested Motion: Approve the 2015/2016 Meeting Calendar as presented.

LIBRARY BOARD OF TRUSTEES 2015/16 Meeting Calendar

Unless another date or time is indicated, regular Board meetings are held on the third Wednesday of each month at 4:00 p.m.

<u>DATE</u>	<u>LOCATION</u>
July 15, 2015	Sierra View Library
August 19, 2015	Northwest Library
September 16, 2015	Incline Village Library
October 21, 2015	Spanish Springs Library
November 18, 2015	North Valleys Library
December 16, 2015	Downtown Reno Library
January 20, 2016	Downtown Reno Library
February 17, 2016	Downtown Reno Library
March 16, 2016	Downtown Reno Library
April 20, 2016	Northwest Reno Library
May 18, 2016	Sparks Library
June 15, 2016	South Valleys Library

**WASHOE COUNTY LIBRARY
BOARD OF TRUSTEES**

2014/15

FINANCE

**Fred Lokken
Derek Wilson**

**FRIENDS OF WASHOE
COUNTY LIBRARY**

Derek Wilson

GOVERNMENT RELATIONS COMMITTEE

Fred Lokken

**PARTNERSHIP LIBRARY ADVISORY
COMMITTEE**

Vacant

LIBRARY DIRECTOR'S REPORT May-June 2015

ADMINISTRATION

- On June 9, the Board of County Commissioners appointed Wendy Alderman and Zanny Marsh to fill the upcoming vacancies on the Library Board. I will conduct orientations with Ms. Alderman and Ms. Marsh in the near future.

COLLABORATIONS, PROGRAMS AND ACTIVITIES

- Julie Machado joined Friends Board members at the Senior Center to support "Older Americans Month" activities. Northwest Reno and Sierra View staff represented WCLS at a library information table at the opening event on May 1.
- Beate Weinert reached about 300 Roy Gomm 3rd-5th graders to promote library services with special emphasis on the Summer Reading Program. This was a follow-up invitation from the original 1st- grade visits that Downtown Reno Library staff made. Beate also gave an outreach presentation to the 1st graders at the Duncan STEM Academy.
- The Organizational Effectiveness Committee, a group of community leaders that advises the County Manager, held its monthly meeting in the Downtown Reno Library auditorium on June 3. John Andrews, the Committee's County employee bargaining-unit representative, gave a presentation about WCLS.
- Spanish Springs Library's 10th birthday party was held on Sunday, May 31st. Managing Librarian Julie Machado and her staff did a wonderful job putting together the event, which included music by Shiloh, a Brūka Theatre for Children Production of "The Wishing Well," STEAM toys and games, a "selfie" station, and a scavenger hunt. Commissioner Vaughn Hartung praised the library in his remarks, and County Manager John Slaughter read a Commission-approved proclamation honoring the library. Former Library Director Nancy Cummings announced the winners of a bookmark design contest. On a related note, Incline Village Library will celebrate its 10th birthday on Saturday, June 20 from noon until 5 pm.
- On June 8, the Sparks City Council approved a proclamation recognizing the Summer Reading Program and the Library System's support of literacy.
- During the Spring Food for Fines campaign, patrons and staff donated 7,554 pounds of food to the Food Bank and Project Manna, resulting in approximately \$7,200 in fines being waived.
- Sierra View Library staff are representing WCLS at the Family Homeless Shelter's parent education sessions, providing Story Times and library information on Fridays from 10:00 to 11:00am.
- Sparks Library will be representing the Library System at the 39NorthDowntown Marketplace event this summer. The Marketplace will run every Thursday evening, June 11-August 20, 4:00-8:00 pm except for a two-week Hot August Nights hiatus. Library staff will be issuing library cards and completing Summer Reading Program registrations.
- Over the summer, patrons will have an opportunity to meet local heroes from the Sheriff's Office Motor and K9 units. "Spending Time with Our Community Heroes: Sheriffs, Canines and Motors, Oh My!" will be offered at seven libraries between June 23 and August 2. Deputies will share their experiences and provide information on their children's safety and activity book.

*My thanks to Julie Machado, Diana White and Beate Weinert for their contributions to this report. -
Arnie Maurins, Library Director*

**Library Board of Trustees Report for South Valleys Library
June 17, 2015**

HIGHLIGHTS:

In FY2014-15: With the help of lots of dedicated volunteers, and plenty of programs arranged by the Programs Coordinator, Beate Weinert, South Valleys presented 464 programs with a total attendance of 19,561. This includes 181 Story Times/Toddler Story Times for 9,857 patrons; an important way that our branch supports Early Literacy.

1,154 New Library Cards Issued (Since August 2014)

Two Open Hours Added in May 2015:

In May 2015 the branch was able to add two open additional hours, opening at 10:00 a.m. on Tuesdays and Wednesdays instead of 11:00 a.m. Our patrons have been very happy about the earlier opening times.

Commissioner Bob Lucey-Town Hall Meetings

The branch hosted two Town Hall meetings with Commissioner Bob Lucey in April 2015. It was a great opportunity to connect the new District 2 WC Commissioner with his constituents, and library users.

Over 13,000 Read and Return Books Circulated in 2014

This popular collection of paperbacks for patrons of all ages is not included in the monthly branch circulation reports. Since they have no barcode, these books can be taken and passed on to others, or returned to any branch to circulate again and again. Very popular with travelers and for visitors who don't have a library card to check out library-owned materials.

Celebrate Washoe Valley Outreach

On May 16, 2015 Chris Badolato and Eric Middleton represented WCLS at the *Celebrate Washoe Valley* event held at the Washoe Lake State Park. Chris reported that they talked to 104 adults, 24 kids, and 13 dogs. They also issued five new library cards.

Farmer's Market - Saturdays @ the Summit

We have been in contact with Shirley Sponsler and will be hosting a WCLS booth at four Farmer's Markets this summer on June 13, July 11, August 8, September 12. We are very excited about these outreaches and hope to issue lots of new library cards.

**1st Grade Outreach**

Morgan Tiar, Chris Badolato and Ann Ebner have completed the first grade outreaches for the schools in our service area. This has been very successful for us, primarily in being able to make contact again with our schools in a meaningful way. The most important outcome is that the Library has been welcomed, and invited back any time. Library staff visited with 692 First Graders during these outreaches and 209 new library cards were issued. We look forward to continuing this important outreach next school year.

Chris Badolato (in frog costume) reads to students at Pleasant Valley Elementary during a 1st Grade Outreach

STAFFING:

In September 2014 South Valleys Library got a new branch manager, Julie Ullman. Julie joined WCLS in 2000 and has worked at the North Valleys, Spanish Springs and South Valleys branches.

Morgan Tiar accepted a full-time Library Assistant II position at our branch after a staff retirement in July 2014.

In January 2015, Ann Ebner transferred to a full-time position at our branch. Both ladies are fabulous, hard-working, creative, and enjoy being involved in programs for all ages, including Toddler Time and Summer Reading Program.

Morgan was promoted to a Library Assistant III in December 2014.

Senior Center Staffing-In March 2015 our branch began helping with Partnership coverage, sending a staff person to SC on Tuesdays, Wednesdays and Thursdays.



FACILITIES:

YPL STEM Spot-With funding primarily from an LSTA grant the YPL was transformed from a rather passive area to a very interactive area. Two AWE computer stations were added, a magnetic whiteboard area was added, and lots of STEM items ranging from talking microscopes to balancing and sorting items were also added. This has proven to be very successful. We've been collecting positive comments and one parent even "complained" that the library is so fun now, it's hard to get her kids to leave.

Teen Zone-The large conference room table from the Business Center was moved to the Teen Zone to provide a collaborative work space for the teens, and in May 2015 we added a "**Teen STEM Spot Activity Cart**" with board games and building kits for the teens to use. This was a natural extension of the STEM Spot area in the Young People's Library with those activities focused primarily on younger children.

Business Center-Four small work tables replaced the one large conference room table. These new tables have wheels and can be re-arranged for collaborative work space as needed.

Friends Open House-Representatives from *The Friends* spent a couple of days at the branch in December. We wanted to give the Friends a chance to sell memberships as Christmas gifts. They also brought a few gift baskets from the Holiday Open House at NW. The Friends returned on April 4 for another afternoon at our branch.

Local Author Shelf-In January our branch began offering a "Local Author" shelf to house and highlight books written by local authors. These are self-published works. There are about 20 titles right now and we have made a couple of displays to draw attention to this new collection.

New Reading Couch-The *2015 Library Facilities Study* noted the lack of collaborative reading spaces/furniture. To remedy this, a small couch was purchased for the Young People's Library to provide a place for shared reading between caregiver and child.

Art Gallery-Our gallery features local artists in various mediums. It is such a popular place for artists to show their work that it is booked through 2016.

Fireside Room-This room has transitioned over the last year into a multi-use space. Not only are there display cases that change regularly, but it has also been used for STEM activities and makerspace activities, along with the occasional art reception. The TV has been used for special programming such as showing the Kentucky Derby and the World Cup games.

PROGRAM HIGHLIGHTS:

Nevada150

During October 2014 the branch had programs and displays commemorating the 150th Anniversary of Nevada Statehood. Patrons were invited to participate by writing what Nevada means to them and adding it to our display.

Tsurunokai –Taiko Drums

The rhythmic thumping heard throughout the branch last month was from the huge Taiko drums of *Tsurunokai*, a program brought to us by the Friends of the Library and the Pioneer Center. 108 patrons enjoyed this program.

OLLI Classes-John Andrews and Julie Ullman presented two classes in February as part of OLLI, Osher Lifelong Learning Institute, UNR: *Getting to Know Your Device* (42 attendees) and *Getting to Know eBooks* (38 attendees). Both were well-received and John and Julie plan to offer classes again in Fall 2015.

UPCOMING:

Nevada Arts Council-Nevada Touring Initiative, August 17th-October 9th

One is Silver, the Other is Gold: Celebrating 25 Years of Nevada Folklife Apprenticeships. To support this fantastic exhibit our branch is presenting an *Artisan Saturday* on September 19. A cadre of local artists are being invited to showcase and demo their works to highlight the incredible talent of local Nevada artists.

TO: Washoe County Library Board
FROM: Derek Wilson, Friends Liaison
RE: Friends Activities
DATE: June 17, 2015

After missing the last meeting, I was able to catch up with the Friends at their June meeting. As always, they continue to provide help and finances to the library. Their membership and book sales activities continue to be strong.

The best recent news is the Friends have secured a new free lease of their space at the Sierra View Mall. "Free" is obviously important but it's also great that they can continue operations from this location. I spent some time thinking about alternative locations recently and nothing suitable came to mind. Moving, storing, and selling books is a labor-intensive and complicated process. Having to relocate would certainly present some complications. I think it's important that the Library Board and the Friends continue to work closely to make sure that Friends' operations run smoothly. It would serve the Library well to include Friends operations into our long-range thinking. Ultimately, a permanent, dedicated space in a Library facility would be best.

On a semi-related topic, County Commissioner Vaughn Hartung has assisted County staff in negotiating a new lease for the North Valleys Library. Vaughn was highly motivated to save money on lease payments and he was successful. The main point here is that the Commissioners enjoy showing savings on budget items like this and if the Friends or the Library need help cutting costs with landowners or vendors, the Commissioners are available to help.

With new members joining the Board of Trustees it might be time to revisit the Friends Liaison position. I enjoy serving as the Friends Liaison but I frequently have scheduling conflicts with their meeting time. The Friends may be better served by someone who has a more compatible schedule. But I'm happy to let the Board discuss this whenever it's appropriate and to continue to do what I can to help.

WASHOE COUNTY LIBRARY SYSTEM

DEPARTMENT MONTHLY EXPENDITURE COMPARISON REPORT

GENERAL FUND

FY 2014 / 2015

8-Jun-15

TITLE	CURRENT YEAR			PRIOR YEAR		
	BUDGET	EXPENDITURE	BALANCE	BUDGET	EXPENDITURE	BALANCE
						%
SALARIES/WAGES	\$ 5,324,211	\$ 4,771,416	\$ 552,795	\$ 5,154,326	\$ 4,637,518	90%
EMPLOYEE BENEFITS	\$ 2,176,225	\$ 1,906,718	\$ 269,507	\$ 2,117,911	\$ 1,893,170	88%
SERVICES & SUPPLIES	\$ 705,568	\$ 578,220	\$ 127,348	\$ 705,825	\$ 594,328	82%
CAPITAL OUTLAY						
TOTAL:	\$ 8,206,004	\$ 7,256,354	\$ 949,650	\$ 7,978,062	\$ 7,125,016	89%

WASHOE COUNTY LIBRARY SYSTEM

DEPARTMENT MONTHLY EXPENDITURE COMPARISON REPORT

WC-1 / EXPANSION FUND

8-Jun-15

F/Y 2014 / 2015

TITLE	CURRENT YEAR			PRIOR YEAR			
	BUDGET	EXPENDITURE	BALANCE	BUDGET	EXPENDITURE	BALANCE	
			%			%	
SALARIES/WAGES	\$ 679,995	\$ 574,839	\$ 105,156	\$ 718,326	\$ 630,596	\$ 87,730	88%
EMPLOYEE BENEFITS	\$ 301,577	\$ 256,215	\$ 45,362	\$ 312,303	\$ 274,987	\$ 37,316	88%
SERVICES & SUPPLIES	\$ 915,661	\$ 831,741	\$ 83,920	\$ 1,095,374	\$ 845,357	\$ 250,017	77%
CAPITAL OUTLAY							
TOTAL:	\$ 1,897,233	\$ 1,662,795	\$ 234,438	\$ 2,126,003	\$ 1,750,940	\$ 375,063	82%

ITEM 6d

TO: Washoe County Library Board
FROM: Arnie Maurins, Library Director
RE: Monthly Library Usage Statistics
DATE: June 17, 2015

Material on this agenda item will be passed out at the meeting.

INTERNET BRANCH SUPPLEMENTAL STATISTICS REPORT

MAY 2015

The following numbers represent total visits to these online library services. "Outside" visits to the catalog and OverDrive are those that did not begin at the library website. The total number of visits in May 2015 is 112% greater than the number of visits to the library website as reported in monthly statistics reports. As our online presence expands, it is becoming necessary to reevaluate how these statistics are reported. In the short term, we will be providing the board with additional statistics to provide a fuller picture of the library's online reach each month.

	WEBSITE	CATALOG	OVERDRIVE*	SOCIAL**	TOTAL
TOTAL	70,110	58,385	44,605	14,708	148,851
OUTSIDE		21,538	42,495		

* OverDrive is currently updating its reporting module. The numbers in this column are extrapolated from data for May 1-19 and previous months. An updated version of this report including actual data on visits to the OverDrive site will be made available to the board when available.

** The Social column represents the total WCLS reach via Facebook and Twitter, including views of the library's content and visits to the library's Facebook and Twitter pages.

APRIL 2015 (REPORTED AT MAY MEETING)

The total number of visits in March 2015 is 87.25% greater than the number of visits to the library website as reported in monthly statistics reports.

	WEBSITE	CATALOG	OVERDRIVE	SOCIAL	TOTAL
TOTAL	71,607	57,616	43,352	---	134,601
OUTSIDE		21,692	41,302		