

**LIBRARY BOARD OF TRUSTEE MEETING MINUTES
WEDNESDAY, NOVEMBER 18, 2015**

The Board met in regular session at the North Valleys Library, 1075 North Hills Blvd. #340, Reno, Nevada

Chair Stoess called the meeting to order at 4:00 p.m.

ROLL CALL

Board Members Present: Wendy Alderman, Zanny Marsh, Al Stoess, Derek Wilson
Sara Sattler arrived at 4:07 p.m.

County Staff Present: Assistant District Attorney Dania Reid, Workforce
Development Manager Kathy Hart

Public Present: Mary Jones, Kristina Hoferer-Smith

PUBLIC COMMENT

No public comment

APPROVAL OF MINUTES FROM THE LIBRARY BOARD STRATEGIC PLAN MEETING OF OCTOBER 21, 2015

On motion by Trustee Marsh, seconded by Trustee Alderman, which motion duly carried, the Board approved the meeting minutes from the Library Board Strategic Plan Meeting from October 21, 2015. All in favor, none opposed.

APPROVAL OF MINUTES FROM THE LIBRARY BOARD MEETING OF OCTOBER 21, 2015

On motion by Trustee Wilson, seconded by Trustee Marsh, which motion duly carried, the Board approved the meeting minutes from October 21, 2015. All in favor, none opposed.

APPROVAL OF MINUTES FROM THE SPECIAL LIBRARY BOARD MEETING OF NOVEMBER 4, 2015

Director Maurins referred the Board to the handout provided prior to the meeting noting a correction on page two, changing "Sara Scott" to "Sara Booth".

Friends Recorder Mary Jones noted that the Second Century Fund under Friends in the Strategic Plan meeting was incorrectly noted as 20th Century.

On motion by Trustee Alderman, seconded by Trustee Wilson, which motion duly carried, the Board approved the meeting minutes from October 21, 2015 with the changes noted above. All in favor, none opposed.

APPROVAL OF A LETTER OF SUPPORT FOR A PROPOSED ICE ARENA NEAR THE SOUTH VALLEYS LIBRARY

Director Maurins provided a brief summary of the staff report and asked the Board for further direction.

Trustee Sattler arrived at 4:07 p.m.

Upon questioning by the Board, South Valleys Managing Librarian Julie Ullman provided the following information:

- Stakeholders for this project included representatives from two soccer leagues, two little leagues, Ryder Homes, lacrosse and wrestling leagues, the Parks department and EDAWN.
- The South Valleys Regional Park plan has not yet changed. Of the three original proposed plans, two are being combined as a final alternative. Once the decision is made, the drafts will go to the Parks commission. A final decision will not be made until January.
- Reno Ice is aware of the importance this project has for South Valleys Library expansion.

When asked if Reno Ice project plans took Library Expansion plans into consideration, Director Maurins reminded the Board that the project was set to be completed in two phases and that he was unaware if any areas were marked for expansion at this time.

Board discussion regarding information in the draft letter presented included:

- Current formatting and information in the letter is good, but would like the Library to include reminder of Library expansion needs in with the support.
- Four Trustees agreed the wording should be changed to express the size of the expansion in accordance with the recommendations in the Facility Master Plan.

Director Maurins noted he would make these changes in the document.

On motion by Trustee Alderman, seconded by Trustee Marsh, motion duly carried, the Board approved the letter of support for Reno Ice with the proposed changes. All in favor, none opposed.

APPOINTMENT OF JEFF SCOTT AS THE NEW LIBRARY DIRECTOR, WITH A PROPOSED STARTING DATE OF DECEMBER 14, 2015, AND AN INITIAL SALARY OF \$125,008; PROPOSED STARTING DATE IS CONTINGENT ON COUNTY MANAGEMENT'S APPROVAL TO OVERFILL THE DIRECTOR POSITION, AND ON THE AMOUNT OF FUNDS AVAILABLE TO OVERFILL THE POSITION.

Director Maurins introduced Jeff Scott (present at the meeting). He informed the Board that a job offer letter was sent and acceptance response was received. He confirmed the County approved the start date of December 14, 2015.

Trustee Wilson noted his pleasure at Mr. Scott's presence. He also stated that consensus confirmed the Board selected the right candidate.

Trustees Sattler and Alderman concurred.

On motion by Trustee Marsh, seconded by Trustee Alderman, which motion duly carried, the Board approved the appointment of Jeff Scott as the new Library Director, with a starting date of December 14, 2015 and an initial salary of \$125,008. All in favor, none opposed

APPROVAL OF REVISED FINES, FEES & CHARGES POLICY

Director Maurins provided a brief summary of the recommended changes, which included:

- Clarification that fines accrue during closed days.

- Adults could be fined a total of \$18 maximum for late charges, \$9 for the original check out period and an additional \$9 for one renewal.
- Minors could be fined a total of \$4 maximum for late charges, \$2 for the original check out period and an additional \$2 for one renewal.
- E-reader overdue fees apply to both adult and minor card holders.
- Lost items are items that overdue for 54 days.
- “Materials damaged beyond repair” clarified to mean any item that cannot be returned to circulation.
- E-readers were generalized under charges and not by specific brand name(s).

Corinne Dickman, Policy Review Acting Chair, noted the changes also included the removal of the one dollar fee for not picking up a hold item within the 10-day hold period.

Upon questioning by the Board, Director Maurins informed them the no-pickup fee was removed at his request due to the amount of staff time involved for the small amounts collected. He explained that if an item is not picked up within the hold period, it will either go back on the shelf or to the next patron in line on hold for that item.

On motion by Trustee Sattler, seconded by Trustee Wilson, which motion duly carried, the Board approved the revised Fines Fees, & Charges policy as written. All in favor, none opposed.

REPORT BY STAFF WHO REPRESENTED WCLS AT THE NORTHERN NEVADA BUSINESS SUMMIT

Director Maurins informed the Board that although this agenda item was noted as an action item, it was more informational and did not require a motion. He noted that the conference was extremely informational. He informed the Board that the following two attendees, Corinne Dickman and Morgan Tiar, were present to answer any questions.

Upon questioning by the Board, Corinne Dickman, Sparks Managing Librarian, stated that the lack of available collateral to promote WCLS Resources was more of a timing issue on her part. She stated that although they did not get materials in advance, that she and Development Officer Jennifer Oliver have some ideas for moving forward.

Jennifer Oliver, Public Information and Development Officer, informed the Board that the Library has collateral materials that list business services provided by the Library for promotion to business owners.

Upon questioning by the Board, Corinne Dickman advised the Board that one of the mechanisms in place for community ease of information is that WCLS uses only one email address for requesting information. This alleviates issues of trying to remember multiple addresses and staff associated with them.

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

Director Maurins handed out a copy and briefly summarized the following:

- The Senior Center re-model was completed last week. There are more computers available with a condensed browsing section. He thanked all the staff listed in the staff report for their part in getting the branch ready to re-open on November 12.

- Recent outreaches included:
 - John Crockett and Julie Machado, managing librarians at Sierra View and Spanish Springs, respectively, attended at the UNR Latino Research Center’s “Day of the Dead” Celebration. They promoted the Library’s Spanish-language and bilingual books, Mango languages, bilingual Storytime at Sierra View Library, e-books and Tumblebooks.
 - Brent Collamer of Sierra View Library and Beate Weinert of Administration representing the Library at the Washoe County School District Career Expo.
- Director Maurins and Beate Weinert attended the kick-off meeting of agencies and organizations invited by United Way of Northern Nevada and the Sierra to collaborate on the “Grade Level Reading ” Initiative.
- The Northwest Reno Library is one of 14 libraries nationwide selected to host a national tour of the “Explore Tech: Engineers Make a World of Difference” exhibition. The exhibit will run from April–September 2016 with an itinerary available mid-December.
- The Library staff who attended the Nevada Library Institute workshop last month have named themselves the “Catalyst Crew” and are working on their assignment of engaging more meaningfully with the Washoe County School District. Crew members will be manning an interactive booth featuring WCLS information and STEAM activities at Sparks High School at the Nevada Reading Week Conference in February 2016.

Regarding the exhibit at the Northwest Reno Library, Public Information and Development Officer Jennifer Oliver stated that the library applied for the exhibit, and the application required an outline of a marketing plan. The Library received a \$1,000 stipend and wants this exhibit opportunity to extend to the Gerlach and Nachez communities.

Trustee Alderman suggested that Ms. Oliver add contact with Boys and Girls club to this plan as they have transportation. She asked to be kept informed on how many students attend.

Chair Stoess moved Agenda Item 6c up due to Trustee Marsh leaving to attend another engagement.

FRIENDS ACTIVITIES

Trustee Marsh stated that the last Friends Board Meeting was on November 4th and that she attended the Annual Meeting that immediately followed it. Upcoming events include:

- FWCL November Book Sale from November 14-22.
- Secondhand Prose 11th Annual Holiday Open House on December 5th from 10-3 pm. The open house includes music, book-themed gift baskets and gifts for all ages.

Other meeting highlights included:

- Amazon book sales have raised \$57,910.38 and sold 1,218 books since March 2011. The first book sold through Amazon in 2011 sold for \$27.99.
- The Friends Board voted for their new officers.
- There will be no December meeting.
- Friends will be awarding Washoe County Library System \$125,000 to for 2016.

Friends Recorder, Mary Jones, was present at the meeting and received a “Thank you” from the Board for their support.

Director Maurins noted that an additional \$15,000 from Friends will be going to the Second Century Endowment Council for eventual grants to WCLS. He also noted that Friends of the

Washoe County Library Board was recognized by the Community Foundation of Western Nevada for the 100% Board Giving Award.

Jennifer Oliver, Public Information and Development Officer, informed the Board that Friends of Washoe County Library was also recently recognized by NV Energy at their Annual Charitable Foundation Grant Reception for 2015.

Trustee Marsh left at 4:40 p.m.

NORTH VALLEYS LIBRARY PROGRAMS, ACTIVITIES AND OPERATION REPORT

Patti Day, North Valleys Managing Librarian, referred the Board to her report in the packet. She provided an update on the Community Connect data for her area. North Valleys has a service population over 61,000 people and is the fourth largest area by population for the Washoe County Library System. Their largest population segments are Aspiring Young Families (15%) and Up and Coming Families (14%) for nearly a third overall of their segments embracing young families. To reach into these populations, North Valleys Library has implemented the following activities:

- Purchased a kids car with STEM grant funds. This car has become the most popular item in the Children's area.
- Increased evening hours and programs on Wednesdays.
- Opened up more space and seating for Wi-Fi users, and removed the Linux computers.

Ms. Day updated the Board on the Halloween Trick or Treat turnout stating it was the largest event of the year. During this event, all the merchants in the shopping center participate and there were over 700 patrons this year. Most of the candy provided by the Library is donated by patrons.

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

The Library Board reviewed the information submitted in the packet.

Upon questioning by the Board, Director Maurins explained that the bulk of expenditures from the Expansion Fund are for salaries, which now includes seven new positions. Any expenditures shifted between personnel and services/supplies require County approval. He reminded the Board that he received approval and has allocated 150,000 of personnel funds towards materials. Expansion Funds are dedicated to the Library System and any unused amounts return to the fund balance as the end of the fiscal year.

MONTHLY LIBRARY USAGE REPORT

The Library Board reviewed the information submitted in the packet.

Trustee Alderman requested the following:

- Provide a three-year comparison for statistics by branch, due to concerns in decreasing percentages.
- Add a column under Program/Outreach Attendance that includes the total number of programs that corresponds to the attendance numbers.

Director Maurins noted that the programs numbers are less than last year's because we do not have Early Voting events this year. All the Early Voting attendance numbers were recorded under programs last year.

Trustee Wilson recommended scheduling a workshop that focuses on where Library statistics come from and what they actually represent.

Director Maurins stated that a statistical discussion would be good to revisit with newer Trustees having been on the Board now for a while.

PUBLIC COMMENT

Mary Jones, Friends Recorder, invited the Board to the Secondhand Prose Open House where there will be refreshments and 100 different gift baskets.

Tammy Cirrincione, Assistant Library Director, thanked the staff who participated in the Senior Center re-model and noted that the re-model supports goals in the County Strategic Plan.

Ms. Cirrincione also advised the Board that the Sierra View Library held a community Trick or Treat and had 1100 participants. Sierra View also had 180 attendees during Storytime and 150 photos were taken at the Photobooth Makerspace.

John Crockett, Sierra View Managing Librarian, thanked the Systems Team and Resources Librarian Debi Stears for their assistance in getting Senior Center up and running and for the new Lucky Day Collection

Ms. Stears provided the following information on the Lucky Day Collection, giving credit for the idea to Scottie Wallace, the Downtown Reno Managing Librarian.

- The Lucky Day collection is intended to decrease wait times on popular materials and get them to patrons faster.
- Holds cannot be placed on these items; they are walk-in/check-out only.
- These items cannot be checked out by staff.
- There is a maximum 2-item maximum with a 14-day check out period.

Ms. Stears also noted that October 2015 marks the first month that more audio books were checked out through Overdrive than via physical copies. This is significant because the collection holds three times as many copies on CDs than are available on Overdrive.

Jennifer Oliver, Public Information and Development Officer, handed Director Maurins copies of multiple year comparison statistics from 2013/14-2014/15.

As the topic of statistical data continued to come up during this agenda item, Legal Counsel Dania Reid cautioned the Board that topics not agendized should not be discussed. She also noted that Board and Public Comments sections of an agenda are intended for discussion as defined by the Open Meeting Law.

BOARD COMMENT

Trustee Alderman printed out a summary from the Pew Center's Library at the Crossroads report, which provides interesting information and an overall picture of what libraries are now doing.

Trustee Wilson informed the Board that when he was at the Reno Bike Project on 4th street, he met their marketing coordinator who was interested in his involvement and connection with the Library System.

Chair Stoess closed Board Comment and re-opened Public Comment.

PUBLIC COMMENT

Beate Weinert, Programs Coordinator, stated that the Library has an established relationship with the Reno Bike Project.

Chair Stoess closed Public Comment and re-opened Board Comment

BOARD COMMENT

Trustee Wilson is part of a group that was organized by Katy Simon along with the Children's Cabinet. This group is looking at coordinating social services within the County more effectively and would like the Library to be a part of that.

Chair Stoess adjourned at the meeting at 5:05 p.m.