

**LIBRARY BOARD OF TRUSTEES MEETING MINUTES
WEDNESDAY, JULY 20, 2016**

The Board met in regular session at the South Valleys Library, 15650A Wedge Parkway, Reno, Nevada.

Chair Wilson called the meeting to order at 4:02 p.m.

1) ROLL CALL

Board Members Present: Wendy Alderman, Zanny Marsh, Jean Stoess, Derek Wilson

County Staff Present: Assistant District Attorney Dania Reid

Public Present: Darryl Feemster

2) PUBLIC COMMENT

Julie Machado, Spanish Springs Managing Librarian, introduced Aurora Partridge, Spanish Springs Library Assistant III, to the Board.

Darryl Feemster, City of Reno Youth and Senior Services Manager, thanked the Board and WCLS for the partnership in hosting summer programming held at the Duncan Traner Library.

3) APPROVAL OF MEETING MINUTES

a) APPROVAL OF MINUTES FROM THE LIBRARY BOARD MEETING OF JUNE 15, 2016

On motion by Trustee Alderman, seconded by Trustee Marsh, which motion duly carried, the Board approved the meeting minutes from the Library Board of Trustee Meeting of June 15, 2016. Trustee Stoess abstained due to her recent appointment as a Trustee. All in favor, none opposed.

4) OLD BUSINESS

a) APPOINTMENT/REAPPOINTMENT OF BOARD LIAISONS AND COMMITTEES

Director Scott informed the Board that he would like to retain only the Friends of Washoe County Library and the Partnership Library Advisory Committee liaisons noting both have recently held meetings that were attended by the FY15/16 assigned Trustees.

Trustee Marsh stated she was interested in re-appointment as the Friends of Washoe County Library liaison.

Chair Wilson re-appointed Trustee Marsh to the Friends of Washoe County Library liaison.

On motion by Chair Wilson, seconded by Trustee Alderman, the Board approved the re-appointment of Trustee Marsh as the Friends of Washoe County Library.

Chair Wilson re-appointed Trustee Sattler as the Partnership Library Advisory Committee liaison.

On motion by Trustee Alderman, seconded by Trustee Stoess, the Board approved the re-appointment of Trustee Sattler as the Partnership Library Advisory Committee liaison.

All in favor, none opposed.

5) NEW BUSINESS

a) APPROVAL OF REVISED PUBLIC HOURS AT THE DUNCAN TRANER LIBRARY EFFECTIVE AUGUST 8, 2016

Director Scott summarized the request to add public hours for the Duncan Traner Library when the summer programming ended. As noted in the staff report provided, WCLS determined that additional public hours could be added on Wednesdays from 3-5:30 pm providing public access to the community three days each week.

Trustee Marsh thanked the Library for accommodating the stakeholders desire to add public hours to the Duncan Traner Library without straining the public hours at the Sierra View Library.

On motion by Trustee Stoess, second by Alderman, the Board approved revision of the public hours at the Duncan Traner Library to provide public access Tuesdays through Thursdays from 3-5:30 pm, effective August 8, 2016. All in favor, none opposed.

b) ANNUAL REVIEW OF AND POSSIBLE DIRECTION TO STAFF REGARDING WCLS POLICIES

The Library Board reviewed the information submitted in the packet. The Trustees were provided with the updated Suspension Policy which was approved by the Board during the May 18, 2016 Library Board of Trustee meeting.

Director Scott reminded the Trustees that all policies are reviewed annually by the Policy Review Team and are agendized for Board approval if changes are made.

Legal Counsel Dania Reid clarified that this item is not an action item, rather a requirement by the current Library Board of Trustees Bylaws stating that policies will be reviewed annually. She stated that the Board had the authority to change the Bylaws if so desired.

Board discussion included general agreement about the benefit of reviewing the packet on an annual basis.

c) REVIEW AND POSSIBLE REVISION OF BYLAWS OF THE LIBRARY BOARD OF TRUSTEES

On motion by Trustee Marsh, seconded by Trustee Alderman, the Board approved the Library Board of Trustee Bylaws as written for fiscal year 2016/17. All in favor, none opposed.

d) ACKNOWLEDGEMENT OF DONATIONS RECEIVED BETWEEN APRIL 1 AND JUNE 30, 2016

Jennifer Oliver, Development Officer and PIO, noted that this report is provided quarterly to reflect monetary and in-kind donations to WCLS. From April 1-June 30, 2016, cash donations and grants totaled \$212,458.58 plus in-kind donations.

Upon questioning by the Board, Ms. Oliver stated that about 60% of the donations are new with 40% being donated annually through programs like the periodical drive, Sierra View Lease donation and LSTA grant funding.

Director Scott informed the Board that Ms. Oliver is leaving the Washoe County Library System and moving to the Washoe County Manager's Office. Andrea Tavener from the

Manager's Office will be returning to the Washoe County Library. He thanked her for her service.

Upon questioning by the Board, Director Scott stated that a meeting has been planned for Administration to meet with both Ms. Oliver and Ms. Tavener to discuss duties and tasks.

Director Scott informed the Board that a new lease has been negotiated for the Sierra View Library and Friends space in Old Town Mall through 2020.

Legal Counsel Dania Reid clarified addenda items 5d and 5e do not need to be agendaized as action items as WCLS is providing the information to the Board for acknowledgement.

On motion by Trustee Marsh, seconded by Trustee Alderman, the Board acknowledged the receipt of the Quarterly Donation Report. All in favor, none opposed.

e) ACKNOWLEDGEMENT OF DIRECTOR-APPROVED GIFT FUND PURCHASES BETWEEN JANUARY 1 AND JUNE 30, 2016

Director Scott noted that this report includes donations from Washoe County Board of County Commissioners Lucey, Jung and Birkbigler from their respective district funds. One of those donations totals \$10,000 for Duncan Traner Library improvements.

On motion by Trustee Alderman, seconded by Trustee Stoess, the Board accepted the report as presented. All in favor, none opposed.

6) REPORTS

a) LIBRARY DIRECTOR'S PRESENTATION TO INCLUDE SYSTEM PROGRAMS AND ACTIVITIES, AND FRIENDS REPORT

Director Scott provided a PowerPoint presentation, updating the Board on Library System activities, programs, outreach and operations for the month of May 2016.

County Commissioner arrived at 4:45 pm.

b) SOUTH VALLEYS PROGRAMS, ACTIVITIES AND OPERATIONS

The Library Board reviewed the information submitted in the packet.

Julie Ullman, South Valleys Managing Librarian, presented an overview of FY 15/16 to the Board.

Commissioner Lucey expressed excitement of the different locations for the Library Board of Trustee meetings. He noted that the South Valleys Library is his particular library and commended the staff on the space use and the programs and outreach that is provided.

Trustee Wilson thanked Ms. Ullman on the report and commented on the information provided, stating that the numbers provided is proof that more open hours bring more patrons to the library.

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

The Library Board reviewed the information submitted in the packet.

Upon questioning by the Board, Director Scott clarified that at the end of the fiscal year, unused Library budget funds are returned the County and not carried over to the next fiscal year. He stated that some changes were made this fiscal year to ensure historically unused funds were moved to budget areas where funds would be spent that benefit the Library System.

d) MONTHLY LIBRARY USAGE

The Library Board reviewed the information submitted in the packet.

7) PUBLIC COMMENT

John Crockett, Sierra View and Partnerships Managing Librarian, briefly covered the following for each of the Partnership Libraries:

- Duncan Traner Library has been undergoing weeding and maintenance of the collection.
- Verdi and Duncan Traner Libraries were both participants in the Summer Reading Programs this year.
- Senior Center Library has participated in more programs, such as the movie matinees, with recognition to Sarah Jaeck, Sierra View Librarian II, who has been the moving force working with Senior Services.

Mr. Crockett updated the Board on the HVAC status of the Sierra View Library, which has been experiencing maintenance issues since April 2016 that have not been resolved by the landlord. Most recently, the building thermostat in the Youth Services area continues to read the temperature at 72 degrees consistently. In reality, the temperatures have risen to 76-77 degrees throughout the day according to the thermostat purchased by staff to more accurately record the temperatures.

8) BOARD COMMENT

Commission Lucey welcomed Trustee Jean Stoess to the Library Board of Trustees.

Trustee Stoess thanked the Board and staff for the final meeting and send off last month for her husband, Al Stoess.

Trustee Wilson requested Duncan Traner Library update at a future meeting regarding provided programming and programming that may be needed.

- Director Scott agreed with Trustee Wilson and stated the Library may provide such information for all partnership libraries.

Director Scott reminded the Board that the next Library Board of Trustee Meeting is scheduled to be held at the Sierra View Library and offered hope that the maintenance issues could be resolved by the date of the next meeting.

9) ADJOURNMENT

Chair Wilson adjourned the meeting at 5:01 p.m.