

**LIBRARY BOARD OF TRUSTEES MEETING MINUTES
WEDNESDAY, JUNE 20, 2018**

The Board met in regular session at the Northwest Reno, 2325 Robb Drive, Reno, NV 89523

Chair Alderman called the meeting at 4:00 pm.

1) ROLL CALL

Board Members Present: Wendy Alderman, Zanny Marsh (via telephone), Jean Stoess, Derek Wilson

Board Members Absent: Ted Parkhill

County Staff Present: Assistant District Attorney Dania Reid, Assistant County Manager David Solaro

Public Present: Wayne Holland

2) PUBLIC COMMENT

None

3) APPROVAL OF MEETING MINUTES

a. APPROVAL OF MINUTES FROM THE LIBRARY BOARD MEETING OF MAY 16, 2018

Trustee Stoess questioned why some statements of librarians and some of her statements have been edited. Board Secretary Tami Gaston was not present at the meeting. Trustee Stoess questioned if Ms. Gaston was instructed to not include some of the statements. Director Scott stated that Ms. Gaston was not instructed told to do anything with minutes.

Trustee Wilson stated he felt the summary of his comments was thorough and accurate and is satisfied with it.

Trustee Stoess stated that she thought almost all of Ms. Gaston's work as accurate but hers was maybe a quarter of what she said.

Chair Alderman requested Trustee Stoess to get with Tami and specifically outline what she would like included in the minutes from the recording. Then the minutes will be brought to the July meeting for approval.

Minutes for May Library Board of Trustee Meeting have been tabled until July Meeting for approval.

4) OLD BUSINESS

a. APPROVAL OF REVISED MEETING ROOM POLICY REMOVING RESERVATION FEE OF \$20 EFFECTIVE JANUARY 1, 2019

Director Scott directed the Board to the Staff Report and the Meeting Room Policy included. He stated the idea behind removing the fee falls in line with the Strategic Plan and will increase usage. Additionally when meeting room scheduling goes on-line, staff will not have to worry about managing or collecting fees from users.

Upon questioning by the Board, Director Scott:

- Explained that due to prior commitments, the policy will take effect January 2019
- The rest of the Meeting Room Policy remains as written with noted edits
- The Library System currently includes set up and clean up for Library programs and is working with the on-line software to allow for scheduling time between scheduled meetings.

On motion by Trustee Marsh, seconded by Trustee Stoess, motion which duly carried, the Board approved the Revised Meeting Room Policy to remove the reservation fee of \$20 effective January 1, 2019. All in favor, none opposed.

5) **NEW BUSINESS**

a. **APPROVAL TO EXTEND SUMMER HOURS AT THE INCLINE VILLAGE LIBRARY TO 7 PM ON THURSDAYS THROUGH AUGUST 31, 2018**

Director Scott stated the Incline Village Farmer's Market is held on Thursdays in the upper parking lot at the Incline Village Library. The Incline Village Library does not currently work a late night during the week and staying open during this event will allow the library to provide services during this event for the summer.

John Crockett, Managing Librarian, stated this allows patrons to pick up holds as well as creates future traffic for extending evening hours beyond the summer and Farmers Market.

Upon questioning by the Board, Mr. Crockett stated that there are about 4 parking spaces in the lower parking lot with additional parking near the Incline Village Community Center next door.

Trustee Wilson noted a previous situation in which a private entity wanted to use space within the Incline Village Library and wanted to ensure this situation is not the same.

Legal Counsel Dania Reid responded indicating this event appears to be more of a building and grounds issue and is outside the purview of the Library Board.

Assistant County Manager David Solaro confirmed that the Farmers Market applies for a use permit through Washoe County Facilities prior to the event.

On motion by Trustee Wilson, seconded by Trustee Marsh, motion which duly carried, the Board approved the extended hour at the Incline Village Library.

6) **REPORTS**

Director Scott noted the Library System is looking for feedback for three of the reports below: Library Director's Quarterly Strategic Plan Update, updated Financial Statements and Library Usage Reports.

a. **LIBRARY DIRECTOR'S QUARTERLY STRATEGIC PLAN UPDATE**

Director Scott provided a PowerPoint presentation, reviewing the initiatives outlined in the Washoe County Strategic Plan and objectives set for the last quarter from January through March 2018.

Chair Alderman stated that she appreciates the organization of the Strategic Plan and the ease to track objectives through the course of the year.

b. NEWS CHANNEL 4 FRIENDS VIDEO CLIP

Director Scott informed the Board that this was the news story played on News Channel 4 for the last Friends of Washoe County Library book sale.

Trustee Stoess did a tour of the facility, and believes that the news story along with the tour helps explain what they do.

c. NORTHWEST LIBRARY REPORT ON PROGRAMS, ACTIVITIES AND OPERATIONS

Kristin Reinke, Northwest Reno Managing Librarian, highlighted the following:

- Northwest Reno Report includes Washoe County Library Strategic Plan objectives and how they have been supported.
- After starting up STEAM last year, the “A” or art part of Northwest and Verdi STEAM programming is extremely popular.
- Began programming at Verdi Library mid-August 2017, which is heavily attended.

Upon questioning by the Board, Ms. Reinke named various avenues in which programs are promoted to include the Summer Program Brochure created by Marcom, the Daily Activities Board in the Branch, the Northwest Reno Calendar of Events and social media.

d. MONTHLY TECHNOLOGY UPDATE

Upon questioning by the Board, Systems and Access Services Librarian Nancy Keener clarified the South Valleys Library will receive new public PC's in July, funding came from the Library Budget, not County Technology budget. She also briefly updated the Board on the testing progress with the virtual reality (VR) programming and equipment, which will ultimately rotate between branches, excluding Incline Village who will have designated equipment.

e. TACCHINO TRUST EXPENDITURE UPDATE

Director Scott noted the most recent expenditures on the provided report.

Upon questioning by the Board, Director Scott explained that the renovation process is fluid and ever-changing at this point. The Library anticipates closing during renovations, which may include abatement or not depending upon costs. This funding is provided by Washoe County for renovation. The Tacchino Trust anticipated expenditures will include Downtown Reno Renovation this fiscal year and Sparks and Northwest Reno Libraries next fiscal years and will cover furniture, fixtures and materials.

f. FINANCIAL STATEMENTS TO INCLUDE MONTHLY EXPENDITURE AND GIFT FUND BALANCES

Director Scott noted the new look to the financial statements intended to clarify where the funding comes from, what it is intended for, what was spent and what it was spent on by category. He asked for any feedback from the Board.

Chair Alderman stated that the new look helps provide clarification.

g. **LIBRARY USAGE STATISTICS FOR 3RD QUARTER 2017/18**

Director Scott noted that this report was styled after the Strategic initiatives to help provide a better grasp of performance.

Upon questioning by the Board, Administrative Secretary Lorna Grasso explained how the graphs and charts were placed to keep to minimal pages. She agreed that future report graph fonts will be increased for better visibility.

Chair Alderman stated she liked the statistics being aligned with the Strategic initiatives.

Upon questioning by the Board, Spanish Springs Managing Librarian Julie Machado explained the difference between youth programs and outreaches and how those numbers are collected.

7) **STAFF ANNOUNCEMENTS**

Julie Machado, Spanish Springs Managing Librarian, stated that Navy week with programs all over Reno. She stated that many Navy Seals and Channel 2 News were on site today (June 20, 2018) at the Spanish Springs Library for an Explosive Ordinance program and will air tonight.

Jonnica Bowen, North Valleys Managing Librarian, commented that the meeting room fee limited use at North Valleys, a rented facility, with public access to other free meeting rooms in the same shopping center. The removal of the fee will open up usage at the North Valleys Library as it is a larger room than those in the shopping center. She also advised the Board that they expected a large group for one of the popular programs, but was surprised on how many turned up and that there were many people who normally go to other branches who attended. She attributed it to Summer Program Brochure referred to in the Northwest Reno report.

8) **PUBLIC COMMENT**

None

9) **BOARD COMMENT**

Chair Alderman shared information on an article in the Wall Street Journal how bats populations were preserving old books by eating various pests that endanger them. She did not remember the location of the library.

Trustee Wilson stating he would miss being a part of the Trustee Board. He would like to see the library expand in square footage due to the small footprint it currently holds. He would like to see the Board informally push the Reno City Council become more library proactive.

Trustee Stoess reminded all that the beginning of the fiscal year starts on July 1st and that is a good time to start making contact with County Commissioners and those type of people.

Trustee Marsh noted that Trustee Wilson has been a real statesman for Trustees and the Library as a whole.

Trustee Stoess confirmed the same for her as well as her husband, Al Stoess, who was also on the Library Board with Trustee Wilson.

Legal Counsel Dania Reid acknowledged Trustee Wilson as a stabilizing influence during her tenure and appreciated his work on the Board.

10) **ADJOURNMENT**

Chair Alderman adjourned the meeting at 5:10 pm.