

**LIBRARY BOARD OF TRUSTEES MEETING MINUTES
WEDNESDAY, AUGUST 21, 2019
4:00 P.M.**

The Board met in regular session at the Incline Village Library, 845 Alder Avenue, Incline Village, NV 89451

Chair Holland called the meeting to at 4:00 pm.

1) ROLL CALL

Board Members Present: Amy Ghilieri (via phone), Wayne Holland, Zanny Marsh, Ted Parkhill, Jean Stoess

Board Members Absent: None

County Staff Present: District Attorney Herb Kaplan

Public Present: None signed in

2) PUBLIC COMMENT

None

3) APPROVAL OF MEETING MINUTES

a. APPROVAL OF MINUTES FROM THE LIBRARY BOARD MEETING OF JULY 17, 2019

On motion by Trustee Stoess, seconded by Vice Chair Marsh, motion which duly carried, the Board approved the meeting minutes from July 17, 2019. All in favor, none opposed.

4) OLD BUSINESS

None

5) NEW BUSINESS

a. APPROVAL OF APPLICATION BY PAM LARSEN FOR A BOARD SCHOLARSHIP

Director Scott noted that Pam Larsen has entered the Library Certification program and is requesting reimbursement. He stated this is good for employee and public relations.

Upon questioning by the Vice Chair Marsh, Director Scott confirmed this was the first on this year and stated that there are two policies, one Washoe County and one Library, in which employees have the ability to request reimbursement for education if budget allows. He also noted that he had increased this budget from \$10,000 to \$30,000 this year.

On motion by Vice Chair Marsh, second by Trustee Parkhill, motion with duly carried, the Board approved the request for \$2,000 reimbursement for professional development. All in favor none opposed.

6) REPORTS

a. INCLINE VILLAGE LIBRARY REPORT ON PROGRAMS, ACTIVITIES AND OPERATIONS

Incline Village Branch Manager John Crockett introduced a PowerPoint presentation which has been added to the Board packet. Mr. Crockett provided a detailed report with elements separated by Strategic Plan initiatives followed by highlighting increase of 5 hours weekly (opening at 10am beginning in September 2019) and changes in Incline Village staffing.

Vice Chair Marsh stated Mr. Crockett's report was well done.

Chair Holland stated the presentation demonstrated how Incline Village Library is putting as many resources outside the library as well as inside.

b. MONTHLY TECHNOLOGY UPDATE

Access and Systems Librarian Nancy Keener provided an oral report at the meeting, stating her updates were short this month, limited to fixing broken or non-functioning equipment. She highlighted the following:

- AMH (Automated Materials Handler) bidding contractors had a walk-through on August 7, with bids due today. She has nothing further on this yet
- Library Systems Staff decided they will be creating a new server that will contact the machines after looking at other options and have been working on that.
- Staff Computer Refresh: The County has changed the process in which they are handling change out of staff computers, which requires more work on Library System staff. Systems staff now have to create images and push them out where this was done by the County before. They have started today at South Valleys.
- Virtual Reality (VR): There are more VR devices in the branches with appreciate to funding through Friends of Washoe County Library (FWCL). They are also getting more programming for the devices.

Upon questioning by the Board, Ms. Keener:

- Confirmed that there are facilitators for VR at each branch and that VR is not something patrons will be doing on their own.
- Confirmed that she has personally tested the VR programming and it is very realistic and quite amazing.
- They are trying to spark interest in kids with programs that include space and moon adventures.
- Stated that the thank you letter at the back of the packet was a library program and not the same as the VR experiences.

c. COLLECTIONS UPDATE

Collection Manager Debi Stears provided an oral report. She highlighted the following:

- Summer Reading Program (SRP) numbers show slight increase of 2-5% between last year and this year.
- Incline Village quarterly statistical includes circulation increase for Lucky Day items.
- Noted that children's non-fiction checkouts increased system-wide.
- Discussed recent visit to the Washoe County Jail Library and how the Library System is looking at ways to support approved material selection for the collection.

- Informed the Board about staff discussion about possibly creating a core collection of children's materials that do not float between branches.
- Expressed her excitement for the Library System winning 6 new ebook titles for author J.D. Salinger, who did not authorized his creations to be released in electronic versions. This is a recent change in philosophy through the author's son.

d. **YOUTH SERVICES AND LIBRARY EVENTS UPDATE**

Youth Services and Library Events Beate Weinert and Judy Hansen introduced themselves to the Board and presented the PowerPoint presentation included in the Board packet. The highlighted several of the programs held over the summer including Summer Reading Program results.

Chair Holland observed that the goals in the presentation look tremendously successful despite reporting of slight increase.

Upon questioning by Trustee Parkhill, Ms. Weinert stated that the Library System would be using Library Aware software to send out a survey and the list of recipients comes from emails provided during sign up. She clarified that patrons had the option to opt out at sign-up and those individuals will not receive the survey.

e. **TACCHINO TRUST EXPENDITURE UPDATE**

Director Scott noted the ledger had been provided as previously requested by the Board as part of the quarterly reports. He stated that Tacchino funds have been spent about halfway and the Library is hoping that the County will provide the required provision next budget cycle.

Chair Holland asked the Board if there is any reason for the Library System to provide the ledger or if the summary was sufficient for future reports. The Board agreed the summary is sufficient from this point on.

f. **QUARTERLY FINANCIAL REPORT**

Director Scott stated that most of the expenses in the last quarter were due to expenditures out of the Tacchino Trust. He said there were many expenditures related to Maker services but the rest was average.

Trustee Parkhill stated the format works and thanked the Library System.

Upon questioning by Chair Holland, Director Scott stated that the Tacchino Trust funds still require a County match and that he is hoping for carpeting for Sparks and Northwest Libraries, but is working with the County for a new quote. He said that if the quotes come in under \$100k, the Library System and County should be able to come up with another way to fund the projects to meet the match without going through the Capital Improvement Project (CIP) process.

Chair Holland thanked Director Scott stating this information is for good for the record.

g. QUARTERLY STATISTICAL REPORT

Director Scott stated the quarterly statistical reports show nothing unusual and that circulation is mostly flat although it jumped in May and went back down in June.

Collection Manager Debi Stears introduced herself and explained that some of the staff that report numbers were on leave and those numbers were not fully reported. She explained circulation numbers like e-book and audio were included but that some of the databases (Learning Express, Tumblebooks and RB digital) were missed and will be added. She also noted that usage is generally higher during the school year because the school district utilizes library resources.

h. BOARD TASK REPORT UPDATE

Upon questioning by Chair Holland for task updates, Trustee Parkhill stated that had not contacted Director Scott for the noted task from the July meeting as he had been out of the country.

Director Scott stated most of the updates have been delayed to September and provided the following information:

- Legal Counsel Herb Kaplan, Acting County Manager David Solaro and he would be putting a summary report for the completed Leadership training.
- It has been a busy summer, but he will be checking back in the County Security Administrator Ben West for an updated security report.

Chair Holland requested that a task be added to ensure the Board is updated every other month with trending and scale information of costs for digital materials in comparison to physical materials.

7) STAFF ANNOUNCEMENTS

Assistant Library Director Joan Dalusung informed the board that some staff members would be attending an all-day Active Shooter training on September 9, 2019 at the Regional Public Safety Training Center.

At the request of the Board, Sparks Branch Manager Corinne Dickman briefly spoke upon the tremendous success of the Drag Queen Storytime. She stated that is it not often staff is called upon to defend the purpose a public library serves in their communities and although there were times staff felt beat up, it provided a rare opportunity to have conversations about diversity and the mission of the Washoe County Library System. She closed out stating that she had completed an after action report after the event and had submitted it to Administration.

Vice Chair Marsh thanked staff for the professionalism and enthusiasm displayed as each piece came together. She said it was well done and as a Trustee she could not say enough about the professionalism of library staff.

8) PUBLIC COMMENT

None

9) **BOARD COMMENT**

Trustee Parkhill thanked Beate Weinert and Judy Hansen for their presentation stating it was good today and he liked seeing the statistics reporting how the program was received. He also stated he agreed with Vice Chair Marsh on how amazing the Library System handled the Drag Queen Storytime.

Vice Chair Marsh requested the Library System invite Dr. Rebori to a future meeting to provide a summary on how the Leadership training was put together and talk the Board through the process to feel better informed.

Chair Holland complimented the Explorer booklets.

Director Scott stated the Explorer booklets are a good improvement over past methods of providing program information.

10) **ADJOURNMENT**

Chair Holland adjourned the meeting at 6:11 pm. He thanked everyone for their reports.