



**LIBRARY BOARD OF TRUSTEES MEETING MINUTES
WEDNESDAY, JANUARY 19, 2022
4:00 P.M.**

The Board met in regular session in a hybrid format via Zoom webinar and in person.

Chair Holland called the meeting to order at 4:06 pm.

1) ROLL CALL

Board Members Present: Zanny Marsh, Frank Perez, Jean Stoess, Wayne Holland

Board Members Absent: Amy Ghilieri

County Staff Present: Assistant District Attorney Jennifer Gustafson, Assistant County Manager David Solaro

Public Present: None noted

2) PUBLIC COMMENT

None

3) APPROVAL OF MEETING MINUTES

a. Approval of Minutes from the Library Board Meeting of December 15, 2021

On motion by Trustee Perez, seconded by Trustee Marsh, which motion duly carried, the Board approved minutes from the December 15, 2021 meeting. All in favor, none opposed.

4) OLD BUSINESS

None

5) NEW BUSINESS

a. Presentation of Check from the Friends of the Washoe County Library

Chair Wayne Holland and other Trustees expressed sincere gratitude for the support of the Friends of the Washoe County Library.

Deputy District Attorney Jennifer Gustafson asked whether any action was needed regarding the check presentation; Director Jeff Scott clarified there was not.

b. Homebound Services Report

Librarian II Debbie Gunderman reviewed the Homebound Services Report PowerPoint presentation, a copy of which had been provided in the Board packet. She discussed ways in which the pandemic had negatively impacted senior citizens in Washoe County, particularly those who had become homebound and were no longer able to pick up materials from library branches. To help support and improve the quality of life of these vulnerable members of the community, the Library System implemented a delivery system for homebound patrons. Ms. Gunderman described the program's objectives and requirements for participation and discussed staff's goals for fine-tuning homebound services in the future. She noted further information regarding the homebound services would be provided in the summer edition of the Library Explorer publication.

Trustee Marsh inquired as to how staffing patterns would be impacted with the implementation of homebound services deliveries; Ms. Gunderman explained deliveries were planned to occur one day per month and should not disrupt staffing. Trustee Marsh also asked whether patrons could return previously checked-out materials at the same time new materials were delivered. Ms. Gunderman confirmed there would be two bags for each patron, to include one for newly delivered materials and another bag for materials ready to return.

Chair Holland and Director Jeff Scott discussed Ms. Gunderman's work in planning and implementing the homebound services program. Ms. Gunderman was asked whether there would be one or two staff members handling the deliveries; she responded that might depend on the area in which items were being delivered and how much participation or interest there was. Trustee Marsh offered to share information regarding the new program at an advisory board meeting she regularly attended.

There was no motion or action required for this agenda item.

6) REPORTS

a. **Library Director's Report**

Director Scott displayed a copy of the Library Director's Report for January 2022, a copy of which had been provided in the Board packet, and he provided a brief overview of the main points and highlights within.

Chair Holland wanted to know whether the recent rise in case transmission within the community had impacted staff or branch operations. Director Scott shared new information he had recently received regarding the symptoms of the Omicron variant believed to be behind the rapid increase in COVID infections in Washoe County. He noted mask guidelines had recently changed; officials were now recommending individuals wear the highest-quality masks they could find. In response, the Library System had purchased 500 KN95 masks and was offered some free of charge to any staff members who wanted them.

b. **Maker Services Team January 2022 Report**

South Valleys Branch Manager Julie Ullman reviewed a PowerPoint presentation of the Maker Services Team Report for January 2022, a copy of which had been provided in the Board packet. She described recent activities and progress made by the Maker Services Team and shared photos of projects including ink-sublimation prints, mugs, ornaments, and tote bags.

Trustee Perez wondered what might be causing the issues Ms. Ullman had described with an ink sublimation printer; Ms. Ullman suspected that outdated software being run on older laptops was a culprit, so new computers had been ordered. Staff hoped things would run more smoothly in the future but acknowledged there might be some occasional bugs to be worked out as various Library programs began coming back online again.

c. **Sierra View Library Annual Report**

Sierra View Library Branch Manager Sara Jaeck conducted a PowerPoint presentation of the Sierra View and Duncan Trainer Libraries branch report, a copy of which had been provided in the Board packet. Ms. Jaeck reviewed changes made to rearrange the Libraries' collections and Grab & Go Services which had been implemented during branch closures. She discussed partnerships with community organizations such as the Welfare Division, whose offices were in the same complex as Sierra View Library, and the ways in which staff were working to promote Library services to populations in need within the surrounding neighborhoods.

Chair Holland expressed appreciation for the Workforce Development Services being provided, noting there was a definite need for such support within the community. Ms. Jaeck and Director Scott discussed ways staff could assist patrons with resume and job application needs as well as tax assistance.

d. Board Task Report

There were no recent changes or updates to the Board Task Report.

7) STAFF ANNOUNCEMENTS

None

8) PUBLIC COMMENT

None

9) BOARD COMMENT

Trustee Perez thanked Director Scott for consistently looking out for staff safety, specifically mentioning the Library System's recent purchase of KN95 masks for employees.

Trustee Marsh thanked the staff and community members who had continued to show up to the Board meetings. She indicated she was hopeful about returning to more in-person Board meetings and hoped there might be increased meeting attendance in the near future.

Trustee Stoess introduced her daughter, Karen, who was a student at Oregon State University. She expressed appreciation for her daughter's patience and help with teaching her how to access the Board meetings virtually.

10) ADJOURNMENT

Chair Holland adjourned the meeting at 5:02 p.m.