

Minden Branch:
1625 Library Lane
Minden, NV 89423
P: 775.782.9841
F: 775.782.5754



Lake Tahoe Branch:
233 Warrior Way
Zephyr Cove, NV 89448
P: 775.588.6411
F: 775.588.6464

P.O. Box 337 - Minden, NV 89423

douglas.lib.nv.us

February 20, 2018

The Douglas County Public Library Board of Trustees will meet at 10:00 a.m. on Tuesday, **February 27, 2018** in the Pine Nut Room of the Minden Library, 1625 Library Lane, Minden, NV. Below is an agenda of all items scheduled to be considered. All items **For Possible Action** will include a Public Comment period.

AGENDA

1. **Public comments and discussion.**
At this time, public comment will be taken on those items that are within the jurisdiction and control of the Library Board of Trustees or those agenda items where public comment will not be taken as a public hearing is not legally required.

No action may be taken on a matter raised under this item of the agenda until the matter itself has been specifically included on an agenda as an item upon which action will be taken.
If you wish to comment on a specific agenda item scheduled for action, please do so when that item is opened for public comment.
2. **For possible action.** Approval of proposed agenda. The Library Board of Trustees reserves the right to take items in a different order to accomplish business in the most efficient manner, to combine two or more agenda items for consideration, and to remove items from the agenda or delay discussion relating to items on the agenda.
3. **For presentation only.** Online video course *Nevada Trustee Academy: Short Takes for Trustees*. Video presentation: "What It Means to be A Trustee". [Presentation]
4. **For possible action.** Approval of the minutes of the January 23, 2018 regular meeting.
5. **Consent Calendar.**
Items appearing on the Consent Calendar are items that can be adopted with one motion unless pulled by a Trustee wishing to have an item or items further discussed. When items are pulled for discussion, they will be automatically placed as the next item for discussion or may be continued until another meeting. Motion to approve the Consent Calendar, item 5a.
 - a. **For possible action.** Approval of Gift fund claims
 - i. January/February 2018
6. **Review of Douglas County Budget Process and Deadlines for FY 2018-19 Budget.** [Discussion]
 - a. Submission of Department tentative budget: February 16, 2018
 - b. Tentative Budget Presentations to BOCC: March 26-30
 - c. Final Budget Hearings: April 30-May 1
 - d. Update on Cost Allocations

7. For possible action. Discussion and possible action to approve tentative Douglas County Library Budget for FY 2018-19 Budget. [Discussion]
8. For possible action. Discussion of email for Library Trustees for public communication. [Discussion]
9. Review of Budget Performance Report summary and Gift Fund summary. [Discussion]
 - a. 1/31/2018
 - b. Update on January augmentations; will be presented to BOCC on March 15, 2018
10. Update on Bookmobile Project. [Discussion]
 - a. Update on bookmobile
 - b. Bookmobile Planning Committee meets March 6
11. Update of RFID Progress. [Discussion]
 - a. Tagging completed January 26
 - b. Installation begins March 12
12. Update and information about NV State Library's Virtual Reality program. [Discussion]
13. Library staff recruitment. Update on recruitments for Library Page and IT Coordinator. [Discussion]
14. Discussion of Supplemental Requests for personnel, submitted to Douglas County for consideration for FY 2018-19. [Discussion]
 - a. Library Technician, full-time
 - b. Deputy Director, full-time
15. Monthly Report. [Discussion]
 - a. Friends / Foundation
 - i. Friends Board Monthly Meeting – March 12, 2018
 - ii. Foundation Annual Meeting – February 28, 2018
 - iii. Spring Book Sale – May 18-20, 2018
 - b. Completed Library Programs
 - c. Current / Planned Library Programs
 - d. Usage statistics
 - e. Facility work
16. Public comments and discussion.
 At this time, public comment will be taken on those items that are within the jurisdiction and control of the Library Board of Trustees or those agenda items where public comment will not be taken as a public hearing is not legally required.

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17. For possible action. Adjournment.

According to the provisions of NRS 241, this notice and agenda has been posted on or before 10:00 am on the third working day before the meeting at the following locations:

Douglas County Libraries, Minden and Zephyr Cove
Douglas County Courthouse
Minden Post Office
Zephyr Cove Post Office
<http://douglas.lib.nv.us>
<https://notice.nv.gov>

Supporting material for the meeting is available at the Minden Library Circulation Desk, 1625 Library Lane, Minden, Nevada. A request for copies of the supporting materials may be directed to:

Kathy Munson, Administrative Services Manager
Douglas County Public Library
1625 Library Lane, Minden, NV 89423
775-782-9841
kmunson@douglas.lib.nv.us

Reasonable efforts will be made to assist and accommodate handicapped persons desiring to attend the meeting. Please contact Amy Dodson at 782-9841 before February 27, 2018 for arrangements.

DOUGLAS COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

A quorum or greater number of Library Board Trustees may be gathering at any or all of the following organizations' meetings during the months of March / April 2018. At these meetings, the Library Board of Trustees is in attendance to observe the proceedings of the organization and to participate in discussions to the extent allowed by the organization.

These organizations may not have posted a formal agenda for their meetings. The Library Board of Trustees present at the meeting will take no action relevant to the Douglas County Public Library.

Library Foundation Annual Meeting	2/28/18	10:30 AM	Minden Library
Local Author Talk & Book Signing, JoAnn Conner	3/7/18	5:00 PM	Zephyr Cove Library
Friends of the Library	3/12/18	4:00 PM	Minden Library
Second Wednesday Book Group	3/14/18	5:00 PM	Minden Library
Friends of the Library	4/9/18	4:00 PM	Minden Library
Second Wednesday Book Group	4/11/18	5:00 PM	Minden Library
Volunteer Reception	4/13/18	2:30-4:00 PM	Minden Library

This notice was posted at the following locations prior to meeting days:

Douglas County Libraries - Minden and Zephyr Cove
Douglas County Courthouse
Minden Post Office
Zephyr Cove Post Office