

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

APPROVED 2/23/16
LIBRARY BOARD MINUTES
January 26, 2016

ATTENDEES

Library Board Members: Barb Wilson, Vice Chairperson, Charles Wolle, and Melanie Boudreau. Deborah Blackman and Bonnie Rogers were absent.

County and Library Staff: Amy Dodson, Linda Wilson, and Kathy Munson. Kathy Munson took the minutes.

THE MEETING CONVENED AT 10:03 A.M.

1. PUBLIC COMMENTS AND DISCUSSION [Discussion]

Barb Wilson, Vice Chairperson, asked for public comment. There being no public comment, public comment was closed.

2. ELECTION OF CHAIRPERSON AND VICE CHAIRPERSON OF LIBRARY BOARD OF TRUSTEES FOR 2016 [Action]

Barb Wilson recommended this item be tabled due to the absence of two Board members. Charles Wolle made a motion to table this item to the next regularly scheduled meeting. Melanie Boudreau made a second. Barb Wilson asked for public comment. There being no public comment, public comment was closed and the motion passed unanimously.

3. APPROVAL OF THE PROPOSED AGENDA [Action]

Charles Wolle made a motion to approve the agenda as presented. Melanie Boudreau made a second. Barb Wilson asked for public comment. There being no public comment, public comment was closed and the motion passed unanimously.

4. APPROVAL OF THE MINUTES OF THE NOVEMBER 17, 2015, REGULAR MEETING [Action]

Melanie Boudreau made a motion to approve the minutes as presented. Charles Wolle made a second. Barb Wilson asked for public comment. There being no public comment, public comment was closed and the motion passed unanimously.

5. CONSENT CALENDAR [Action]

Items on the Consent Calendar are as follows:

a. Gift fund claims November / December 2015 / January 2016

*DoCoProcurement/MP	TAB Mtg 10/5, Teen Murder Mystery, Children's/Teens Halloween Party	00750	\$ 310.85
*Laura McBride	2015 NV Reads Author, 11/21/15 DCPL share of fees	00752	\$ 300.00
DoCoProcurement/KM	Employee Recognition Get well flowers, Margaret Long	00753	\$ 57.93
*AdPlus	Pens, pencils, magnets w/new logo Re-branding plan	00757	\$1,846.36
ABE Printing & Copy	Staff name badges w/new logo Re-branding plan	00762	\$ 475.65
*Sierra Nevada Media	Fall 2015 Book Sale ad	00791	\$ 360.00
*DoCoProcurement/MP	Fall 2015 Book Sale (11/14 & 11/15) U-Haul truck rental	00793	\$ 62.26
*DoCoProcurement/AD	TAB Mtg 11/2/15 & Employee Recognition, Staff Mtg 11/3/15	00794	\$ 53.56
*DoCoProcurement/KM	Seasonal library decorations & Winter Lego Challenge	00795	\$ 640.47
*Petty Cash/AD	Gingerbread programs, Minden and Lake Tahoe libraries	00804	\$ 93.54
*Petty Cash/AD	TAB Mtg 12/7/15; Employee Recognition event	00813	\$ 34.97
*DocoProcurement/KM	Winter Lego Challenge Sales tax refund	00836	-\$ 28.74
*DoCoProcurement/MP	TAB Mtg 12/7/15	00837	\$ 49.00

*Funding/partial funding by Friends of the Library

Melanie Boudreau made a motion to approve all items on the Consent Calendar. Charles Wolle made a second. Barb Wilson asked for public comment. There being no public comment, public comment was closed and the motion passed unanimously.

6. LIST OF EVALUATIONS COMPLETED

- a. Long
- b. Munson

7. DISCUSSION AND POSSIBLE ACTION TO APPROVE STAFF TRAINING DAY AND CLOSURE OF MINDEN LIBRARY ON TUESDAY, FEBRUARY 9, 2016 [Action]

Amy Dodson stated she would like to conduct all day training for staff on Tuesday, February 9th. She indicated that Deborah Blackman voted her approval by proxy. Melanie Boudreau asked about the purpose of the training. Amy responded it would primarily cover technology training on circulating the library's new devices, but also focus on customer service. The technology training will be facilitated by Mary Wood, the library's IT Systems Coordinator.

Charles Wolle made a motion to approve the training and closure. Melanie Boudreau made a second. Deborah Blackman voted approval by proxy. Barb Wilson asked for public comment. There being no public comment, public comment was closed and the motion passed unanimously.

8. UPDATE ON BOOKMOBILE PROJECT [Discussion]

- a. Minden Fortnightly Club

Amy Dodson reported that Minden Fortnightly held their annual holiday event in late November and this year they held a quick cash collection during the event. They focused on our bookmobile project and in ten minutes they raised \$1003.

- b. Dean Seeman Foundation

We received a \$25,000 donation at the end of 2015 from the Dean Seeman Foundation. This foundation grants monies for educational purposes and the betterment of community services. A Library Foundation member is well acquainted with Mike Gilbert, one of the trustees, and she told him about the library's bookmobile project. It was this connection that initiated the award of the grant.

This donation brings the total raised to date for the bookmobile to \$80,000. The bookmobile is tentatively planned to serve the Gardnerville Ranchos, Topaz Ranch Estates, and the North County areas – these are underserved areas of our county in terms of library service though the plan is to form a committee to determine exactly the best service areas for the bookmobile.

9. NEVADA LIBRARY ASSOCIATION. DISCUSSION OF AMY DODSON'S SERVICE IN NLA AS PRESIDENT-ELECT AND 2017 PRESIDENT [Discussion]

The Board congratulated Amy Dodson on her appointment to the Nevada Library Association (NLA).

Amy advised the Board she will attend upcoming meetings with other officers and committee members, some in person and some virtual, in her new role as President-Elect in NLA.

NLA plans to have a joint conference with the Mountain Plains Library Association (MPLA). MPLA is a 12-state association of libraries in our region of the United States. Each state association takes turns hosting the annual conference. Amy stated she wants to have the conference in Douglas County and is hoping for the Lake Tahoe area which will increase visibility of our library and bring in room tax revenue as well.

10. UPDATE ON ANNUAL REPORT TO THE BOARD OF COUNTY COMMISSIONERS FROM THE LIBRARY BOARD OF TRUSTEES, JANUARY 2016 [Discussion]

Amy Dodson provided the 2015 report to the Board recently, but she passed out an updated version that included Barb Wilson's comments. Amy reported she submitted this report to the County Manager's office last week.

11. ANNUAL COUNTY BUDGET [Discussion]

a. Budget Kickoff Meeting February 5

This is the date for the regular annual kickoff meeting for Fiscal Year 16-17 budget.

b. Cost Allocations

Amy Dodson explained that cost allocations are charges assessed to each department for the use of other departments' staff, materials, etc. An example of this is the motor pool allocation. Amy stated that she and Scott Morgan, Community Services Director, spent a great deal of time analyzing these allocations. She is planning to question some of the library's cost allocations since they seem irregular or inappropriate.

12. REVIEW OF BUDGET PERFORMANCE REPORT SUMMARY AND GIFT FUND SUMMARY [Discussion]

a. 11/30/15

We are just under halfway into the fiscal year and right on track.

Gift Fund Summary – 11/30/15

Revenue YTD	\$13,310.52
Expenditures YTD	\$ 4,080.97
Cash Balance YTD	\$46,516.24

b. 12/31/15

We are under 50% in Salaries & Wages and Benefits at a half way point through the fiscal year and at 54% in Supplies & Services.

Gift Fund Summary – 12/31/15

Revenue YTD	\$14,342.99
Expenditures YTD	\$ 7,612.81
Cash Balance YTD	\$80,270.99

Amy reported that the audited Room Tax Fund for Fiscal Year 14-15 has an overage. The library's portion of those monies will be \$40,000 which Amy would like to put towards the RFID project.

c. Augmentations January 25, 2016

These augmentations will be presented at the end of March 3 County Commissioners' meeting for approval. Yesterday, the Finance Department extended the submittal date to February 8, 2016.

13. MONTHLY REPORT [Discussion]

The monthly report is attached to these minutes.

14. PUBLIC COMMENTS AND DISCUSSION

Barb Wilson asked for public comment. There being no public comment or discussion, public comment was closed.

15. ADJOURNMENT [Action]

There was no further action or discussion. The meeting adjourned at 10:50 a.m.

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Director's Monthly Report January 2016



1. Friends of the Library. The annual Friends meeting and reception is scheduled for Saturday, January 30 at 11:00 AM on the main floor of the Minden Library. At this meeting, the Friends will be electing new officers and reviewing the many accomplishments of 2015. The next regular Friends board meeting is on Monday, February 8 at 5:30 PM.
2. Library Foundation. The next Foundation meeting is scheduled for Wednesday, February 3, 2015 at 10:30 in the meeting room of the Minden Library. The Foundation will be electing new officers and discussing Nevada's "Big Give", the bookmobile, and the book sales.
3. Book Sales. The Friends/Foundation partnership for book sales continues to work smoothly and planning for the 2016 sales is already in motion. The next Book Sale Committee meeting is on February 24.
4. Nevada State Library. Annual statistics and documentation for compliance with state library standards were submitted in December. See attached.
5. Learn Something New Every Day. Uniting our long range plan with our new logo and slogan of "Connect-Inform-Inspire", the *Learn Something New Every Day* campaign began in the first week of January. Interesting facts have been published daily at both libraries, on our website and on Facebook. This project enhances awareness of library services and resources, and advances our mission to rebrand the library as a learning center—something more than books. Through April, the library staff will be finding and publishing the daily pieces of wisdom. In the near future, we will partner with local schools to continue the project throughout 2016.
6. Library Programs. The Winter Lego Contest took place in late December. All entrants received prizes for participation. We are currently working on plans for the 2nd Grade Project, Teen Tech Week, Summer Reading, RFID, and other technology projects. We will begin circulating mobile technology devices in February.
7. IRS Tax Forms. The IRS has again reduced distribution of tax forms, sending only basic forms for the public. So far, we have not received any forms to distribute. We have dedicated a computer at both library locations for printing forms and instructions for patrons.
8. Board of Trustees meetings. At the November Library Board meeting, the 2016 meeting dates were scheduled to be the fourth Tuesday of every month. A list of meeting dates is attached.