

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 4/26/16
LIBRARY BOARD MINUTES
March 22, 2016

ATTENDEES

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

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

THE MEETING CONVENED AT 10:00 A.M.

1. PUBLIC COMMENTS AND DISCUSSION [Discussion]

Charles Wolle, Chairperson, asked for public comment.

Barb Wilson stated that she appreciates the media articles in the Board packets as they are very helpful. Deborah Blackman stated that she finds it very helpful that Board packets are now available for online review.

Charles Wolle asked if there was any additional public comment. There being no public comment, public comment was closed.

2. APPROVAL OF THE PROPOSED AGENDA [Action]

Bonnie Rogers made a motion to approve the agenda as presented. Deborah Blackman made a second. Chairperson Charles Wolle asked for public comment. There being no public comment, public comment was closed and the motion passed unanimously.

3. APPROVAL OF THE MINUTES OF THE FEBRUARY 23, 2016, REGULAR MEETING [Action]

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

4. CONSENT CALENDAR [Action]

Items on the Consent Calendar are as follows:

a. Gift fund claims February / March 2016

Petty Cash/AD	Employee Training Day, 2/9/16 Refreshments	00884	\$ 34.34
*Demco	2 nd & 3 rd Grade Project	00896	\$ 404.81
*DoCoProcurement/MP	FOL Annual Mtg 1/30/16 & TAB Mtg 2/1/16	00910	\$ 79.40
*Petty Cash/AD	TAB Mtg 3/7/16	00911	\$ 44.98
DoCoProcurement/KF	Employee Recognition \$5 gift cards	00912	\$ 75.00
DoCoProcurement/KM	Volunteer Reception invitations & Natl. Library Week materials	00914	\$ 100.97

*Funding/partial funding by Friends of the Library

Bonnie Rogers made a motion to approve all items on the Consent Calendar. Deborah Blackman made a second. Charles Wolle asked for public comment. There being no public comment, public comment was closed and the motion passed unanimously.

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

a. 2/29/16

We are almost at the end of the third quarter and right were we should be at this time in the fiscal year. We are meeting with staff so we know exactly where we'll be at the end of the fiscal year.

Gift Fund Summary – 2/29/16

Revenue YTD	\$18,315.64
Expenditures YTD	\$ 8,130.95
Fund Balance YTD	\$37,224.00

6. UPDATE ON SUBMITTED GRANT APPLICATION [Discussion]

a. DCPL Smallwood Foundation grant application - \$13,630 for RFID

Amy Dodson reported that Linda Wilson prepared this grant application and package and that she did a great job. We should have enough in the Library's operating budget to cover RFID, but this helps supplement the project. If approved, we should receive grant monies in

May. Once we receive these grant monies, we will initiate the project, which includes the move to BISAC.

7. UPDATE ON DOUGLAS COUNTY COST ALLOCATION PLAN [Discussion]

Amy Dodson passed out the library's Cost Allocations FY14 and FY 15 and Percent Change document. Amy reminded the Board that these are the amounts Douglas County charges each department for the use of other departments' services such as payroll, facilities maintenance, etc.

This handout shows this year and last year's allocated costs and the percentage difference between the two. The costs are allocated in arrears, so the upcoming Fiscal Year 2016-17 budget will be charged for Fiscal Year 2015 allocations. Overall, allocated costs have gone up 11.8 percent. Amy asked for Board input and direction about pulling out of some of the services for charged allocations at this time. As an example, she mentioned Scott Morgan, the Director at the Community Services Department, withdrawing from County-provided janitorial service. The alternative would be to continue to work with the County Manager to try to get some of the allocations reduced.

The Board reviewed the cost allocations and comparison document and found some items to be inequitable based on the Library's non-use of some departments. There was some concern by the Board that pulling out of, or challenging, the allocations may appear inconsequential from the County's standpoint since it represents a small amount of the overall budget and other departments' cost allocations. The Board requested that Amy continue to research this and work directly with the County Manager in an effort to reduce the Library's allocations.

8. REVIEW PROPOSED UPDATE TO REGISTRATION OF BORROWERS POLICY [Action]

Amy Dodson stated these proposed changes are minor and intended to make this policy clearer. The primary change clarifies teens aged 16-17 obtaining library cards. The proposed policy identifies anyone under age 16 as a child, which requires parental permission. Other proposed changes include language clean up, acceptable identification types (added a piece of USPS mail as a proof of address), and removal of unnecessary steps (such as verification). Where language was vague, it was made clearer.

There were no objections by the Board to the proposed changes. Bonnie Rogers made a motion to approve the proposed update as presented. Deborah Blackman made a second. Charles Wolle asked for public comment. There being no public comment, public comment was closed and the motion passed unanimously.

9. MONTHLY REPORT [Discussion]

The monthly report is attached to these minutes.

NON AGENDA ITEM – Tentative Budget, Year 2017

Amy Dodson passed out copies of the 2017 tentative budget. She stated that the Services & Supplies budget is flat (no change from last fiscal year). She reported that the Gift Fund now has an annual budget and all expenses are paid from one account line item entitled “Library Gift Fund,” account number 235-800-532-061.

10. PUBLIC COMMENTS AND DISCUSSION

Charles Wolle asked for public comment. There being no public comment or discussion, public comment was closed.

11. ADJOURNMENT [Action]

There was no further action or discussion. The meeting adjourned at 10:55 a.m.

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Director's Monthly Report March 2016

1. Volunteer Reception. The library volunteer reception will be held on Friday, April 15 from 2:30-4:30 pm. The library staff is busy planning for this annual event. Everyone is excited about celebrating our wonderful volunteers.
2. Nevada State Library and Archives: Directors' Meeting. On April 13, I will attend a Nevada library directors' meeting in Carson City at the NSLA. This will be a full day of meetings and training.
3. Book Sale. The Spring Annual Book Sale will be held at the CVIC Hall on May 13-15. The Book Sale Committee, comprised of Friends of the Library and Library Foundation representatives, is hard at work planning for the book sale. Annual budgets for the projected expenses of the book sales are being presented to both organizations for approval.
4. Douglas County. Larry Werner, the new County Manager, was welcomed back on March 7. I will be meeting with Mr. Werner soon, regarding the budget and other departmental issues. The preliminary budget is complete, but cost allocations and final budget are still in progress. The tentative budget hearings before the County Board of Commissioners will take place on April 4 and 5.
5. RFID Conversion Project. A grant application has been submitted to the Smallwood Foundation to assist with funding for this project. We are working with the County on the bid process.