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APPROVED 5/24/16
LIBRARY BOARD MINUTES
April 26, 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 shared a brag regarding the Friends of the Library's and the Library Foundation's book sale ad on Page 10 in the Sierra Scoop. The Book Sale Committee arranged the ad. Barb was very pleased it was on Page 10 giving it high visibility.

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]

Barb Wilson made a motion to approve the agenda 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.

3. APPROVAL OF THE MINUTES OF THE MARCH 22, 2016, REGULAR MEETING [Action]

Deborah Blackman made a motion to approve the minutes as presented. Barb Wilson 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 March / April 2016

Petty Cash/AD	2016 Volunteer Reception Supplies (cutlery, plates, napkins)	00953	\$ 47.94
Town of Minden	May 2016 Book Sale After hours opening/closing (CVIC)	00970	\$ 25.00
Petty Cash/AD	Staff Mtg refreshments 4/12/16 & 2016 Volunteer Reception balloons	00973	\$ 40.17

*Funding/partial funding by Friends of the Library

Barb Wilson 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. 3/31/16

We are close to the end of the fiscal year and right on track, though we've stopped ordering materials, with the exception of patron requests. We spent the library materials budget enthusiastically throughout the year and thus the reason we've stopped ordering at this time.

Gift Fund Summary – 3/31/16

Revenue YTD	\$35,267.81
Expenditures YTD	\$ 8,870.45
Fund Balance YTD	\$82,151.55

Amy Dodson shared a Gift Fund question that came from Bonnie Rogers. Bonnie asked why the balance of the Gift Fund account had gotten high. Amy stated that the monies in the Deferred Donations account were transferred into the Gift Fund account. This was done in order to use the funds for the bookmobile project.

6. UPDATE ON FY 2016-17 BUDGET [Discussion]

a. Pending request for additional staffing

Referring to the Library Budget Worksheet FY16-17, dated April 19, 2016, provided in Board packets, Amy Dodson stated this is the final budget to go before the County Commissioners for approval. The major change is that two new staff positions are

requested. After a lot of negotiation with the County Manager and Finance Department, Amy was able to obtain the County Manager's support for one new staff position. In order to accomplish this, monies had to be taken from operating funds, primarily from the library materials budget. Amy added that we can go to the Friends of the Library and the Library Foundation to make up for the loss in the library materials budget.

The Board expressed concern that by cutting the library materials budget this fiscal year, expectation may exist to do it in the next fiscal year, as well. Amy responded, stating that the Commissioners do not look at individual line items in the budget, such as the library materials budget, they only look at the total operating budget bottom line.

Another concern was aired with regard to the current County Manager being temporary. Barb Wilson asked what library supporters could do to ensure the next County Manager is knowledgeable about the library and its services. Amy suggested that the Board and management be proactive and get involved when meetings are conducted related to the hiring of the new county manager. There was no further discussion.

7. APPROVAL OF PROPOSED RFID PROJECT VENDOR AND PRICE QUOTES FOR PHASES I, II, AND III [Action]

Amy Dodson passed out the vendor's phased quotes, stating that one of the Long Range Plan goals was implementation of the RFID project. TechLogic has tentatively been selected. The project is to be completed in three phases, and would cross two fiscal years. In total, the project would cost just over \$60,000 and come primarily from the operating budget, though the Smallwood grant request was for \$14,000, which if awarded, would be applied to Phase II. If we don't receive the grant, we will still be able to complete this phase with budget monies. Amy asked if there were questions.

Deborah Blackman asked for a brief summary of the project. Amy responded as follows.

Phase I – equipment for the Minden Library.

Phase II – self check-outs, two for Minden and one for the Lake Tahoe branch.

Phase III – gates at the Minden library front entrance. The gates are similar to what is currently in place at Minden, but the new gates are a quick release type that will accommodate oversized items coming through the front doors.

Deborah Blackman asked for clarification that the quote did not include installation of the RFID tags, but was just for the equipment. Amy confirmed that was correct, indicating that a portable tagging device would be included. It's yet to be determined if the library will close and the project completed quickly or remain open and be completed over a longer period of time. Charles Wolle asked if the Lake Tahoe branch would be done separately. Amy responded it would. Deborah Blackman commented she'd seen RFID at the Carson City library and thought it was a great project for our library. There was no further discussion.

Barb Wilson made a motion to approve the RFID vendor and price quotes 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.

8. MONTHLY REPORT [Discussion]

The monthly report is attached to these minutes.

9. PUBLIC COMMENTS AND DISCUSSION [Discussion]

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

10. ADJOURNMENT [Action]

There was no further action or discussion. The meeting adjourned at 10:40 a.m.

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Director's Monthly Report April 2016

1. Volunteer Reception. The library volunteer reception on April 15 was a great success. The library staff did a wonderful job of putting the event together, and we welcomed many volunteers—the new and the experienced.
2. Nevada State Library and Archives: Directors' Meeting. The Nevada library directors' meeting in Carson City at the NSLA has been postponed to May 18. 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 is collaborating marvelously. Committee members are working on the many details for a profitable and exciting sale. Annual budgets for the projected expenses of the book sales have been approved by both organizations.
4. READING Paws. The READING Paws program (called "Dog Day Afternoons") is growing quickly, with more students than ever. Children in first through third grades come to the library and read with a therapy dog every Wednesday. A handler and dog work with each child individually. This program helps improve the reading skills of children, especially those who have reading challenges. This program has grown into a partnership between the Library and the READING Paws organization. The Library is having a "Mutt and Greet" program on May 14.
5. Douglas County Social Services. The Library and the Social Services department have begun a partnership to explore the ways in which the two organizations can work together to serve the public. There is an overlap of clientele, so the Library and the Social Services office have a natural connection.