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APPROVED 6/28/16
LIBRARY BOARD MINUTES
May 24, 2016

ATTENDEES

Library Board Members: Charles Wolle, Chairperson, Melanie Boudreau, Vice Chairperson, and Deborah Blackman. Barb Wilson 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 10:06 A.M.

1. PUBLIC COMMENTS AND DISCUSSION [Discussion]

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

2. APPROVAL OF THE PROPOSED AGENDA [Action]

Deborah Blackman made a motion to approve the agenda as presented. Melanie Boudreau 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 APRIL 26, 2016, REGULAR MEETING [Action]

Melanie Boudreau made a motion to approve the minutes 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.

4. CONSENT CALENDAR [Action]

Items on the Consent Calendar are as follows:

a. Gift fund claims April / May 2016

Petty Cash/AD	2016 Volunteer Reception Supplies (decorations, flowers)	00975	\$ 43.95
Upstart	Summer Reading Program 2016 Staff T-shirts	00992	\$ 116.25
Baker & Taylor	Library Materials Nevada Collection	00993	\$ 99.91
*Petty Cash/AD	Teen Poetry Slam expenses Employee Recognition event	00997	\$ 82.91
*DoCoProcurement/MP	2 nd & 3 rd Grade Project Materials	00999	\$ 67.06
*DoCoProcurement/AD	TAB Mtg 4/4/16 Pizza, refreshments	001000	\$ 43.34
DoCoProcurement/KM	2016 Volunteer Reception Food, ice	001013	\$ 313.80

*Funding/partial funding by Friends of the Library

Melanie Boudreau 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. 4/30/16

We are almost at the end of the fiscal year and right on track at 80% in all categories. We will have no problem spending down the budget in the last weeks of the fiscal year.

Gift Fund Summary – 4/30/16

Revenue YTD	\$32,768.80
Expenditures YTD	\$ 9,008.09
Fund Balance YTD	\$82,013.91

6. LIST OF EVALUATIONS COMPLETED

a. Echavarria

7. UPDATE ON LIBRARY STAFFING [Discussion]

Amy Dodson reported that the Children's Librarian, Kathy Echavarria, resigned. Her last day of work is June 1, 2016. Work is starting to hire a replacement. The job opening will post next week and the announcement will be kept open for a period of 2-3 weeks. After interviews and candidate selection, background checks will be completed. It is hoped that the position will be filled by the end of July.

Charles Wolle, Chairperson, asked if other staff would have an opportunity to apply for the position. Amy replied they would, if it was a position for which they were qualified and interested, and in that instance, an internal announcement would be placed. This position is for a librarian and the current librarians are not interested in moving into Children's Services.

The other staffing item for discussion is the new librarian position that was funded when the fiscal year 2016-2017 budget was recently approved. The person selected for this position will supervise the Lake Tahoe branch library. It is the equivalent of a Librarian II position and that position will be available to start recruitment on July 1, 2016.

Deborah Blackman asked if this position would be advertised as available at Lake Tahoe. Amy replied it would.

There was no further discussion.

8. DISCUSSION ON POSSIBLE CLOSURE ON SATURDAYS JUNE 11, JUNE 25, AND JULY 9 AT LAKE TAHOE BRANCH LIBRARY [Action]

The Board questioned if this would not happen if a Librarian were to be hired for the Lake Tahoe Branch. Amy Dodson replied it would not help, and is requested because we are short staffed on these particular Saturdays because of the resignation of the Children's Librarian and a second staff member being off for several weeks during this time period. Amy indicated she would not use the closures if it wasn't necessary.

Melanie Boudreau made a motion to approve the possible closure dates at the Lake Tahoe Branch Library. 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. THE DOUGLAS COUNTY PUBLIC LIBRARY FOUNDATION'S USE OF LIBRARY STAFF TIME [Discussion]

- a. Current bylaws dictate that specific requisite tasks be performed by officers of the Foundation; library staff has been completing these tasks. The role(s) of library staff working with the Library Foundation have not been formally defined.

Charles Wolle opened the discussion stating that many libraries do not have staff work on Foundation projects and meetings. This library traditionally has had staff do Foundation

work. He asked for comments or questions regarding whether the Library Foundation continue to use staff time to perform Foundation tasks and responsibilities.

The Board asked Amy Dodson for clarification of the responsibilities and activities of the Foundation.

Amy Dodson explained that the Foundation consists of a Board that primarily plans and conducts large fund raising projects, though they also perform service events such as conducting the Ice Cream Social at every Summer Reading Program kick-off event.

Staff member, Kathy Munson, prepares minutes, meeting packets and banking, and Amy does IRS filings, Secretary of State filings, financial reports, and agendas. Staff does all of the work that would normally be done by the Foundation Secretary and Treasurer. The Foundation's Bylaws state the Foundation members are responsible for these items.

At the last Foundation meeting on May 4, 2016, Amy suggested a Bylaws amendment in order to reflect actual practice. At that meeting Charles Wolle (in his role as Foundation Interim Chairperson) suggested this be tabled until the next meeting in September since no decision could be agreed upon by those members in attendance.

After discussion of this matter by the Board, the Board requested Amy Dodson provide background information, Foundation Bylaws, and her recommendation of the Foundation's role. The Board asked that this item be placed on the Library Board of Trustees agenda for their regularly scheduled meeting on August 25, 2016.

10. MONTHLY REPORT [Discussion]

The monthly report is attached to these minutes.

11. PUBLIC COMMENTS AND DISCUSSION [Discussion]

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

12. ADJOURNMENT [Action]

There was no further action or discussion. The meeting adjourned at 10:57 a.m.

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Director's Monthly Report MAY 2016

1. Book signing. On May 7, the library held a book signing and author visit to celebrate the publication of the new book *The True Tails of Baker and Taylor*, a memoir by former DCPL librarian Jan Louch and co-author Lisa Rogak. The book tells the story of Baker and Taylor, the cats who lived and worked at the Minden library. The event was a big success and everyone enjoyed meeting the authors and learning more from the library staff who were here during that time period.
2. Book Sale. The Spring Annual Book Sale was held on May 13-15. The Friends and the Foundation earned more than \$4800 in the three-day sale, and the Friends gained an additional \$700 in membership. Both organizations are very happy with the success of the book sale, which earned at least 10% more than the previous sale.
3. "Mutt and Greet" with READING Paws. The Library held a "Mutt and Greet" program on May 14 with dogs from the READING Paws program. Families had a chance to meet five therapy dogs and their handlers, read to the dogs, and learn about the programs held at the library. The event was a big success; four children came to the very next READING Paws day at the library because they had attended this event.
4. Douglas County. Final approval of the FY 16-17 Budget took place on May 3, 2016. The library's proposed budget included a request for an additional full-time librarian to work at the Lake Tahoe Branch. This request was approved with the budget, therefore we will begin the hiring process for this position after July 1. The county budget includes the funds necessary to adjust the pay rate of non-represented employees up to the minimum rate of the pay scale. This means that the pay rates of non-represented employees will match those of DCEA employees.
5. Library Foundation. The next Foundation meeting is scheduled for Wednesday, September 7, 2016 at 10:30 in the meeting room of the Minden Library. The Foundation will be discussing their bylaws and could possibly revise the bylaws at this meeting. They will also revisit the election of a Board Chair. Currently, Charles Wolle is serving as an interim chair.
6. Summer Reading. This year's Summer Reading Program begins on June 1 with the sports theme of "Ready, Set, Read!" Staff have been working hard to prepare for an exciting and fun summer.