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*APPROVED 8/25/16*  
**LIBRARY BOARD MINUTES**  
**June 28, 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 she missed the Special Board Meeting on June 17, 2016 since she was volunteering (as a representative of the Carson Valley Trails Association) at the Summer Reading Program event held at the River Fork Ranch. She commented that turn-out was wonderful, with 20 adults and 26 children in attendance. It was a wonderful partnership between the library and the Carson Valley Trails Association, for which she was very proud.

There being no further public comment, public comment was closed.

**2. APPROVAL OF THE PROPOSED AGENDA [Action]**

Barb Wilson made a motion to approve the agenda 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.

**3. APPROVAL OF THE MINUTES OF THE MAY 24, 2016, REGULAR MEETING AND THE JUNE 17, 2016, SPECIAL MEETING [Action]**

Barb Wilson requested a correction to the June 17, 2016 minutes since she was not in attendance at the meeting and could not have made the second on the motion to approve. She requested a review of the record and correction be made to the second of the motion. Kathy Munson stated she would make the correction to the minutes as requested.

Bonnie Rogers made a motion to approve the minutes as corrected. 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 May/June 2016

Baker & Taylor	Library Materials-China Spring YC and Nevada collection	01029	\$ 2,170.93
Petty Cash/AD	READING Paws Mutt & Greet and Employee Recognition events	01034	\$ 119.12
Petty Cash/AD	Employee Recognition events Refreshments	01040	\$ 40.08
*DoCoProcurement/MP	Teen Poetry Slam, TAB Mtg., Spring Book sale expenses, Teen SRP prizes	01044	\$ 215.18
Baker & Taylor	Library Materials China Spring YC collection	01055	\$ 179.68
*Scholastic Inc.	SRP Prize books	01056	\$ 1,683.79
Nevada Library Assn.	1-yr Memberships for Trustees	01060	\$ 100.00
Tech Logic Corp.	RFID project-tags	01063	\$15,753.00

\*Funding by Friends of the Library

Bonnie Rogers made a motion to approve all items on the Consent Calendar. 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.

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

a. 5/31/16

We're at approximately 90% budget used in Salaries & Wages and 83% in Services & Supplies. As of yesterday, June 27, 2016, we were at 93% in Salaries & Wages and 90% in Services & Supplies. We will come in right at target not exceeding the total budget though individual line items may show overages. We attended fiscal year end training on June 23, 2016, which was helpful for year end closeout.

Gift Fund Summary – 5/31/16

Revenue YTD	\$31,912.13
Expenditures YTD	\$ 9,731.66
Fund Balance YTD	\$81,270.92

b. Augmentations for FY 2015-16

The augments provided are summarized for the entire fiscal year. Amy Dodson asked the Board if they would like the report as transactions are completed or the entire year's report at the end of each fiscal year. The Board responded they are okay with an end of year report only. Amy indicated the report identifies grant monies, and patron reimbursements, and to which account augments were made, as well as transfers from one line item account to another line item account. The LSTA grant monies of \$2,900 were augmented into the Program Underwriting and Library Materials account to supplement Summer Reading Program expenses. The Smallwood Grant of \$13,630 was augmented to Capital Projects for the RFID project.

**6. LIST OF EVALUATIONS COMPLETED**

- a. Doyle
- b. Fitzgerald
- c. Wahab

**7. LSTA ANNUAL GRANT SUBMISSION FOR SUMMER READING PROGRAM  
[Discussion]**

The LSTA grant application was submitted in early June. We received notice of acceptance in the amount of \$2,800. These monies help with funding performers, library materials and miscellaneous items for the 2016 Summer Reading Program. We can start using the monies for expenses after July 1, 2016.

**8. LIBRARY SHELVING REPAIRS [Discussion]**

Amy Dodson informed the Board that some shelving in the upper library area collapsed recently. The area has been secured for the safety of patrons and staff. This is wood shelving that warped and gave way under the weight of materials. It will be economically repaired for now, but probably in the next 3-4 years, it will need to be replaced with steel shelving, which is costly. There was no further discussion.

**9. MONTHLY REPORT [Discussion]**

The monthly report is attached to these minutes.

**10. PUBLIC COMMENTS AND DISCUSSION [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 10:34 a.m.

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## Director's Monthly Report

June 2016

1. Update on RFID Project. The RFID Project is moving forward. The necessary cable and electricity work has been completed at both libraries. The contract with Tech Logic has been finalized and signed. The Purchase Order from the county finance office has been obtained. Soon we will be working with Tech Logic to finalize a timeline for the project.
2. Staff position vacancies. I am working closely with Human Resources to advertise and recruit for the two open Librarian positions: a Youth Services Librarian for the Minden location and a Library Supervisor for the Lake Tahoe branch. Recruiting and hiring are lengthy processes, but we hope to have both positions filled before the start of the new school year.
3. Summer Reading Program. The 2016 SRP began on June 1 with the sports theme of "On Your Mark, Get Set, Read!" In the first week, more than 240 children and teens signed up for the program. By the fourth week, more than 700 young people had registered. The Kickoff event on June 14 featured a new performer at the Douglas County Community and Senior Center, a new venue for us. The event ended with the traditional Ice Cream Social sponsored by the Library Foundation. The program was very successful and we have received many enthusiastic reviews from parents and children.
4. Douglas County. Douglas County officials will be hosting a Financial State of the County event on June 28th, 2016. The event will highlight details of the County's Financial Plan and discuss the FY 2015-16 budget development process. This year's event will highlight several local businesses with "Spotlight Awards" for outstanding contributions to the community and partnership with the County. The event will begin with a reception at 5:30 pm at the Carson Valley Inn, Valley Ballroom. The Financial State of the County will begin at 6:00pm. The public is encouraged to attend.
5. Friends of the Library. The Friends have generously sponsored a significant portion of the Summer Reading Program this year, including funds for all of the giveaway books that children will earn during the program. The FOL has also renewed the one-year movie license with Movie Licensing USA. This license allows the library to show movies to the public at no charge. This has given us many tremendous possibilities for programs for all age groups. We have hosted several Teen Movie Nights, Family Movie matinees, and other fun film events. We continue to expand our ideas for programs centered around movies. The next Friends' meeting is scheduled for Monday, July 11, 2016 at 5:30 at the Minden Library.
6. 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.