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APPROVED 9/27/16
LIBRARY BOARD MINUTES
August 25, 2016

ATTENDEES

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

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

THE MEETING CONVENED AT 10:02 A.M.

1. PUBLIC COMMENTS AND DISCUSSION [Discussion]

Charles Wolle, Chairperson, asked for public comment.

Barb Wilson stated she recently participated in Back-To-School night at Pinion Hills Elementary School. The children showed good enthusiasm for library services and programs and she enjoyed bringing information about the library to them.

There was no further public comment. Public comment was closed.

2. APPROVAL OF THE PROPOSED AGENDA [Action]

Bonnie Rogers made a motion to approve the agenda 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.

3. APPROVAL OF THE MINUTES OF THE JUNE 28, 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 July/August 2016

Baker & Taylor	Library Materials	01090	\$ 38.36
Petty Cash/AD	Employee Recognition event	01109	\$ 15.34
*DoCoProcurement/MP	TAB Meeting; teen SRP prizes	01116	\$ 220.36
Petty Cash/AD	Employee Recognition event	01141	\$ 13.98
Petty Cash/AD	Staff Meeting refreshments	01145	\$ 17.97
DoCoProcurement/KM	Employee Recognition gift cards	01150	\$ 205.00

*Funding by Friends of the Library

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

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

a. 6/30/16

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 – 6/30/16

Revenue YTD	\$29,846.20
Expenditures YTD	\$14,359.86
Fund Balance YTD	\$76,662.14

b. 7/31/16

This report shows the budget at the end of the first month of the current fiscal year. Everything is on track, though few expenses have been incurred as shown on the report.

Gift Fund Summary – 7/31/16

Revenue YTD (\$6,947.62)
Expenditures YTD (\$ 15.34)
Fund Balance YTD \$ 6,932.28

6. LIST OF EVALUATIONS COMPLETED

- a. Ebel
- b. Frueh

7. UPDATE ON RECRUITMENT OF YOUTH SERVICES LIBRARIAN AND LIBRARY BRANCH SUPERVISOR [Discussion]

Amy Dodson advised the Board that recruitment of a Youth Services Librarian and a Branch Supervisor was almost complete. Phone interviews were conducted and the top three (3) candidates for each position were chosen to come in for interviews. After interviews, the number one candidate for each position was chosen. Amy stated she is accelerating the hiring process by conducting reference checks and facilitating background checks herself. The process can be lengthy when County Human Resources performs these tasks, so it is hoped this will accelerate each candidate's start of work date.

There was some Board discussion regarding the process. Bonnie Rogers inquired if the Board was required to approve the selections. Amy responded that the Board only has purview over hiring of the Director. Melanie Boudreau asked if the library signs employment contracts with new hires. Amy replied, no, they are regular county employees. Amy added that both individuals are from out of state, are highly qualified, possesses MLS degrees, and have worked at libraries in the past.

8. DISCUSSION AND POSSIBLE ACTION TO OFFER REIMBURSEMENT OF MOVING EXPENSES TO SELECTED CANDIDATE(S), NOT TO EXCEED \$2,000 EACH, TO BE FUNDED FROM THE LIBRARY TRUSTEES GIFT FUND [Action]

Bonnie Rogers asked if there was a precedent for reimbursement of moving expenses. Amy indicated there was not. Charles Wolle stated it would be better that the candidates accept the positions and be ready to relocate without their acceptance being contingent upon paid moving expenses. Deborah Blackman questioned the ramifications to the Gift Fund account. Barb Wilson asked if the County does this for similar positions. Melanie Boudreau stated she wasn't sure this was a good precedent.

Deborah Blackman made a motion to table this item for discussion at the September 27, 2016, Board meeting. 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.

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 10:55 a.m.

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Director's Monthly Report July & August 2016

1. Update on staff position vacancies. Interviews have been completed with candidates for the two open Librarian positions: a Youth Services Librarian for the Minden location and a Library Supervisor for the Lake Tahoe branch. Many excellent applicants were interviewed by phone. Those groups of people were then narrowed down to the top three candidates for each position. Many of these librarians are from out of state. These candidates were interviewed in Minden and Lake Tahoe libraries on August 22, 23, and 24. We will be making offers to the selected individuals by the beginning of September.
2. Summer Reading Program. The 2016 SRP with the sports theme of "On Your Mark, Get Set, Read" was a great success! Thanks to generous volunteers, donors, and our outstanding team of employees, it was one of our best summers ever. More than 850 children and teens registered for the program. From the kickoff event on June 14, to the final magic show on July 27, children, teens, and parents have enjoyed a fun-filled summer at the Library. It is noteworthy that the program was so wonderful this year while Maria Pearson (the Youth Services library technician) led the program on her own and made it fantastic for patrons and staff alike. The library staff was equally exceptional in support of Maria's efforts, though we were significantly shorthanded.
3. Douglas County. On August 4, the County Commissioners approved the MOU related to the Labor Agreement between the County and the Douglas County Employees Association. This authorized a one-time payment of \$513.08 per employee during the next regular pay period, and a 1.5% raise on the employee's anniversary date. The non-represented employees received similar benefits.

The Commissioners also approved the extension of Larry Werner's contract as County Manager to December 2017.

4. Update on shelf repairs. The reference shelves were repaired July 14. The carpenter reinforced middle sections, and books were shifted to redistribute the weight for each shelf. This work should solve the problem and last for a few years.
5. Nevada Library Association. Plans are underway for the 2017 NLA and MPLA joint conference in 2017. Every state in the Mountain Plains Library Association take s turns hosting the annual conference, and 2017 is Nevada's year. The conference will be held in Lake Tahoe at the Hard Rock Hotel & Casino in October.