

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 2/27/18
LIBRARY BOARD MINUTES
JANUARY 23, 2018

ATTENDEES

Library Board Members: Melanie Boudreau, Chairperson, Charles Wolle, Bonnie Rogers, Mark Jensen, and Deborah Blackman, Vice Chairperson, who remotely dialed in via mobile telephone.

County and Library Staff: Amy Dodson, Library Director, Linda Wilson, and Kathy Munson. Kathy Munson took the minutes. Larry Werner, County Manager, arrived at 10:52 a.m.

THE MEETING CONVENED AT 10:01 A.M.

1. PUBLIC COMMENTS AND DISCUSSION [Discussion]

Melanie Boudreau asked for public comment. There being no public comment, public comment was closed.

2. ELECTION OF CHAIRPERSON AND VICE CHAIRPERSON OF LIBRARY BOARD OF TRUSTEES FOR 2018 [Action]

1) Nomination of Chairperson

Bonnie Rogers made a motion to nominate Deborah Blackman as Chairperson. Charles Wolle made a second. Chairperson Melanie Boudreau asked for public comment. There being no public comment and no other nominations, public comment was closed and the motion carried unanimously.

2) Nomination of Vice Chairperson

Melanie Boudreau made a motion to nominate Mark Jensen as Vice Chairperson. Bonnie Rogers made a second. Chairperson Melanie Boudreau asked for public comment. There being no public comment and no other nominations, public comment was closed and the motion carried unanimously.

Since Deborah Blackman was in attendance by mobile telephone, she asked Melanie Boudreau if she would chair today's meeting. Melanie Boudreau agreed.

3. APPROVAL OF PROPOSED AGENDA [Action]

Charles Wolle made a motion to approve the agenda as presented. Mark Jensen made a second. Melanie Boudreau asked for public comment. There being no public comment, public comment was closed and the motion passed unanimously.

4. APPROVAL OF THE REVISED MINUTES OF THE OCTOBER 31, 2017 REGULAR MEETING [Action]

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

5. APPROVAL OF THE MINUTES OF THE NOVEMBER 28, 2017 REGULAR MEETING [Action]

Referring to agenda item 5, the third bulleted comment under her name, Deborah Blackman clarified that she does have a good understanding of the budget and was only confused about whether the Lake Tahoe library carpet was included in the \$730,000 of capital funding.

Melanie Boudreau asked if there was a motion. Bonnie Rogers made a motion to approve the minutes with the clarification and correction mentioned by Deborah Blackman. Charles Wolle made a second. Melanie Boudreau asked for public comment. There being no public comment, public comment was closed and the motion passed unanimously.

6. CONSENT CALENDAR [Action]

Items on the Consent Calendar are as follows:

a. Gift fund claims

i. November / December 2017 / January 2018

Amy Dodson/Petty Cash	DLT seasonal decorations; ERC birthday event	01859	\$ 22.28
*Sarah Bates	Reimb. supplies for holiday movies @ Library	01867	\$ 102.55
*DoCoProcurement/KM	Swank movie license for DLT; DCL supplies for holiday movies	01887	\$ 449.90
*DoCoProcurement/MP	Halloween program supplies (10/30) U-Haul gasoline (Nov. book sale) U-Haul rental (Nov. book sale) Staff Mtg refreshments (11/14) TAB Mtg (11/15)	01888	\$ 523.05
*Scholastic, Inc.	2 nd Grade Program supplies	01900	\$ 379.25

*Amy Dodson/Petty Cash	Holiday movies refreshments; ERC staff potluck & ornament decorating	01902	\$ 20.51
*Amazon.com	Holiday movies @ Library	01905	\$ 28.93
*DoCoProcurement/MP	DCL seasonal decorations Holiday Crafts (12/9) Lego Building Program (December) STEAM Club Mtg (12/6) Staff Mtg refreshments (12/12) TAB Mtg (12/20)	01942	\$ 637.80

*Funding/partial funding by Friends of the Library

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

**7. ANNUAL COUNTY BUDGET. DISCUSSION OF ANNUAL BUDGET PROCESS.
AMY DODSON AND LARRY WERNER [Discussion]**

- a. Operating Budget (Salaries, Benefits, Services & Supplies)
- b. Capital Budget

Amy Dodson stated that Larry Werner, County Manager, was expected shortly, but she would go ahead and start the discussion. She will address budget related items but first will give an overview of the process.

- Earlier start this budget season (November) as directed by County Commissioners. Instructions and soft deadlines announced.
- First step are requests for supplemental funds and capital projects. Those were due and submitted in December.
- Internal Review Committee (IRC) works on prioritizing them for each department.
- Amy submitted both Supplemental Funding requests and Capital Improvement Projects requests (funding for additional phases of the library's current capital projects). She also submitted requests for two additional positions, a Library Technician (bookmobile driver), and a Deputy Director. She didn't think the positions would be approved but was hoping at least for approval of the library technician position. If that position is not approved, then current staff will be assigned to drive the bookmobile.
- The Library Board of Trustees does not approve the budget. The director drafts it and presents it to the Board. If there are changes or objections, then the director makes those changes and submits them. Regarding budget approval by the Board, our library follows the Nevada Revised Statutes (NRS) rather than the state's Library Board of Trustee manual, citing NRS 379.025.
- Amy will provide augmentations to the Board as they are submitted, rather than an itemized list at the end of the fiscal year.

Library Board of Trustees' comments:

Bonnie Rogers

- Library Board meetings don't align with budget deadlines which may be problematic though if the Board wants changes, she thinks they can still be made as long as changes are submitted before final approval by the County Commissioners.
- The Board does a final budget approval before submitting to the County Commissioners.
- A concern of Bonnie's is that the Board wasn't aware of, nor discussed, the submittals thus far. The Board didn't know about the request for a Deputy Director position.
- The February 16 tentative budget deadline won't give the Board time to review the documents before the Board's next meeting on February 27.
- Reading from NRS 379.025, she is again concerned that the Board knows what the library is doing budget-wise and what's been submitted to the county.

Deborah Blackman

- Disagrees with Amy that the Board does not approve the budget. NRS states that it's the Board's duty to supervise the library, thus the Board has the authority to review and approve budgets.
- The Board should have been emailed the documents Amy submitted to the county in December.

Melanie Boudreau

- Doesn't understand Bonnie's concerns.
- The request for a Deputy Director position can be placed on February's agenda for Board discussion.

Mark Jensen

- The county's accelerated schedule for budget submittals didn't allow Amy the time to send these documents to the Board.
- Asked for clarification about Board approvals. The state's trustees manual says that Board Trustees are to approve and submit the budget. Amy responded, stating that the library follows NRS rather than the state's manual.
- Asked how many times per year budget changes are submitted. Amy responded changes are considered augmentations and are processed three times per year. Amy will provide the Board with all augmentations submitted, rather than provide them once per year, as the Board had previously requested.

Charles Wolle

- Believes that when the County Commissioners have acted on the library's submitted budget, the Board still had an opportunity to discuss and change.
- Is there anything the Board needs to do today? Amy responded saying no, we are just discussing how it's divided up, i.e., salaries, benefits, operating budget, capital, etc.

There was no further discussion.

8. REVIEW OF FY 17-18 CAPITAL IMPROVEMENT PROJECTS [Discussion]

a. Douglas County's allocation of CIP 2018-22

Amy reviewed the "Budget Summary, Fiscal Years 2016-17 and 2017-18" document with the Board, indicating it was first presented to, and reviewed by, them in August 2017. She also reviewed Form 4411LGF "Five Year Capital Improvement Plan" (CIP) for Douglas County with the Board, reminding them that these funds came from the county's General Fund. This is the document that was submitted to the State for all of Douglas County's CIP projects. The library's portion is highlighted in pink and shows the distribution of funds for the various funded projects.

The carpet replacement is at the Minden library. The Minden library HVAC project went out to bid in December 2017; bid results are unknown at this time. A meeting is scheduled February 6, 2018, with the County Manager where she will get information about results, the process, and the timeline. There is no construction activity currently taking place on these library projects. The funds in the Capital Project account are committed and completely secure, carrying over from year to year until funds are expended from the category in which they were first allocated.

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

a. 11/30/2017

Deborah Blackman asked about the \$24,508 transaction on page 3 of the Library Budget Performance Report. Amy Dodson stated she believed it was for the SAN network upgrade by JFG Systems, our IT consultant.

b. 12/31/2017

When the transfer for the Lake Tahoe library carpet from Computer Systems and into Capital Projects was done, it was by direction of the Finance Office. They later advised us that the expense should be moved to Maintenance Buildings/Grounds, so you will see that expense in this month's report (the expense was moved, not the actual funds).

The Communications account was originally at \$1000. This is for our email software package and support from vendor, JFG Systems. In 2012, the cost for this was \$600. It's gone up steadily for the past several fiscal years and is now at \$1300.

The expense for Risk Management is an allocation that's done internally (it is the library's portion of the county's liability insurance).

The Janitorial Services account shows a budget amendment of \$10,000. This is for the increased cost of the vendor's contract price which was divided among all county departments.

c. Ending Fund Balance FY 16-17

At the end of each fiscal year, the county's budget is audited by an independent auditor, usually conducted late fall. Finance then gives each department leftover funds from the previous fiscal year, so these funds are received in the current fiscal year. The spreadsheet shows our ending funds were \$82,327 and Room Tax revenue was \$73,196, for a total of \$155,523. We are allowed to distribute the funds for one-time costs as we see fit; see the distribution on this spreadsheet. Amy explained the distribution of these funds is based on the library's current fiscal year needs. An item of note is a possible new iPad checkout station. This is a self-serve station where patrons check out iPads with their library card.

Bonnie Rogers asked when we would see these funds in our budget and if they can be encumbered before fiscal year end. Amy responded probably in the March budget reports and yes, the funds can be encumbered.

Gift Fund Summary – 11/30/17

Revenue YTD	\$ 5,784.20
Expenditures YTD	\$ 4,992.74
Cash Balance YTD	\$90,382.70

Gift Fund Summary – 12/31/17

Revenue YTD	\$ 9,980.00
Expenditures YTD	\$ 7,221.61
Cash Balance YTD	\$90,656.03

d. Augmentations submitted January 2018

The spreadsheet shows all augmentations prepared and submitted this fiscal year to date. It includes the augment of reimbursement revenue (lost/damaged materials, copy paper, toner, etc.) back into its appropriate expense account. It also includes grant funds. This year, the Statewide Collection Grant doubled what it's been in previous years. Those funds are augmented into its own grant expenditure account, not into the Library Materials account.

The list of augmentations also shows Room Tax Opening Fund Balance monies to be augmented into the Library Materials, Computer Systems (refund), and Small Projects accounts. We also augment the Gift Fund account to move last fiscal year's funds into the current fiscal year; that amount is \$87,417.

Larry Werner, County Manager, arrived at 10:50 a.m. He introduced himself to the Board of Trustees. Larry started by saying that Amy asked him to be in attendance to explain the budget process. His comments follow.

- The process started a month or so ago.
- We look at revenues and expenses.
- We figure where things are at and also look at what we know was happening this fiscal year.
- The departments give us requests for future funding so we have an idea what we need if there are excess monies available. We then prioritize those.
- We do a budget analysis, which is a status of where we're at and where we're heading next year starting July 1. We look at programs that might be needed, as well.
- This is all packaged up and we start making presentations of tentative budgets to the County Commissioners.
- Starting a month or so later, each department director will get up and talk about where its budget is at, identify its priorities and performance measures in Priority Based Budgeting, with the hope that we ultimately adopt a tentative budget until we get additional confirmation from the State regarding our revenues.
- Once we have that, we take that to the County Commissioners for final approval.
- The primary things the Commissioners look at are overall expenses and Full Time Equivalent (FTEs), i.e., each department's full time equivalent personnel.
- If there's a request for additional FTEs outside of the budget, those would need to be taken to the County Commissioners.
- With the Library Board's budget, we take a look at what the Library Board has requested and essentially if revenues are there and the requests don't compete with other Room Tax department requests, it gets allocated out.
- If everything is fine, the Commissioners approve your budget. The main things they really look at are overall expenses and number of FTEs.
- If, during the year there are changes, as the Library Board of Trustees, you can do whatever you want within the total dollar amount originally approved. There is a lot of autonomy within your own approved budget.

Bonnie Rogers mentioned that the Library Board's February 27 meeting is after the tentative budget will have been submitted. We need to know what additional items have been or will be requested. Larry responded that we don't get a lot of that information until late in the process. Deborah Blackman asked if we can expect the budget timeline will always be earlier or it is an anomaly this budget year. Larry responded that the Commissioners requested the process be started earlier this year.

Charles Wolle commented that he compares how the Commissioners operate versus how the Library Board operates. It seems we are quite independent, but the Commissioners have to approve our bottom line. Larry confirmed this and explained that the Commissioners have to approve it because they are responsible to balance out the library's budget with other county departments' budgets.

Melanie Boudreau asked for the last date for modifications to tentative budgets. Larry indicated that tentative budgets are adopted in March and theoretically, we have until the first Monday in May to make changes. The caveat is that Larry's staff has to have enough time to evaluate the change to budget numbers.

Amy Dodson directed the Board's attention to the email from Julie Andress, Budget Manager, where she says we don't have to transfer funds from one budget account to another to true up each budget line as long as the overall budget is not overspent. Larry confirmed that was correct, but he mentioned this year, the Commissioners are considering that excess monies cannot move into other categories. Amy added that when we were getting ready to start the Lake Tahoe library carpeting project, she chose to take the funds from Computer Systems since we had a lesser need there. Larry confirmed that if you have a need in a certain area of your budget you can move monies around. He asks his departments to take these to the IRC so he knows at the end of year why we did this or that. As long as the bottom line isn't exceeded, it is okay.

Bonnie Rogers asked about personnel, salary, benefits and retirement and if the County budget gets decreased if those items increase. Larry responded that they try to add monies for that by forecasting ahead of time. This is for the benefit of future budgets.

Mark Jensen said he's new to the Library Board and asked how this Board's rights and responsibilities with regard to the budget are different. Larry responded this is up to the Library Board to determine. For example, the Commissioners have set limits for which he can do himself. As long as something is within the budget and he determines he needs more money, he will do it with documentation supporting the increase. Mark asked, hypothetically, that if the Board tells the Library Director to do something, does she have to do it? Larry answered, yes; she would have to do it. Amy stated the context of the discussion was with regard to the supplemental requests. Larry stated if it's all within the budget, it is okay, but in excess of the budget, the Library Board would have to approve it.

Bonnie Rogers then commented that the Library Board adopts the budget and Amy submits it. Larry stated that was correct.

Larry asked if there were more questions; Amy replied no. The Library Board thanked Larry for his time and explanation of the budget process.

There was no further discussion.

10. LIBRARY STAFF CHANGES AND RECRUITMENT. DISCUSSION OF RECENT STAFF REGSIGNATION AND UPDATE ON RECRUITMENTS [Discussion]

A Library Page resigned in December. The open position was posted, is closed and we are currently reviewing applications now. The other open position is the Department IT Systems Coordinator. Interviews are tomorrow and Friday (January 24 and 25). The applicants appear to be good candidates.

11. UPDATE ON BOOKMOBILE PROJECT [Discussion]

- a. Discussion of donation from Minden Rotary Club Foundation.

We received two checks from Minden Rotary, one for \$76,000 and one for \$14,000. The larger of the two was from donations that Rotary raised. The \$14,000 was a grant award and is limited to technology items only. Both checks were deposited into the Foundation account.

b. Update on bookmobile.

It's being manufactured now and will be delivered to the vendor that outfits the vehicle to our specifications in March. That vendor will get a shell and chassis, nothing else.

There's been a change in our bookmobile company. The owner of OBS, the company with whom we contracted, has a serious illness and is liquidating the company. They've handed over the contract to Summit Customizing. Summit does a lot of this type work. Amy considered them prior to selecting OBS. Charles Wolle stated there would be no price change. Amy confirmed that was correct; they will do the exact customization for us, no additional costs. We are still anticipating delivery of the bookmobile in June or July.

c. Bookmobile Planning Committee.

The first meeting of the committee is next week, January 31. The committee consists of four staff members. Consults from staff at Community Services will be sought. We will get their input on routes and service needs, but they will not be on the committee. The committee is comprised of Linda Wilson, Sarah Bates, Dan Doyle and Maria Pearson.

12. UPDATE OF RFID PROGRESS [Discussion]

The Board placed a deadline of April 30, 2018, for this project to be complete and implemented. Linda Wilson came up with a brilliant plan to get tagging done and it has exceeded expectations. We anticipate finishing early for a public reveal during National Library Week starting April 9. Deborah Blackman asked how we were doing on other services and projects. Amy Dodson replied that we put aside ordering activities but are still doing essential services such as story time, Homebound, and book drops. Amy thanked Linda Wilson for making this happen.

13. UPDATES TO 2011-2020 LONG RANGE PLAN. REVISED 2018 OBJECTIVES, ADOPTED BY EMAIL VOTE ON DECEMBER 28, 2017 [Action]

These are the final, adopted 2018 objectives that the Board voted on in December. They are provided for your records.

14. DIRECTOR MEETINGS WITH LIBRARY TRUSTEES. DISCUSSION OF MEETINGS REQUESTED BY THE DIRECTOR [Discussion]

In December, Amy Dodson emailed a request to the Board Trustees for individual meetings. It's a very common practice and encourages better communication between management and their Board. Amy advised the Board that Larry Werner, County Manager, meets twice a month for

two-on-one meetings with the County Commissioners. Two Library Board members objected to her request for a meeting.

Things of concern for some Board members were that the budget was not being handled well. There were also concerns about Amy's absences and sick leave. Amy asserted that the extended leave she took last year is, and was, federally protected by the Family and Medical Leave Act (FMLA). Also, time off by employees is tracked by Douglas County Human Resources and the Payroll Department. Amy advised the Board that she's cancelled her knee replacement surgeries so that she won't be absent from work for such a long period of time. She did this because of the concerns expressed by a couple of Board members.

With regard to the Board receiving staff meeting minutes, Amy spoke to the library's Deputy District Attorney, who indicated that staff meetings are considered confidential since patron issues or staff concerns are often discussed. Ultimately, these interactions are confidential and thus the reason Amy cannot distribute them to the Library Board of Trustees.

Amy encouraged all the Board members to email her or see her whenever they preferred. There would only be Open Meeting Law violation if three or more Board members were present, as three would constitute a quorum and require adherence to Open Meeting Law. She stated even if items had been discussed in Board meetings, the Board is still free to discuss those items one-on-one with her. She would appreciate it if Board members would get with her right away about complaints since she doesn't want to see these brought up in a public meeting.

Library Board of Trustees' comments:

Charles Wolle

- In response to Amy's request for a meeting, he didn't meet with her in private since he'd already met with her a number of times before each meeting.

Bonnie Rogers

- This is an open governing Board that needs information to make decisions which are asked for in a timely manner. She doesn't mind meeting with Amy, but doesn't want to discuss items that cannot be discussed in a public meeting.
- She doesn't want any staff disciplined because they came to her to discuss concerns. Staff morale is very important to her.
- Her best interest is to the library and the public opinion of the library.

Mark Jensen

- It concerns him that Amy will delay her surgeries. It was a minority of the Board that was unhappy. He encouraged Amy to take what leave she needed to take care of medical issues.

Deborah Blackman

- Objected to a one on one meeting because she was concerned about Open Meeting Law violation and that the items Amy wanted to discuss had already been discussed and voted on in a Board meeting.

- Agreed with Mark Jensen's comment and was not suggesting that Amy shouldn't take sick or medical leave when needed.
- For the record, Deborah's mobile phone connection was lost at 11:30 a.m.

Melanie Boudreau

- Feels the Board's job is to the library itself.

Melanie Boudreau asked if there was any other discussion. Hearing none, Melanie closed the discussion.

15. MONTHLY REPORT [Discussion]

The monthly report is attached and made part of these minutes.

16. PUBLIC COMMENTS AND DISCUSSION

Melanie Boudreau asked for public comment. There being no public comment or discussion, public comment was closed.

17. ADJOURNMENT

There was no further action or discussion. The meeting adjourned at 11:45 a.m.

km



Director's Monthly Report January 2018

1. Friends of the Library. The annual Friends meeting and reception is scheduled for Saturday, January 27 at 11:00 AM on the main floor of the Minden Library. At this meeting, the Friends will be electing new officers and celebrating the activities and accomplishments of 2017. The next regular Friends board meeting is on Monday, February 12 at 4:00 p.m.
2. Staff Vacancies. We currently have two vacancies: Library Systems IT Coordinator and Library Page (part-time). Laure Ebel resigned recently, but continues to volunteer at the Library. We will be interviewing candidates for the Library Systems IT Coordinator position January 24-26. We are currently reviewing applications for the Library Page position, and will be interviewing applicants in February.
3. Staff Meetings. Staff meetings are held monthly, with the exception of June. Meetings are attended by all available staff. Four staff meetings per year are mandatory: February, May, September, and December. At the November 28 Library Board meeting, a board member asked if the minutes from Staff meetings could be given to the Board. Since confidential matters are often discussed in staff meetings, the Staff meetings are confidential. The Deputy District Attorney has advised that the Library Board is not permitted to view the documentation of staff meetings, and anything provided to the Library Board is public information, therefore subject to any public request under the Freedom of Information Act.
4. Annual County Budget. The annual budget process began early for the 2018-19 fiscal year. On November 29, department directors were given instructions and deadlines for each segment of the process. Requests for additional funding and/or FTE's and Capital Improvement Projects were submitted in December. (Copies of those requests will be made available to the Library Board at the February meeting.) County administration is currently reviewing and prioritizing those requests. The Cost Allocation Plan is also under review, while department directors simultaneously work on allocations. I have been meeting with the other Room Tax administrators every week to work on the budget, and this will continue until the final budget is complete. Tentative Budgets are due on February 16.
5. Nevada State Library. Annual statistics and documentation for compliance with state and national library standards and were submitted to the State Library in December. See handout, "2017 Nevada Public Library Survey".
6. Library Programs. The annual Winter Lego Contest took place in late December and early January at both library branches. All entrants received prizes for participation; first and second place prizes were awarded in each age group. This year's theme was "Magical Worlds".
7. Library Board Training. The Nevada State Library offers video learning opportunities through the Nevada Trustee Academy 2.0. The series called Short Takes for Trustees will be presented at Library Board meetings throughout 2018. This was planned for today's meeting, but technical issues arose. The videos will be shown as soon as the problem is fixed.