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APPROVED 2/28/17
LIBRARY BOARD MINUTES
January 24, 2017

ATTENDEES

Library Board Members: Charles Wolle, Chairperson, Bonnie Rogers, and Mark Jensen. Melanie Boudreau, Vice Chairperson, and Deborah Blackman were absent.

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

THE MEETING CONVENED AT 10:05 A.M.

1. PUBLIC COMMENTS AND DISCUSSION [Discussion]

Charles Wolle asked for public comment.

Bonnie Rogers and Charles Wolle welcomed Mark Jensen to the Board of Trustees.

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

2. ELECTION OF CHAIRPERSON AND VICE CHAIRPERSON OF LIBRARY BOARD OF TRUSTEES FOR 2017 [Action]

1) Nomination of Chairperson

Bonnie Rogers made a motion to nominate Melanie Boudreau as Chairperson. Mark Jensen made a second. Chairperson Charles Wolle 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

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

3. APPROVAL OF PROPOSED AGENDA [Action]

Mark Jensen 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.

4. APPROVAL OF THE MINUTES OF THE NOVEMBER 22, 2016, REGULAR MEETING [Action]

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

5. CONSENT CALENDAR [Action]

Items on the Consent Calendar are as follows:

a. Gift fund claims November / December 2016 / January 2017

*Demco	Second Grade Program Bookmarks and book bags	01304	\$ 153.36
Petty Cash/AD	Employee Recognition Staff birthday	01310	\$ 17.97
*Petty Cash/AD	Make & Take Holiday Crafts program supplies	01310	\$ 15.00
Petty Cash/AD	Employee Recognition event Holiday crafts	01310	\$ 110.88
Petty Cash/AD	Staff Meeting refreshments	01320	\$ 16.74
Petty Cash/AD	Employee Recognition event holiday crafts	01320	\$ 15.05
DoCo Public Library	Owed to Foundation for dono from James Turner, 12/6/16	01328	\$2,000.00
*Sierra Nevada Media	Fall 2016 Local Author Night ads	01329	\$ 303.00
*DoCoProcurement/MP	Fall 2016 Book Sale U-Haul truck rental & Winter Lego Challenge	01334	\$ 383.77

*Funding by Friends of the Library

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

6. LIBRARY STAFF CHANGES. DISCUSSION OF RECENT STAFF RETIREMENT AND RECRUITMENT PROCESS [Discussion]

Amy Dodson reported that Library Technician Maggie Rusmisl retired rather abruptly at the beginning of January. Her last day of work was January 3, 2017. The Library Technician position reports to Kathy Munson as supervisor. The position opening was posted on the county website and closes on January 25, 2017.

Charles Wolle asked if there were any other expected staff changes coming up. Amy Dodson replied there were not. Charles and Bonnie Rogers added that the new individuals added to staff last year are excellent. The Board asked if there are usually many applicants. Amy replied yes, that at last year's recruitment for a Library Technician, 25 applicants applied for the position.

7. UPDATE ON BOOKMOBILE PROJECT FUNDRAISING. DISCUSSION OF DONATION FROM CITY NATIONAL BANK [Discussion]

Amy Dodson reported that the Foundation received a \$5,000 donation in 2016 from City National Bank. Bank representatives came to the library on January 19, 2017, to take photos presenting Amy with a giant-sized check. They committed to donating another \$5,000 in 2017.

Mark Jensen asked if the library had a bookmobile in the past. Amy indicated the library had not had a bookmobile and that this was a new project.

Continuing, Amy reported that Minden Rotary approached City National Bank with a letter request for a donation. So far, there has been \$125,000 donated and we need approximately \$250,000. Its hopeful the bookmobile will be purchased in 2018. We also need a new staff member to man it, but we do have several volunteers who have offered to help.

8. REVIEW AND POSSIBLE ACTION OF PROPOSED CHANGES TO WORK WEEK AND HOLIDAY POLICY. LAST UPDATE 2013 [Action]

Amy Dodson explained that the suggested updates are made in response to the county's new electronic timesheet software for which the pay week calculates time based on a Saturday through Friday work week. The library's current policy is based upon a Monday through Saturday work week.

Amy indicated that holidays are difficult, in that when a holiday falls on a Saturday or Sunday, the County establishes either Friday or Monday as the observance day. We are open on Saturday, so this creates an imbalance in our staffing. Amy stated she is trying to straighten out this issue in the library's formal policy. An additional suggested change to the language includes removing the Volunteer Reception verbiage since it's redundant.

The Board inquired whether these changes adversely affect staff with some losing a day of pay. Amy replied that it's similar to the library's observance of Nevada Day, whereby staff uses a day of their own vacation or administrative leave. For other staff members who have a 4-day work week, they would adjust their schedule accordingly.

The Board also asked how many staff members work on Saturday and if this had been discussed with staff. Amy replied a total of 7 and for those individuals they would use a day from their leave bank. Amy indicated she had not discussed this with staff.

The Board suggested this be included in the policy update. Amy stated she thought it was procedural and not a policy matter, thus the reason she didn't include it. Bonnie Rogers asked if there was any way to include a general statement to this effect. Amy stated that the procedure with a policy update is that the Board discusses the matter at one meeting and then returns at a subsequent meeting to vote on it. The interim time gives Amy the opportunity to discuss the updates with staff. Bonnie Rogers requested that a statement to this effect be put into the policy – one whereby staff knows they will not get two days off with pay. Charles requested that Bonnie work with Amy to draft this language. Amy responded that she would and it would be presented at the next Board meeting.

Charles Wolle suggested this not be acted upon today but at next month's meeting. The Board mutually agreed and there was no further discussion.

9. ANNUAL COUNTY BUDGET. DISCUSSION OF AUDIT AND ENDING FUND BALANCE OF LIBRARY FUNDS [Discussion]

Amy Dodson reported that she is usually notified about past fiscal years' audits and available ending fund balance monies by October or November, however, this year the Finance Department is down a budget manager, a vacancy for which they are currently recruiting. A senior level staff member is currently performing the responsibilities and is Acting Budget Manager. Because of this, we were only recently notified there was a higher than expected ending fund balance in the Library's FY15-16 operating account in the amount of \$55,000. These funds are a one-time surplus and will be augmented into the FY16-17 Library Materials account

There was also an ending fund balance in the Room Tax Fund from FY15-16 which was split with other Room Tax Fund departments. From those monies, the library will receive approximately \$70,000 which will be augmented into the FY16-17 Small Projects account.

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

a. 11/30/16

At this point we are almost halfway through the fiscal year at 41.5% but look at the report for actuals in Salaries & Wages, Benefits, and Services & Supplies, which are at approximately 35% budget used. This puts us under budget for this time in the fiscal year.

b. 12/31/16

We are 50% through the fiscal year, but in all categories combined we are at 44% budget used.

c. Augmentations for February 2017

Augments are being prepared and will be submitted to the Finance Department. Finance will then take them to the County Commissioners for final approval in February. The augments being preparing include grant monies and reimbursed revenue. Specifically, we received reimbursement monies from the Nevada Library Association (NLA) for the 2017 NLA conference venue reservation, Statewide Collection Development Grant monies, the LSTA (Library Services & Technology Act) Grant for our 2016 Summer Reading Program, and patron-reimbursed revenue from lost/replaced items which will go into our Library Materials account.

Amy asked the Board to clarify whether they would like a report at the end of each fiscal year identifying all augmentations made throughout the year or each time she completes and submits them. The Board responded, indicating they would like one annual report of all augments at the end of the fiscal year.

Gift Fund Summary – 11/30/16

Revenue YTD	\$18,587.89
Expenditures YTD	(\$19,607.82)
Fund Balance YTD	\$ 1,019.93

Gift Fund Summary – 12/31/16

Revenue YTD	\$21,731.49
Expenditures YTD	(\$22,635.57)
Fund Balance YTD	\$ 904.08

We have requested the Finance Department prepare an augmentation for the Gift Fund account in order to carry forward last fiscal year's balance into the current fiscal year. This will be in the amount of \$84,060. A large amount of the funds in the Gift Fund account are being held specifically for the bookmobile project. This augment will be taken to the County Commissioners in February for final approval.

11. MONTHLY REPORT [Discussion]

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

NON AGENDA ITEM - RFID

Amy Dodson indicated there was no timeline established yet for implementation. She provided an overview of this project, stating it is an inventory and security program. Every item in the library will be tagged with a radio frequency ID tag and scanned into proprietary software. This project will replace our current library materials bar code system. As a patron passes through security gates

at the front entrance, the system will identify exactly which items have not been checked out if there are any such items. Library staff will tag all library material items, excluding periodicals. This approximates to 125,000 items, so it is a large project to implement.

12. PUBLIC COMMENTS AND DISCUSSION

Charles Wolle asked for public comment.

Charles himself commented that he thought the library does a terrific job with children's programming. Bonnie Rogers added that she thought the addition of movies for adults was great. Mark Jensen asked library staff to check the telephone answering voice recording since callers cannot reach an attendant prior to the library opening. Amy Dodson indicated we would add a note to the recording that indicates we do not answer the telephones until 10 a.m.

There being no public comment or discussion, public comment was closed.

13. ADJOURNMENT

There was no further action or discussion. The meeting adjourned at 11:00 a.m.

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Director's Monthly Report
January 2017



1. **Friends of the Library.** The annual Friends meeting and reception is scheduled for Saturday, February 4 at 11:00 AM on the main floor of the Minden Library. At this meeting, the Friends will be electing new officers and reviewing the many accomplishments of 2016. The next regular Friends board meeting is on Monday, February 13 at the new meeting time of 4:00 p.m.
2. **Library Foundation.** The next Foundation meeting is scheduled for Wednesday, February 15, 2017 at 10:30 a.m. at the Minden Library. The Foundation will be discussing fundraising efforts for the coming year, the bookmobile, and the book sales.
3. **Book Sales.** The Friends/Foundation partnership for book sales continues to be a huge success. In 2016, they earned a total of \$12,301.74 from book sales. The next Book Sale is April 21-23.
4. **Nevada State Library.** Annual statistics and documentation for compliance with state and national library standards and were submitted in December. See attached.
5. **Library Programs.** The Winter Lego Contest took place in late December and early January. The deadline was extended due to weather conditions. All entrants received prizes for participation; first and second place prizes were awarded in each age group. The adult/family movie program has had an increase in attendance and demand, so we have expanded that program to a weekly Saturday Cinema series.
6. **Bookmobile.** The City National Bank in Minden recently donated \$5000 to the Bookmobile Project. They presented a "giant check" to the Library and the Minden Rotary Club. The president of the Minden Rotary Foundation will be attending the Foundation meeting in February.
7. **Lake Tahoe Branch.** New staff at the Lake Tahoe branch library have been working hard at building partnerships in the community. Classes from Zephyr Cove Elementary are now visiting the library every other Friday.
8. **Douglas County.** The Board of County Commissioners and County Manager are working on the County's Strategic Plan, and department directors will be participating in the process on February 6 and 7.