

*APPROVED 4/24/18*  
**LIBRARY BOARD MINUTES**  
**MARCH 27, 2018**

**ATTENDEES**

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

**County and Library Staff:** Amy Dodson, Library Director, Linda Wilson, and Kathy Munson. Kathy Munson took the minutes. Cynthea Gregory, Douglas County Deputy District Attorney.

**THE MEETING CONVENED AT 10:01 A.M.**

**1. PUBLIC COMMENTS AND DISCUSSION [Discussion]**

Deborah Blackman asked for public comment. Amy Dodson introduced Larry Wilson, the Library's newest staff member. Larry is our Department IT Systems Coordinator. The Board welcomed Larry. There being no further public comment, public comment was closed.

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

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

**3. ONLINE VIDEO COURSE NEVADA TRUSTEE ACADEMY: SHORT TAKES FOR TRUSTEES. VIDEO PRESENTATION "BOARD MEETINGS" (Presentation)**

Amy Dodson drew the Board's attention to the handout that accompanied the video. The Board then viewed the presentation.

**4. APPROVAL OF THE MINUTES OF THE FEBRUARY 27, 2018 REGULAR MEETING [Action]**

Charles Wolle made a motion to approve the minutes as presented. Bonnie Rogers made a second. Deborah Blackman 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

#### i. February / March 2018

*Amy Dodson/Petty Cash	Staff treats/birthdays by ERC; Oscar Week at Library materials	02006	\$ 53.96
*DoCoProcurement/MP	FOL Annual Mtg/Reception; TAB 2/21/18	02012	\$ 35.46
DoCoProcurement/KM	Volunteer Reception materials; Gift cards for staff, RFID	02013	\$ 286.98
*Amy Dodson/Petty Cash	Refreshments, Staff Mtg by ERC; STEAM Club 3/7/18	02020	\$ 37.24

\*Funding/partial funding by Friends of the Library

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

## 6. DISCUSSION OF EMAIL FOR LIBRARY TRUSTEES FOR PUBLIC COMMUNICATION (Cynthea Gregory) [Discussion]

Amy Dodson introduced Cynthea Gregory, one of the County's Deputy District Attorneys.

Cynthea advised the Board she is assigned to the Library. To get up to date with the Board's concerns, she read last month's meeting minutes and added that she was here today to briefly speak about public records law and how she could help the Board work through their public communications options.

- The Nevada Public Records Act (in Nevada Revised Statutes 239) presumes that most records, unless specifically confidential by state law, are open, which includes email communications.
- She clarified that if email content has to do with conducting library business, it is considered public record. Nevada law is very transparent and specific about this.
- All emails with content that is related to library business are considered public record, whether from a private, alias or public email account.
- Whichever type account is used, it would need to be maintained and archived routinely, possibly by the clerk to the Board, but Cynthea recommended one specific email address for the Board that goes to the clerk to the Board.

After a brief discussion by the Board and listening to staff comments, Bonnie Rogers recommended the creation of one board email account to be sent to the chairperson only. This was mutually agreed upon by all Board members. The agreed upon email address account is to be identified as [libraryboardoftrustees@douglas.lib.nv.us](mailto:libraryboardoftrustees@douglas.lib.nv.us).

Mark Jensen made a motion that staff creates this email address, to be monitored by the Board's Chairperson. Charles Wolle made a second. Deborah Blackman asked for public comment. There being no public comment, public comment was closed and the motion passed unanimously.

The Board thanked Cynthea Gregory for her assistance.

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

a. 2/28/2018

January augmentations are not reflected on this report yet so the Services & Supplies percentage used may look out of balance. Otherwise, everything is moving along smoothly for this time in the fiscal year.

b. Update on January augmentations

January augmentations were passed by the Board of County Commissioners (BOCC) on March 15 so those presented in January are final. The amount totaled \$155,000 some of which was already dedicated; remaining funds are to be assigned to various other smaller projects.

Gift Fund Summary – 2/28/18

Revenue YTD	\$12,399.25
Expenditures YTD	\$ 8,046.35
Cash Balance YTD	\$91,698.27

**8. REVIEW AND DISCUSSION OF FY 18-19 TENTATIVE LIBRARY BUDGET, DOUGLAS COUNTY BUDGET PROCESS, AND DATES FOR THE FY 18-19 BUDGET HEARINGS [Discussion]**

a. Tentative Budget Hearings March 26-27 and April 2-4

Budget hearings started yesterday, March 26. The BOCC was aware of the recently issued Grand Jury Report on County operations and was digging into details of all department budgets.

b. Library Tentative Budget Presentation: March 26

Overall, the Library presentation went well. BOCC members asked such questions as why Library revenue was not displayed in the presentation (the Library has no revenue

stream). They also asked about the request for a new Library Technician position (assigned to bookmobile) and why funding for the position wasn't planned in advance of the bookmobile fund raising project. BOCC member Nancy McDermid spoke in favor of the Library and reminded fellow BOCC members that the Library has its own statutory Library Board of Trustees and that the BOCC should follow the lead of that Board.

The capital improvement projects (CIPs) submitted this budget season are pre-existing projects that were phased in order to request additional funding which is needed to complete the projects. Phase I funding was approved at last year's budget hearing, but was not enough funds to complete the projects. Phase II was submitted this budget year and represents add-on funds that are not in the Library's operational budget. Amy Dodson indicated the BOCC will review the CIPs Wednesday, April 4, advising the Board that they could attend the hearing and speak on behalf of the Library.

Amy indicated the tentative budget provided in this month's packets is the most recent iteration and reflects additional funds that were found as a result of reductions in employee benefits and lowered workers compensation costs (the County is now self-insured). Those funds were moved into the Library Materials account and total \$10,790. The grand total change to the budget is an additional \$21,769. Our Finance Office's Budget Analyst took it upon herself to put those funds in our Library Materials account.

Amy indicated this revised tentative budget was presented to the BOCC yesterday and they gave no indication that they were not going to approve it, but they will be making final budget decisions next Wednesday, April 4.

c. Final Budget Hearings: April 30-May 1

No discussion.

## 9. LIST OF EVALUATIONS COMPLETED

- a. Bates
- b. Munson

## 10. UPDATE OF RFID PROGRESS [Discussion]

a. Installation update

Linda Wilson reported that the RFID vendor, TechLogic, arrived two weeks ago to install the equipment. An email was received from their project manager stating that the gates were on backorder and coming from the Netherlands. All equipment is now installed except for the gates. Those will be installed after introduction of the system to the public. At the introduction, we will be showing the public how to use the equipment and making some minor adjustments between the software applications, Polaris and TechLogic.

b. Introducing RFID to patrons: April 10

Amy stated the plan is to introduce the changeover to RFID on April 10. Staff will be at both self-check stations; and then again on Friday, April 13 at the Volunteer Reception. The introduction event will take place at the Minden Library not the Lake Tahoe Library since staff is too small at that branch to accommodate an event. This event can be considered a “soft opening” which gives staff time to work out bugs before a full launch to the public.

**11. APPROVAL OF APPLICATION FOR NV STATE LIBRARY’S *EMERGING TECHNOLOGY EARLY ADOPTER PROGRAM (ETEAP)*. [Action]**

- a. Selected libraries will be announced on April 13. The pilot program begins on June 1 and ends on November 31, 2018.
- b. Completed application due on March 30.

Bonnie Rogers made a motion to approve the grant application. Mark Jensen asked why this needed approval. Amy Dodson indicated that even though it’s an online application, the Library Board typically approves all grant submissions. Mark asked if this was statute or policy. Answering, Amy indicated that it was policy.

Mark Jensen asked about CIPA. Amy informed him it’s the federal Child Internet Protection Act, explaining that some libraries filter material on their public internet computers. Our Library does not filter since the software to do such is unreliable and inconsistent. Some grants, particularly federally funded ones, will require CIPA compliance. Mark then presumed that factors to be considered in grant approval may include items such as per capita income, wondering if that could impact our ability to obtain grants since Douglas County’s per capita income is high. Amy responded that our rural designation is favorable when receiving state grants and the per capita income doesn’t factor much into grant award.

Continuing with the motion made by Bonnie Rogers, Melanie Boudreau made a second. Deborah Blackman asked for public comment. There being no public comment, public comment was closed and the motion carried unanimously.

**12. ANNUAL REPORT TO THE BOARD OF COMMISSIONERS [Discussion]**

- a. County Manager’s office asks Douglas County boards for brief overview of accomplishments from the previous year.

Amy Dodson stated the request for the annual report wasn’t received until March this year; it is typically sent to Directors in January. Amy prepared the report and submitted it on behalf of the Library Board. It is an overview of what the Library has accomplished in the past year, as well as the current state of Library operations. The BOCC will discuss department annual reports at their April 5 meeting.

Mark Jensen asked if this report was statutory. Amy indicated it is not statutory, rather procedural and County policy.

Bonnie Rogers asked when staff was cut by 18% several years ago, how much staffing was regained. Amy replied that the Library has recovered all but two part time positions. Bonnie mentioned that hours were cut also, but that has not changed. Amy responded that was correct.

Deborah Blackman commented that in the Challenges section, the statement “demands of the growing community” is incorrect since a year ago the County actually lost about 2,000 people. Bonnie Rogers concurred and stated the County is not growing and is still down 2,000 people since 2008. Amy responded stating population predictions came out recently that indicated the County would grow by 2,000 to 3,000 people by 2020.

Deborah mentioned the RFID project and that it is addressing some of the challenges shown in the 2017 report and demonstrates that we’ve done something very proactive. This may be something that is put into the 2018 annual report, in that we will have demonstrable statistics and results on which to report. Amy Dodson stated that with regard to last year’s challenges in the 2017 Annual Report, some of them are recycled from past year’s reports, just updated or removed. Some have been taken from the past directors’ reports.

Mark Jensen asked about the reduced operating hours. Linda Wilson replied those occurred in 2008 during the downturn and she gave a brief summary of the Library’s operational hours prior to the reduction. Mark asked if staffing made a recovery. Amy replied that we made some recovery except for two part time positions that have not been recovered, but all other positions have been brought back.

Mark asked if expanding hours was being discussed or thought about. Amy replied no, though the Board has the power to do that but it’s not come up thus far. Mark asked if it was a matter of no demand for recovery of those hours. Amy stated she had not heard of anything of that nature or complaints such as being closed on Sundays or closing too early on certain days. Linda Wilson indicated she’d not heard anything of that nature either. Deborah Blackman felt that longer hours would result in major staffing issues. Amy added that changing the Library’s open hours now would be a very serious change to staff’s needs, as mentioned by Deborah.

There was no further discussion.

### **13. MONTHLY REPORT [Discussion]**

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

## **NON AGENDA ITEM – BOARD INSURANCE THROUGH COUNTY**

Amy Dodson stated that she checked with the County regarding insurance for the Library Board of Trustees, referring them to the handout she provided. An email she received from the County's insurance carrier indicated our Board is covered under the County's policy. Amy asked the Board if they would like her to draft a letter to the County on behalf of the Friends of the Library and the Board and place it on the April agenda for Board consideration. The Board responded affirmatively.

Mark Jensen asked for clarification that this was for Directors/Officers coverage. Amy indicated it was for that coverage as well as other type coverages.

### **14. PUBLIC COMMENTS AND DISCUSSION**

Deborah Blackman asked for public comment. There being no public comment or discussion, public comment was closed.

### **15. ADJOURNMENT [Action]**

There was no further action or discussion. The meeting adjourned at 11:30 a.m.

km



## Director's Monthly Report March 2018

1. Douglas County. The County Manager's office asks advisory and governing boards in Douglas County for an annual report that gives a brief overview of accomplishments from the previous year. The reports will be included in the agenda for the April 5, 2018 regular meeting of the Board of County Commissioners. The County Manager's office also distributed three documents for local boards: *Douglas County Handbook for Effective Boards & Committees*, *Douglas County Easy Rules for Ethics*, and the *NV Open Meeting Law Manual*. These documents will be supplied at the March 27 Library Board Meeting.
2. RFID Introduction & Open House. The installation of the new RFID technology is nearly complete, and we are eager to introduce the new system to the public. We will hold an Open House on April 10 to celebrate and reveal the new self-checkout stations. This date falls during the week of the Volunteer Reception and National Library Week.
3. Volunteer Reception. The library volunteer reception will be held on Friday, April 13 from 2:30-4:00 pm. This coincides with National Library Week. The staff is working hard to make the reception a memorable one for our exceptional volunteers.
4. Minden Library. The Smallwood Foundation grant application was submitted, requesting \$13,546 to purchase a large collection of Launchpads. The pre-loaded tablets with educational material will be available for all age groups in a variety of subjects. We expect to be notified about the grant in May.
5. Lake Tahoe Branch Library. The Lake Tahoe branch library's new carpet has been installed. The library looks wonderful! This project involved careful planning, attention to detail, and hard work. The library staff did an outstanding job.
6. Network Security Assessment. Douglas County's insurance provider has engaged Information International Associates, Inc. to assess the technology departments in the county. This network assessment was conducted March 15. Results will come from the County, and may include recommendations for changes or upgrades. If any major changes are needed, the County will provide the necessary funding.