

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 5/29/18
LIBRARY BOARD MINUTES
APRIL 24, 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.

THE MEETING CONVENED AT 10:02 A.M.

1. PUBLIC COMMENTS AND DISCUSSION [Discussion]

Deborah Blackman asked for public comment. Hearing no 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 ETHICS” (Presentation)

The Board viewed the presentation.

This training video covered topics such as ethics, grievances, conflicts of interest, integrity, and principles. Bonnie Rogers asked questions regarding the employee grievance process, monitoring of library expenditures, and the whistleblower policy, and stated that her questions were in light of what’s going on in the County now with the investigation into fraud and abuse of County funds.

Amy Dodson indicated there is a grievance process already in place for represented employees. She also indicated that library expenditures are reviewed at every monthly Board meeting. The whistleblower policy is not yet in place, but an audit committee has been formed. The County is not quite ready to roll out the fraud and abuse hotline. She added that current public perception

about the County is negative but she wanted it to be clear that the misuse of County funds was just one or two people, and we need to be cautious so as to not compare all County employees with one bad apple. Bonnie asked if an employee voiced concerns on the hotline but nothing was done by the County in response, she'd like to know how a matter like this would be resolved. Amy indicated she would let the Board know as she receives that information from the County.

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

Charles Wolle made a motion to approve the minutes as presented. 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.

5. CONSENT CALENDAR [Action]

Items on the Consent Calendar are as follows:

a. Gift fund claims

i. April 2018

Amy Dodson/Petty Cash	ERC-staff treats; Volunteer Reception supplies	02056	\$ 44.66
*Town of Minden	Opening/closing CVIC Hall for FOL/Foundation Book Sale	02057	\$ 150.00
*DoCoProcurement/MP	TAB Mtg 3/21/18	02063	\$ 33.97
Luisse Davis	Volunteer Reception supplies	02068	\$ 60.67
Amy Dodson/Petty Cash	Volunteer Reception supplies	02069	\$ 81.06

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

a. 3/31/2018

We are about 80% through the fiscal year and currently at 70% expended in all categories. We have April, May, and June to finish the year. Some augments are now reflected in this report. Amy Dodson asked if there were any questions. Bonnie Rogers asked if the carry over funds were showing on this report. Amy indicated they were.

Deborah Blackman commented that in Services & Supplies, the report showed amendments to the adopted budget. Is that what we were waiting for? Amy indicated that amendments actually means either augments or transfers and, yes, that's what we've been waiting for - they are now complete. Deborah Blackman asked about the HVAC project status. Amy replied that there have been a number of contractors at the Library to view the project. Since the Library project is bundled with two other County facilities it may progress at a slower pace.

Mark Jensen asked about the Year-To-Date Encumbered amount of \$31,782 and what those funds were for. Amy replied it was mostly for the carpet at the Lake Tahoe Branch Library. The contract price is encumbered in full and then paid as work progresses.

There were no further questions.

Gift Fund Summary – 3/31/18

Revenue YTD	\$13,307.50
Expenditures YTD	\$ 8,476.36
Cash Balance YTD	\$92,176.51

7. REVIEW AND DISCUSSION OF FY 18-19 TENTATIVE LIBRARY BUDGET, DOUGLAS COUNTY BUDGET PROCESS [Discussion]

a. Tentative Budget Hearings March 26-27, April 2-4 and April 10

Amy Dodson reported that the hearings lasted longer than usual, about 8-9 days. It was difficult because most Directors had to attend every day in order to hear what would be needed for the following days' hearings. The Board of County Commissioners (BOCC) was very specific in their requests for additional information.

Amy stated she was confident that the Library's revised tentative budget reflecting additional revenue sources would be approved. Additionally, the County Manager supports this. The bookmobile's Library Technician position was approved and with the increase in sales tax revenue of about \$55,000, we now have funding for this position's salary and benefits. Amy reminded the Board of the increase to the Library Materials budget by \$21,000 because of an adjustment to funds in the Benefits category.

b. Final Budget Hearings: April 30-May 1

Amy will be presenting this budget at the final hearings and feels strongly that the BOCC will approve it. The changes such as adding the Library Technician position and finding the sales tax revenue is all supported by the County Manager.

c. Changes to budget.

No discussion.

8. UPDATE OF RFID PROJECT [Discussion]

a. Installation update

Amy Dodson reported that installation is complete. We are still working on software, but all the equipment is in place. We're very happy how it's turned out, but are still getting to know the system. Feedback from the public has been mostly positive. Amy asked Linda Wilson to speak more about the software.

Linda Wilson reported that software is still being configured. She stated she was very glad that Larry Wilson was here. Larry worked with the gate installer for TechLogic, who came out last week. Larry, who has a background in electrical engineering, was able to work with him to get everything installed. Linda mentioned that she couldn't have done it herself. Larry also worked with the installer to get the software configured so that statistics are gathered. We will now move on to getting staff trained.

b. April 10 Tech Open House

Amy reported the open house was very successful and everyone liked the giveaways.

9. UPDATE ON NV STATE LIBRARY'S *EMERGING TECHNOLOGY EARLY ADOPTER PROGRAM (ETEAP)* FOR VIRTUAL REALITY IN PUBLIC LIBRARIES [Discussion]

a. VR systems delivered by May 31

b. Soft launch June-September

c. Pilot program October-November

Amy Dodson reported that the Library was approved for the virtual reality program that the State Library is funding and that we should expect to see everything by the end of May. They want the pilot program to run October and November, but we will launch before that as part of the soft launch.

Since it was allowed, we applied for two locations, the Minden and Lake Tahoe libraries, but were only approved for one. We were advised that there were so many applications that they could not grant every request. They will issue us one set, not two, but if it's successful and things are going well, we can add more sets after the pilot program is over. Larry Wilson, our new IT Coordinator, is already familiar with this system since he has one at home so he will be a key person in this project. By the end of the year, we will be submitting reports to the State Library about the results of our program.

Bonnie Rogers asked for the cost of the equipment, indicating she would like to take it to the Friends of the Library for possible financial sponsorship. She suggested she would talk to the Friends at their meeting on May 14 to discuss adding this project to the Lake Tahoe

Branch Library offerings. Amy will follow-up and provide Bonnie with the information she's requested on project costs.

10. DOUGLAS COUNTY INSURANCE POLICIES, TO INCLUDE FRIENDS AND FOUNDATION [Discussion]

a. Update on County's response

Amy Dodson stated that she received a response from the County on this matter. The Library Board of Trustees is covered under the County's insurance policies, but the Friends of the Library and the Library Foundation are not.

Amy stated when she contacted the County's insurance broker; she was told it would be easy to add these entities to the policy. Amy then sent an email to the broker and the Human Resources Director asking how to word the letter requesting the Friends and Foundation be added to the policy. The Human Resources said the County would not be adding the Friends or the Foundation to the policy.

Bonnie Rogers asked if the Friends should pursue purchasing a policy. Amy responded, stated she would look more into it and find out. Amy added that the Foundation purchased a special events rider for a fund raising event and it was fairly easy to do.

11. MONTHLY REPORT [Discussion]

The monthly report is attached and made part of these minutes

After the monthly report discussion, the Board and staff briefly discussed bookmobile operations.

NON AGENDA ITEM – BOARD PACKET DOCUMENTS

Melanie Boudreau made a request to cut down on paperwork in the board packets, stating she didn't see a need to include printed copies of press releases and articles of interest in the packets. Kathy Munson stated all the packet documents are scanned and located online, and it wouldn't present a problem to not include them.

Bonnie Rogers and Deborah Blackman both indicated they liked reading the print copies. Kathy suggested she could leave them out of the packets, but would make print copies and have them available prior to each Board meeting for review by Board of Trustee members who wished to have a print copy. The Board agreed that was acceptable.

12. PUBLIC COMMENTS AND DISCUSSION

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

13. ADJOURNMENT [Action]

There was no further action or discussion. The meeting adjourned at 11:15 a.m.

km



Director's Monthly Report April 2018

1. RFID Introduction. The installation of new RFID equipment is complete, and we were pleased to introduce the new system to the public. We held a "Tech Open House" on April 10 to celebrate and reveal the RFID stations. This date falls during the week of the Volunteer Reception and National Library Week.
2. Volunteer Reception. The library volunteer reception was held on Friday, April 13 from 2:30-4:00 pm. This coincided with our celebration of National Library Week. The staff worked hard to make the reception a memorable one for our exceptional volunteers.
3. Douglas County Budget Hearings. The Budget Hearings of the tentative budget took place on March 26-17 and April 2-10. This year's presentations required more detail and scrutiny by the commissioners, which extended the hearings beyond the scheduled dates. The BOCC provided direction to Finance and Department Directors for the changes they would like to see at the final budget hearings. The final budget hearings are scheduled for April 30-May 1. The library's budget 2018-19 will likely be approved with minor adjustments. The commissioners approved a Library Tech position that will coordinate the bookmobile. Other requests were not approved, but we will continue to ask for funds in future budget cycles.
4. Virtual Reality Program. The Douglas County Library has been chosen to participate in the State Library's Emerging Technology Early Adopter Program (ETEAP), with funds allocated from SB-549. This pilot program will take shape this summer and run through the fall. Virtual Reality equipment will be available at the Minden Library. If the pilot program is successful, we could add this technology to the Lake Tahoe Branch and the bookmobile next year.
5. Summer Reading Program. This year's Summer Reading Program begins on June 11 with the theme "Libraries Rock!". Staff have been working hard to prepare for an exciting and fun summer. This year's program will again include an Adult Reading component.