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*APPROVED 6/26/18*  
**LIBRARY BOARD MINUTES**  
**MAY 29, 2018**

**ATTENDEES**

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

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

**THE MEETING CONVENED AT 10:00 A.M.**

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

Mark Jensen 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. Melanie Boudreau made a second. Mark Jensen asked for public comment. Kathy Munson recommended adding "Discussion" to the wording at the end of Item 8. There being no public comment, public comment was closed and the motion to approve with the change to Item 8 passed unanimously.

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

The Board viewed the presentation. Mark Jensen asked if there were comments. Melanie Boudreau commented about her one love of the library as opposed to the internet was that with so much fake news out there, the library provides real news. There was no further comment.

**4. APPROVAL OF THE MINUTES OF THE APRIL 24, 2018 REGULAR MEETING [Action]**

Charles Wolle made a motion to approve the minutes as presented. Melanie Boudreau made a second. Mark Jensen 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. May 2018

Amy Dodson/Petty Cash	Staff mtg. refreshments	02100	\$ 14.98
Amy Dodson/Petty Cash	Decorative supplies for children's bulletin board at DLT	02110	\$ 7.00
*DoCoProcurement/MP	STEAM Club 4/4/18; TAB Mtg 4/18/18	02116	\$ 69.76
*DoCoProcurement/KM	Volunteer Reception food; Mutt & Greet Program 5/19/18	02118	\$ 353.03
*Pioneer Center	SRP Kick-off Performer	02119	\$ 500.00
*Swank Movie Licensing	Compliance Site License for DCL	02120	\$1,303.00

\*Funding/partial funding by Friends of the Library

Charles Wolle made a motion to approve items on the Consent Calendar. Melanie Boudreau made a second. Mark Jensen 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. 4/30/2018

Amy Dodson asked if there were any questions. Drawing everyone's attention to the Gift Fund Trial Balance Listing report, Melanie Boudreau asked about the FMV adjustment amount. Amy responded that it was an adjustment on interest earned on funds invested by Douglas County.

Amy continued review of the budget reports, indicating there's one more month to the current fiscal year though these reports are through April 30, 2018. She stated that some of the augmentations that were previously submitted were not sent through to the Board of County Commissioners (BOCC), but will go before them at their June 21, 2018 meeting. Melanie Boudreau asked which ones. Amy replied it was reimbursements, such as patron payments for copies, and reimbursement for lost materials. These types of revenue are put back into the Office Supplies or Library Materials accounts via the augmentation process. Another was the State Collection Development grant in the amount of \$12,289. The Finance Department acknowledged it was an oversight on their

part. They cannot officially post it to account line items until they have been approved by the BOCC which will take place at the June 21, 2018 meeting.

Gift Fund Summary – 4/30/18

Revenue YTD	\$13,573.73
Expenditures YTD	\$ 8,846.81
Cash Balance YTD	\$92,809.82

**7. UPDATE ON DOUGLAS COUNTY ANNUAL BUDGET [Discussion]**

a. Final Budget Adoption on May 21

Amy Dodson indicated the BOCC's final adoption of the County budget was last week. The Library's budget is exactly the same as the one presented at last month's Board meeting but another copy identified as final was provided in Board packets. The County's entire final budget will now proceed to the State.

Amy indicated she included other documents in this month's Board packets regarding the budget approvals that took place at the BOCC meeting last week specifically the Douglas County FY18-19 Budget Summary and Summary by Fund. Please review the last document, a flow chart, in the packet. It identifies the budget calendar timeline for next fiscal year.

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

a. Delay

Amy Dodson informed the Board that the State Library emailed participant libraries and indicated that on June 20, 2018, an additional final approval was due from the State Legislative Council Bureau's Interim Finance Committee so the program is getting a bit of a late start. This means that we won't receive the software and equipment until July though this won't change deployment in the fall.

b. Timeline updated

No discussion.

**9. MONTHLY REPORT [Discussion]**

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

## **10. PUBLIC COMMENTS AND DISCUSSION**

Mark Jensen 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 10:30 a.m.

km



## Director's Monthly Report May 2018

1. Douglas County Budget Hearings. The final Douglas County Budget was presented to the BOCC on May 21. The library's budget for 2018-19 was approved with no changes or adjustments since the last board meeting.
2. Summer Reading Program. This year's Summer Reading Program begins on June 11 with the theme "Libraries Rock!" The kickoff event will feature a performance by "In Tune Tales", the ice cream social, as well as a small book sale, at the CVIC Hall on June 12. Staff have been working hard to prepare for an exciting and fun summer. This year's program will again include an Adult Reading component.
3. Staff Retirement. After 17 years of devoted service, Margaret Long is retiring from the library. Margaret started as a volunteer, then became a part-time employee in 2001. She will be greatly missed. Her last day is June 1.
4. Friends and Foundation Book Sale. The Spring Book Sale was held by the Friends and Foundation at the CVIC Hall, May 18-20. The sale last weekend was very successful. The total amount raised was \$5454.99. The total number of items sold was approximately 4,586. We welcomed a number of new volunteers, including a new member for the book sale committee. The Friends gained 44 new and renewal memberships at the sale.
5. Douglas County Fraud, Waste, and Abuse Program. Douglas County has implemented a Fraud, Waste, and Abuse program, to include a reporting hotline. Staff attended mandatory training on May 7 which included: Fraud, Waste, and Abuse, Nevada Ethics in the Public Sector, and Anti-Harassment. Information and direction from the County Manager's Office included: *"Our office has been working closely with Human Resources and Finance to improve practices and promote good management strategies. Fraud, Waste, and Abuse has been a primary topic. You will see various trainings in the near future on this topic, and others. Employee training and development is a critical piece in improving and promoting expectations, performance, and productivity to carry out our mission and goals. Additionally, learning opportunities will promote ongoing processes, instill the value of our priorities, and encourage positive change. Be sure to assist us in promoting these training opportunities in your departments by discussing them with your employees and prioritizing your, and your employees, ability to attend them."*