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APPROVED 8/28/18
LIBRARY BOARD MINUTES
JUNE 26, 2018

ATTENDEES

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

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

THE MEETING CONVENED AT 10:03 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]

Deborah Blackman asked for public comment.

Bonnie Rogers asked about the procedure to add an agenda item to the agenda. She stated Deborah Blackman, Chairperson, had emailed a request that an item be placed on this month's agenda which was not put on the agenda.

Amy Dodson replied that she called and emailed Deborah to obtain more information about the request; however, she received no response. Therefore, it was not on the agenda in time for the NRS legally required deadline for postings.

Bonnie's question was who decides which items are placed on the agenda? Is it the Board or the Library Director? Deborah added that this was the first time a Board member requested an item be placed on the agenda. She asked what the Bylaws state. She questioned if the Board and the Library Director are to work together to determine what items are put on the agenda.

Amy Dodson mentioned this was discussed a few months ago at another Board meeting. At that meeting, Board members were advised to email Amy with their intent or request to agendize an item or items. The Board member requesting the agenda item was to gather the needed information and present it to her.

In this instance, Amy stated she replied to Deborah’s email with her own questions because Deborah asked that the item be an “action” item, however, Deborah’s email didn’t identify the requested action. Her email back to Deborah asked for clarification, to which she received no response.

Deborah was confirming that in the future, a Board member would need to identify what the requested action was to be and then submit the request to Amy in a timely manner in time for it to be posted within the time requirement established by NRS. Amy confirmed Deborah’s assessment.

Directing her comment to Board members, Deborah stated if they wanted something agendaized, they should email it to her by Monday of the week prior to Board meeting week so she could get it to Amy in time for posting.

Mark Jensen made a motion to approve the agenda as presented. Melanie Boudreau made a second. 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 “LIBRARY POLICIES” (Presentation)

The Board viewed the presentation. Deborah Blackman asked for comments.

As opposed to the suggestion in the video that policy updates be rotated and reviewed at every Board meeting, Bonnie Rogers didn’t think it was necessary. Melanie Boudreau commented that if a subject arises and there’s a reason to review a policy, it would then be appropriate. Deborah Blackman agreed. Amy Dodson indicated that several policies need to be updated. The plan is to work on them in 2019.

4. APPROVAL OF THE MINUTES OF THE MAY 29, 2018 REGULAR MEETING [Action]

Melanie Boudreau made a motion to approve the minutes as presented. Mark Jensen 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. May / June 2018

Amy Dodson/Petty Cash	ERC staff luncheon refreshments		
	5/22/18	02152	\$ 28.86

Demco	SRP staff T-shirts	02153	\$ 161.84
Amy Dodson/Petty Cash	Refreshments for Margaret's retirement 6/1/18	02170	\$ 27.88
DoCoProcurement/AD	State annual filing of officers, FOL & Foundation	02177	\$ 150.00
*DoCoProcurement/MP	TAB 5/16; Spring Book Sale U-Haul	02178	\$ 413.51
*DoCoProcurement/KM	ERC gift cards; SRP t-shirts; ERC pizza for staff luncheon 5/22/18	02179	\$ 328.69
Amy Dodson/Petty Cash	ERC, staff mtg refreshments 6/5/18	02180	\$ 18.47

*Funding/partial funding by Friends of the Library

Bonnie Rogers made a motion to approve items on the Consent Calendar. 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.

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

a. 5/31/2018

Amy Dodson indicated there was one more month in the current fiscal year and the budget was looking good. Funds that aren't used roll into the next fiscal year's budget.

Deborah Blackman asked about the funds in the Small Projects account, inquiring if they were from last year's ending balance. Amy Dodson confirmed they were.

Bonnie Rogers asked about the \$730,000 and whether we still have those funds. Amy replied yes. Some has been spent on the RFID project (now fully expended), and the carpet at the Lake Tahoe branch library (now fully expended).

Deborah Blackman asked about the HVAC project status. Amy replied that there's nothing substantially new. She spoke to the County Manager recently, expressing her concerns about the lack of communication about the project from the county's project manager. The County Manager stated he would take care of it. Subsequently, the project manager has been a little more communicative. Amy was told the project will commence by September or so, but that tends to fluctuate based on information as it's received.

Gift Fund Summary – 5/31/18

Revenue YTD	\$17,090.59
Expenditures YTD	\$11,234.87
Cash Balance YTD	\$93,201.09

7. POSSIBLE ACTION ON DRAFT LANGUAGE AND PROPOSED CHANGES TO COMMUNITY MEETING ROOM POLICY. FIRST READING. [Discussion]

Amy Dodson stated that the current community room policy has been in place for 10 years and is due for review. As a reminder, she stated that when a policy is presented for update, it is done over the course of at least two meetings. The proposed changes are currently being reviewed by the library's Deputy District Attorney.

Amy indicated that there have been questions about the meeting rooms, the policy, and for what purpose they are being used. There has been substantial increased demand for the community rooms, so much so that outside group use has interfered with the delivery of library programs in the rooms. The proposed changes are intended to clarify and more clearly identify acceptable use, policy, and procedures. Amy summarized some of the proposed changes to the policy, as follows.

- A \$20 fee for private, commercial or personal use would be required. The fee would be waived for 501(c) 3 organizations and government agencies.
- Religious organizations would be prohibited from performing ceremonial or service type gatherings. The District Attorney is working on language to differentiate between a meeting and a religious ceremony.
- Groups using the rooms on a recurring basis would be limited to one (1) meeting per month. The intent is to make the policy fair to all groups wanting to reserve the rooms on a regular basis.
- The policy would be applicable to the community meeting rooms at both branch libraries.
- Exclude the Pine Nut Room from being designated as a community meeting room since it houses the Nevada collection and is open to the public.

There was lengthy discussion amongst the Board and Amy to improve the proposed language. The Board agreed on the following revisions to the proposed policy.

- First paragraph to identify that a meeting room is available at the Minden and Zephyr Cove branch locations. Designate the Pine Nut Room as a public area not available for meeting use.
- #2 - Groups preferring to conduct recurring meetings for a 12 month calendar period may reserve space for 6 months in advance but are asked to re-submit requests for the remaining 6 months of the calendar year.
- #2 – Language regarding 501(c) 3 status to be changed to “non-profit status.”
- #3 – Place language and bold font on the application form instead of in the policy document.
- #5 – Remove second sentence from this item. Assign it the next sequential number, i.e., “6. New application forms must be completed at the start of each calendar year.”
- #7 – Remove the word “audiovisual” and replace with “library-owned equipment.” Add language that states library staff will prepare/set up library-owned technical equipment for users.
- #11 – Remove the language, “Private closed meetings cannot be accommodated.”

- #13 – Remove the language, “Groups are responsible for set up and break down,” and replace with, “A group is required to set up and take down its own equipment, chairs, and tables.”
- #14 – Add the language, “No food shall be left on library premises.”
- #15 – Remove the word “any” and include “vaping” to the list of prohibited activities.

The Board asked Amy to make the changes and present the revised policy at the August meeting.

Deborah Blackman asked for public comment. Hearing no public comment, public comment was closed.

8. DISCUSSION ON POSSIBLE GRANT OPPORTUNITY. “CODE CLUB FOR SMALL AND RURAL LIBRARIES”, AN AFTERSCHOOL PROGRAM THROUGH IMLS AND MPLA. APPLICATIONS ARE ONLINE AND DUE JULY 16. [Action]

Amy Dodson stated she’d received this grant opportunity information recently. If awarded, this grant would fund a coding program that was originally started by the North Dakota State Library. We would use the grant funding to start an afterschool program to teach children to code. The application process is online and has to be submitted before the next Board meeting in August. Amy asked the Board if they had questions.

Mark Jensen asked whether the Board had to approve grant submittals. Amy Dodson answered yes, small or large. Deborah Blackman asked if so much was available would it be divided amongst the approved applicants. Amy replied that was correct. Amy indicated that the grant monies would help fund learning materials, and pay for advertising. The children’s librarian will teach the class.

Charles Wolle made a motion to approve the grant application. 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.

9. UPDATE ON BOOKMOBILE PROJECT [Discussion]

Amy Dodson explained that OBS Specialties, the company contracted with for the bookmobile went out of business December 31, 2017, but she was not notified by the company owner until late January 2018. The two companies that OBS contracted with have not been paid for the work they’ve completed. They were to build the chassis and the body. Amy recruited the help of the county Deputy District Attorney to help get the deposit money back. Certified letters have been sent to the OBS owner and the OBS registered agent.

Meanwhile, quotes were received from two other manufacturers. The Foundation will meet on July 11, 2018 to go over the two quotes. The Deputy District Attorney will be at this meeting to explain options to the Foundation. Ultimately, there will be a delay in delivery of the bookmobile, possibly the end of the calendar year. The Foundation will decide how to proceed and the Deputy District Attorney is working on the legal aspect of the situation.

Bonnie Rogers presumed that since bookmobile delivery was indefinitely delayed, we would not proceed to hire the staff person who was to drive the bookmobile. Amy Dodson stated we won't hire until November. The interim time will be used to train the new library technician. Deborah Blackman suggested bringing the technician on board sooner since the position was already budgeted. Bonnie Rogers thought that needed more consideration. Deborah suggested this be considered at the August meeting. Amy stated she would check with Human Resources about hiring the technician sooner.

10. MONTHLY REPORT [Discussion]

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

NON AGENDA ITEM – BOARD MEMBER REQUEST FOR AGENDA ITEM

Amy Dodson initiated discussion about Deborah's request for an agenda item. Amy commented she'd hoped the Board read all the emails on the subject. In Amy's email response to Deborah requesting clarification, she asked what action was to be taken but did not get a response.

Deborah clarified her request was about what provisions were being made for supervision during Amy's absence. Amy responded that every time she plans to be out, she submits a memo to the Board and the County Manager which identifies Linda Wilson and Kathy Munson as the acting library directors. In emergencies, Amy is available. The memo is sent out a week or two before her scheduled leave.

Deborah commented that the Chain of Command in the Library Handbook identifies that one person take responsibility for the director's responsibilities in her absence. She felt that we should follow our own procedure. Amy replied that it was her understanding that it was always divided between the two since they do very different things. Deborah stated in the past it was always one acting library director, not two. Bonnie Rogers confirmed in the past it was one acting library director, adding that the Board needs just one person to go to for issues that may arise. The procedures in the handbook need to be followed. She wanted to go on record that based on the Chain of Command two acting library directors should not be assigned in the director's absence.

Melanie Boudreau asked Linda Wilson her thoughts. Linda Wilson stated responsibilities weren't split in the past. Amy commented that her rationale was that they manage different things, both have strengths, and the intent is to not to put strain on one person to do it all.

Amy asked why this was an issue now since she's been handling assignment of her responsibilities in this manner for quite some time. Deborah Blackman stated that the Board was not able to comment about it in the past. The upcoming leave is a lengthy period of time and it was time to discuss the matter.

Bonnie Rogers pointed out in this instance that Amy will be out on FMLA leave time and cannot be contacted if any issues arise. Amy responded stating she was not saying that the Board could not ask questions that are appropriate, but many times she has questions, as well. Amy

expressed concern that either the Board or she may work outside the boundaries of each of their respective duties. Deborah stated she was speaking as a Board member and observed that the Board was not following their own Chain of Command.

Charles Wolle commented that it was ironic that there'd been a thorough and lengthy discussion about an item not on today's agenda. He recommended placing this on the agenda for the August meeting.

Amy asked the Board if they wanted this in the Bylaws, identified just as a matter of procedure, or added as an agenda item in August. The Board mutually responded and agreed that it should be on the August agenda as a discussion and then action item.

There was no further discussion.

11. LIST OF EVALUATIONS COMPLETED

- a. Fitzgerald
- b. Hallam
- c. Weber

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 11:30 a.m.

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Director's Monthly Report June 2018

1. Summer Reading Program. This year's Summer Reading Program began on June 11 with the theme "Libraries Rock!" Staff has been hard at work to create an exciting and fun summer. More than 300 children, 65 teens, and 100 adults signed up for the program in the first ten days.
1. Friends of the Library. The Friends have generously sponsored a significant portion of the Summer Reading Program again this year, including funds for books, programs, and supplies. The next Friends' meeting is scheduled for Monday, July 9 at 4:00 at the Minden Library.
2. Friends and Foundation Book Sale. The Friends and Foundation held another Children's Book Sale at the Summer Reading Kick-off Event on June 12. The total amount raised was \$215. Children and families really enjoy the book sale, and they love to build up their own personal libraries. A recent report from the Book Sale Committee shows that the partnership of the Friends and Foundation has been coordinating the book sales for almost three years, and in that time they have raised a total of \$31,000 for the library (see attached report). To provide some perspective, the last book sale before the Friends and Foundation tackled the project (which was May 2015), brought in only \$418 for the library. Their hard work and dedication has been incredibly beneficial to the library and the people we serve every day.
3. Staff position vacancies. We will have an open Library Page position as of June 2. This vacancy is the result of Margaret Long's retirement on June 1. We received a number of applications. Interviews will take place in July. We are working with Human Resources to get the position filled in a timely fashion. Recruiting and hiring are lengthy processes, but we hope to have the position filled by late August.
4. Smallwood Foundation Grant. We applied for a \$13,546 grant from the Frances P. and William C. Smallwood Foundation, to purchase a complete collection of Launchpads, a product from Playaway. Launchpads are pre-loaded tablets with educational tools for all ages. The tablets can be used anywhere, because they do not need internet connectivity. They feature a wide variety of learning components and content, such as test preparation, language learning, brain games, and STEAM learning. We were awarded the full amount, and the check was deposited into the Gift Fund. Linda Wilson did an outstanding job on this grant application, and she has already begun work to get the project underway.
5. New Website. We are working with Douglas County in the development of the new website, including the subsite for the Library. I am on the County committee that is working on this project, along with Heather Frueh, who maintains the library's site. We are almost finished with the design phase. The new website will probably be ready in the fall.