

**LIBRARY BOARD OF TRUSTEES MEETING MINUTES
WEDNESDAY, August 16, 2017**

**The Board met in regular session at the Incline Village Library, 845 Alder Ave,
Reno, NV 89451**

Chair Alderman called the meeting at 4:00 pm.

1) ROLL CALL

Board Member Present: Wendy Alderman, Zanny Marsh via Phone, Jean Stoess, Derek Wilson

County Staff Present: Assistant District Attorney Herb Kaplan

Public Present: None noted

2) PUBLIC COMMENT

None

3) APPROVAL OF MEETING MINUTES

a. APPROVAL OF MEETING MINUTES FROM THE LIBRARY BOARD MEETING OF JULY 19, 2017

On motion by Trustee Wilson, seconded by Trustee Stoess, motion which duly carried, the Board approved the meeting minutes from the Library Board of Trustee meeting of July 19, 2017. All in favor, none opposed.

4) OLD BUSINESS

a. PARTNERSHIP BRANCHES PRESENTATION REPORT

Director Scott provided a PowerPoint presentation updating the Board on the history, staffing and hours for each partnership library.

Trustee Wilson responded to the comment about partnerships being relatively inexpensive in comparison to building a new building, but expensive to maintain. He noted that much of the last seven years, WCLS spent a lot of dollars supporting low usage and that there is a minimum threshold that needs to be reached to make partnerships succeed. He also stated that usage has been on the rise with restored programming.

Director Scott stated WCLS cannot close the partnerships due to lack of resources in those communities, but that the Library System is seeing higher usage with positive reinforcement and marketing.

Upon questioning regarding partnership staffing by the Board, Director Scott explained some of the changes in branch staffing responsibilities from Sierra View staffing all the partnerships to now, where each partnership is staffed by a separate branch.

5) NEW BUSINESS

a. ANNUAL REVIEW OF AND POSSIBLE DIRECTION TO STAFF REGARDING WCLS POLICIES

The Library Board reviewed the information submitted in the packet.

Director Scott noted this was an annual review of current policies as requested by the Board in the past and included in the Library Board of Trustee Bylaws.

Upon questioning by Chair Alderman regarding any flags on policies that were either coming or not working, Director Scott noted that two policies would be reviewed by the Policy Review Team. Both policies, Meeting Room Policy and the CIPA Compliance (or Internet Access Policy), would be brought before the Board in the near future.

On motion by Trustee Stoess, seconded by Trustee Wilson, motion which duly carried, the Board approved WCLS Policies as presented. All in favor, none opposed.

b. ACKNOWLEDGEMENT OF DIRECTOR-APPROVED GIFT FUND PURCHASES BETWEEN JANUARY 1 AND JUNE 30, 2017

The Library Board reviewed the information submitted in the packet

Upon questioning by Trustee Stoess, Director Scott clarified that the Helene Berr exhibit was rented, not purchased, and that the shipping costs to provide the display exceeded expectations.

c. APPROVAL TO CLOSE ALL WASHOE COUNTY LIBRARIES OCTOBER 18, 2017, FOR STAFF TO ATTEND NLA/MPLA CONFERENCE

Director Scott reminded the Board that this item was briefly mentioned during the April Board meeting when the Board approved to move the October Board Meeting to South Lake Tahoe to allow the Trustees to attend the conference before the Board meeting. He stated that the conference only happens every 15 years or so in the Reno area and this is an ideal opportunity for all library personnel to attend and provide a presence.

Trustee Wilson requested that WCLS publicize this closure as much as possible as he does not like to see closures for public libraries.

On motion by Trustee Marsh, seconded by Trustee Stoess, motion which duly carried, the Board approved closure of all Washoe County Libraries to the public on Wednesday, October 18, 2017. All in favor, none opposed.

d. APPROVAL OF PROPOSAL NOT TO EXCEED \$8,000 FOR GUSTIN AND ASSOCIATES TO BEGIN CONCEPTUAL WORK FOR PUBLIC LIBRARY ART AS PART OF THE DOWNTOWN RENO LIBRARY RENOVATION PROJECT

Director Scott referred to the Staff report and attached proposal. He explained that approval of this agenda item approves expenditures for conceptual work out of the Tacchino Trust up to \$8,000. The intent with this proposal is to create outside artwork that designates the Downtown Reno Library building as a library and is included in the family friendly surrounding corridor.

Upon questioning by the Board, Director Scott explained that for County expenditures exceeding \$50,000, County departments are required to go through a Request for Proposal (RFP) process. This request expends funds from the Tacchino Trust allotment, which has been deposited into undesignated Library Gift Funds. The vendor information was provided specifically for the scope of this project.

Upon approval of Legal Counsel, Herb Kaplan, Trustee Wilson stated he had worked professionally in the past with this vendor and informed the Board that they could look to the steel artwork on I-580 as the work of Kreg Mebust, the landscape artist with this company.

On motion by Trustee Stoess, seconded by Trustee Marsh, motion which duly carried, the Board accepted the proposal and approved expenditures up to \$8,000 for the conceptual artwork to begin. All in favor, none opposed.

6) REPORTS

a. **LIBRARY DIRECTOR'S PRESENTATION TO INCLUDE SYSTEM PROGRAMS AND ACTIVITIES, AND FRIENDS REPORT FOR JULY 2017**

Director Scott provided a PowerPoint presentation updating the Board on Library System programs and activities, outreach and operations for the month of July 2017.

Chair Alderman requested summary all grants applied for and all grants funds approved for in the last 6-12 months.

Director Scott noted the addition of 52,000 more patrons due to the records imported from the Washoe County School District for all the students whose parents checked the box to receive a library card during the registration process. 20,000 welcome emails were mailed out the first day.

b. **INCLINE VILLAGE LIBRARY PROGRAMS, ACTIVITIES AND OPERATIONS**

Pam Rasmussen, Incline Village Managing Librarian, highlighted the following:

- Closures: Incline Village Library closed 4 days during the winter in comparison to only 2.5 days in last 13 years. Closures included snow removal issues, staff getting out of their residences and parking issues.
- New Hours: On January 2, 2017, Incline Village Library changed days open to the public days to Monday through Friday. Historically, Mondays are the slowest as Incline Village and the surrounding communities are more recreational than those in the valley. Incline Village Library received a lot of community requests to open Mondays and this day has since become the busiest day.
- Outreaches: Due to the size somewhat isolated nature of the area, the community likes to see library staff attend events.
- The community wants a senior center and has created a Senior Services Community Focus Group. Through conversations, monthly meetings and discussion at the library and community level, Washoe County is looking to change the building next door into a Senior Center.
- This summer, Incline Village Library has hosted a Farmer's Market in the parking lot every Thursday.
- Incline Village Library purchased 4 mini shopping carts for young patrons. The patrons are enjoying this purchase and demonstrated with a small parade.

Upon questioning by the Board, Ms. Rasmussen explained that the "Tahoe Talks" discussion on Fake News was a panel discussion regarding fake news and how it influences opinions and the last election.

She also informed the Board how the local Fire Department was invited to bring their big engine to Storytime for the young patrons and how the firefighters ended up staying and reading stories.

c. TACCHINO TRUST UPDATE

Director Scott reported no expenditures from the Tacchino Trust in July 2017

d. FINANCIAL STATEMENTS TO INCLUDE THE MONTHLY EXPENDITURE COMPARISON AND GIFT FUND BALANCES FOR JULY 2017

The Library Board reviewed the information submitted in the packet.

Chair Alderman requested a summary report for last fiscal year.

e. MONTHLY LIBRARY USAGE FOR JULY 2017

The Library Board reviewed the information submitted in the packet.

7) PUBLIC COMMENT

Julie Machado, Spanish Springs Managing Librarian informed the Board of the most recent annual Artown event. This 30-minute event was recorded by KNPB and the program included students dancing and speaking Paiute.

8) BOARD COMMENT

None

9) STAFF ANNOUNCEMENTS

None

10) ADJOURNMENT

Chair Alderman adjourned the meeting at 5:00 pm.