

**VIRTUAL LIBRARY BOARD OF TRUSTEES MEETING MINUTES
WEDNESDAY, AUGUST 19, 2020
4:00 P.M**

The Board met in regular session virtually via Zoom Webinar

Chair Marsh called the meeting to order at 4:01 pm.

1) ROLL CALL

Board Members Present: Amy Ghilieri, Wayne Holland, Zanny Marsh, Ted Parkhill,
and Jean Stoess

Board Members Absent: None

County Staff Present: Assistant District Attorney Lindsay Liddell

Public Present: None noted

2) PUBLIC COMMENT

None

3) APPROVAL OF MEETING MINUTES

a. APPROVAL OF MINUTES FROM THE LIBRARY BOARD MEETING OF JULY 15, 2020

On motion by Trustee Ghilieri, seconded by Trustee Holland, motion which duly carried, the Board approved the meeting minutes for July 15, 2020. All in favor, none opposed.

4) OLD BUSINESS

None

5) NEW BUSINESS

a. WASHOE COUNTY LIBRARY PACKET OF LIBRARY POLICIES TO INCLUDE ANY APPROVED CHANGES TO THE FINES, FEES AND CHARGES POLICY

Director Scott stated this agenda item is informational and requested changes to the Fines, Fees and Charges Policy will be addressed further in the meeting for Agenda Item 5d.

Upon questioning by Trustee Ghilieri regarding clarification on the Adult Patron Use of Youth Areas Policy, Director Scott stated that the philosophy is that youth areas are intended as a children-only space. He explained that if an adult is in the children's area and do not appear to be attached to a child, library staff will approach the individual to determine if they have a child in the area or will be asked to move out of the area designated for children. He also confirmed the library upholds a child's right to choose their own material and that any materials

checked out by a child are also subject to the Confidentiality Policy even if an adult is asking for information.

Upon questioning by Trustee Ghilieri regarding how a material format for purchase is determined from a patron request (Collection Policy), Collection Manager Debi Stears wrote in chat that she would be willing to discuss this with her.

Chair Marsh asked Trustee Ghilieri to send Ms. Stears an email regarding how the Library system determines which format is purchased for requested materials and to share with Secretary Tami Gaston for a Task Report update for Board information.

Upon questioning by Trustee Holland asking if the branches posted the Code of Conduct Policy visibly, Director Scott stated he believes so, but more importantly the policy backs any enforcement a staff member may need to take. He also stated that, typically, when an employee approaches a policy violator, they will have a hard copy of the policy in hand to provide to the violator.

Chair Marsh asked Trustee Holland to share the information with Secretary Tami Gaston for Task Report update if he elects to reach out to the branch managers for more specific information on the Code of Conduct Policy.

b. **ACKNOWLEDGEMENT OF 4TH QUARTER FISCAL YEAR 2019/2020 CASH AND NON-CASH DONATIONS RECEIVED BY WASHOE COUNTY LIBRARY SYSTEM BETWEEN APRIL 1 AND JUNE 30, 2020 FOR A COMBINED TOTAL OF \$879.62**

Director Scott noted, although the Library System is missing donation opportunities by patron visiting the library, we are still receiving donations. He stated that library expenditures are mostly coming from general funding at this time and, due to reduced monetary donations and inhouse book sales, library branches are holding onto gift fund balances as they are not replenishing as normal from COVID closures.

Upon questioning by Chair Marsh regarding the Amazon Smile donations, Director Scott stated Friends of Washoe County Library (FWCL) is still receiving these through Amazon, the Library System cannot promote this option cannot promote fundraising using county resources but we can direct people to the FWCL page.

On motion by Trustee Holland, seconded by Parkhill, motion which duly carried, the Board accepted the 4th Quarter Donation Report and acknowledged the named supports as presented. All in favor none opposed.

c. **APPROVAL OF APPLICATION BY PAM LARSEN FOR A BOARD SCHOLARSHIP NOT TO EXCEED \$2000**

On motion by Trustee Holland, seconded by Trustee Stoess, motion which duly carried, the Board approved reimbursement up to \$2,000 for Pam Larsen. All in favor, none opposed.

d. **APPROVAL OF FINES, FEES AND CHARGES POLICY TO INCLUDE REMOVING ALL VERBIAGE ASSOCIATED WITH FINES THROUGHOUT THE POLICY, AND REDUCTION OF TIME BEFORE AN ITEM IS DETERMINED TO BE LOST TO BE EFFECTIVE AUGUST 20, 2020**

Chair Marsh asked the Board for any questions on this agenda item.

Upon questioning by the Board, Director Scott provided the following clarifications:

- Moving to Fine Free is more of a national trend to encourage people to use the library. The Washoe County Library has been fine free for children and educators for almost two years and is currently fine free due to the COVID pandemic.
- The incentives to return items include no restriction of borrowing privileges and no charges for lost items. Items not returned to the Library, once approved, will go to a lost status sooner and incur charges. By returning the items, a patron will not be charged for the item once it goes to a lost status.
- The County, not the Library, receives fines collected up to around \$80,000 annually. Several of the Washoe County Commissioners have commented on and agree with fine free policies as it limits friction for their constituents who may have fines and issues with being a tax payer and fined for materials purchased using tax payer dollars and it also decreases friction with interactions for Library staff and patrons.
- The changes in the policy will be sent out in the Library newsletter, press release and posted through social media platforms.

On motion by Vice Chair Stoess, seconded by Trustee Ghilieri, motion was duly carried, the Board approved the Fees and Charges Policy, effective August 20, 2020. All in favor, none opposed.

6) **REPORTS**

a. **LIBRARY DIRECTOR'S REPORT**

Director Scott reviewed the staff report provided in the Board packet.

During the Grab and Go portion of the Director's Report, Director Scott noted the Library System has added surprise packs for checkout to patrons picking up holds due to the closures not allowing patrons to browse the collections in the branches. He noted this idea demonstrates the innovation and creativity of library staff.

b. **YOUTH SERVICES AND LIBRARY EVENTS VIRTUAL SERVICES UPDATE**

Youth Services and Library Events Manager Beate Weinert introduced herself and let the Board know that Youth Services and Library Events Judy Hansen and Internet Library John Andrews were present to answer any questions during the report.

She noted the figures provided in the first slide of the report all referenced on-line information due to the Summer Reading Programming changes implemented due to the COVID pandemic. She stated that due to the pandemic, the event

attendance totals were all ages and cumulative views from live and on demand virtual programming and the other stats provided are lower in comparison to last year due to the changes. She also stated that comparisons between this year and last year are unfair comparisons, as in normal years, the figures would be representative of early childhood programming and not include all ages as done this year.

c. **TACCHINO TRUST UPDATE**

Director Scott noted that the Sparks and Northwest Reno Library renovations are still on for this fiscal year, which is within the deadline provided by the Tacchino Trust bequeathment. He stated the report will not likely show any expenditures until the renovations start.

d. **QUARTERLY STATS REPORT**

Director Scott stated the 4th quarter report has been prepared in a different format than traditional as the traditional report does not reflect the efforts put into library operations during COVID closures. He briefly reviewed each chart and noted these figures were achieved with great staff effort.

Chair Marsh stated it appears that once the branches got into their grooves, the service measures were consistent overall.

e. **QUARTERLY FINANCIAL REPORT**

Director Scott noted there is not much movement in the gift funds and FWCL allocation funds due to a reduction of donations, branch book sales and FWCL book sales.

Upon questioning by the Board regarding FWCL book sales and acceptance of book donations, Trustee Holland stated he went to the FWCL meeting last week and would fill them in during Board comments.

f. **BOARD TASK REPORT**

Board Secretary Tami Gaston confirmed there was no change to the current outstanding tasks at this time. She also noted that she would add the two follow up tasks noted earlier in the meeting.

7) **STAFF ANNOUNCEMENTS**

None

8) **PUBLIC COMMENT**

None

9) BOARD COMMENT

Trustee Parkhill stated he was thankful for the reminder about the ability to use Zoom since he is still out of the country.

Trustee Holland recapped the following from the FWCL meeting:

- Book Sale: FWCL will be holding a limited hours book sale starting September 11, 2020, from 2-6 pm and then September 12-20, 2020 from 10-2 pm.
- Book Sale location: Book sale will occur at their facility
- Book Sale COVID Considerations: FWCL will not allow more than 25 people in the store at any one time. Face masks and temperature check are mandatory. Gloves, masks and hand sanitizer will be available if needed. They will require 6 feet of space between shoppers and there will be a separate entrance and exit for book sale attendees.
- Book Donations: FWCL is not accepting book donations at this time. There is not space available to accept them.

Upon request by Chair Marsh, Sierra View Branch Manager Sarah Jaeck informed the Board that she has been in regular communication with FWCL. She stated FWCL had waited until their volunteers were comfortable and safe to work a sale. FWCL has been provided PPE's and will be following the same practices Sierra View is currently doing.

Upon questioning by the Board, Director Scott confirmed the Library System branches would be involved in early voting. He stated a meeting had been scheduled with the elections staff to work out details. He said the Library System is firm on requiring face masks and temperature checks for entry into the building. He also noted there may be some adjustment for participating branches that are currently using meeting rooms for Grab and Go services.

No future agenda items were provided.

Trustee Stoess requested Director Scott include voting information update in the Library Director Report at the next meeting.

10) ADJOURNMENT

Chair Marsh adjourned the meeting at 5:35 pm.