

**WASHOE COUNTY LIBRARY BOARD OF TRUSTEE MEETING MINUTES**  
**WEDNESDAY, JANUARY 20,2021**  
**4:00 pm**

**The Board met in regular session virtually via Zoom webinar.**

Chair Marsh started the meeting 4:00 pm.

**1) ROLL CALL**

Board Member Present: Jean Stoess, Wayne Holland, Amy Ghilieri, Zanny Marsh

Board Members Absent: Ted Parkhill (arrived at 4:33 pm)

County Staff Present: Assistant District Attorney Keith Munro

Public Present: None

**2) PUBLIC COMMENT**

None

**3) APPROVAL OF MEETING MINUTES**

**a. APPROVAL OF MINUTES FROM THE LIBRARY BOARD MEETING OF DECEMBER 16, 2020**

Secretary Tami Gaston requested approval amending the minutes to include the arrival time of 4:17 pm to be added behind Trustee Parkhill's name under roll call.

On motion by Trustee Ghilieri, seconded by Trustee Holland, motion which duly carried, the Board approved the minutes of the December 16, 2020, meeting with the noted amendments. All in favor, none opposed.

**4) OLD BUSINESS**

None

**5) NEW BUSINESS**

**a. PRESENTATION ON LIBRARY ASSISTANCE WITH WASHOE COUNTY COVID-19 CONTRACT TRACING**

North Valleys Branch Manager Jonnica Bowen introduced herself and noted her presentation consisted of a couple of slides. She stated that library staff contact tracing consists of more than just students in Washoe County schools and encompasses any student in Washoe County including home schooled students. She explained this is a big initiative requiring a significant amount of training for compliance and confidentiality certification to be completed before actual contact tracing work can begin.

Ms. Bowen provided a brief overview of her current training which is expected of all staff. This included about 6 hours of training followed by shadowing current County contact tracers and that regular shifts are expected to be about 10 hours. She explained the job expectations includes telephonic contact with individuals with confirmed exposure and tracing (and

contacting) others who may have been exposed. As the Library staff is doing this project for Washoe County School District, tracing exposure is limited to students, school staff and families. Staff has found that contact also includes providing information to families that helps them quarantine safely at home. Ms. Bowen stated that contact equipment is provided to tracers who currently can work from home. She said the County is looking to find temporary office space at the complex as another safe place option as this initiative is expected to continue through June 2021. Ms. Bowen stated she believes library staff are uniquely qualified to perform contact tracing tasks as it is similar in nature to the work that librarians do when working as reference library researchers.

Upon questioning by Trustee Holland, Director Scott stated the Library System will try to find a balance which could include reallocation of staff to ensure we are able to meet all commitments should the Library System open to the public for more than Grab and Go Service before the end of the school year in June. He stated that most libraries will open together, but not necessarily North Valleys due to most of the staff working the tracing initiative.

Upon questioning by the Board, Ms. Bowen expanded upon the following:

- Most of the staff of the North Valleys Library have started or will start contact tracing work this week which is why there is no Grab and Go service available at North Valleys and they also do not have a drive-up as do the branches that opened this week. She stated she hopes staff may be able to allocate time to open for some hours once they find their flow in task force work.
- She explained reference librarian research entails asking leading questions or interviewing patrons to determine what the patron is actually seeking when requesting assistance. The communication between the librarian and patron is similar to an interview with an exposed or COVID positive individual as we are seeking deeper information to better assess additional exposures and collect necessary information to keep them and the community safe. She feels this is a natural pairing and feels it will be a good partnership.
- She explained that staff has or will experience a gamut of responses from people contacted due to the nature of the call. She said the goal of each work day is to personally make 6 calls in each shift and that each call is unique and may be extended dependent on various circumstances involved with each individual contacted. She noted that urban library staff regularly interact with individuals that are experiencing hardship in one form or another and their experience and skill is another reason she believes library personnel are uniquely qualified.

Chair Marsh stated she appreciates how the Library System has, again, stepped in to fill an unforeseen community need.

## 6) REPORTS

### a. **LIBRARY DIRECTOR'S REPORT TO INCLUDE ADMINISTRATION, COLLABORATIONS, PROGRAMS AND ACTIVITIES**

Director Scott started off by thanking Ms. Bowen and her team as well as the other staff members working the tracing task force and noted this shows the flexibility of library staff.

Director Scott touched upon each topic included in the Director's Report included in the Board Packet.

Upon questioning by Chair Marsh, Director Scott stated the Library System will work the delivery and installation of the automated material handlers (AMH) around open hours.

Trustee Parkhill arrived at 4:33pm.

**b. MAKER SERVICES PRESENTATION TO INCLUDE UPDATES FROM JULY THROUGH DECEMBER 2020**

South Valley's Branch Manager Julie Ullman introduced herself and began with an overview of how Maker Services organically grew over the last couple of years into what it is today and how it serves the Library System and Washoe County patrons. Her detailed history and highlights are included in the Board packet. Current staff member acknowledged specifically in the report include, Library Assistant III Toni McLaughlin, Library Assistant II Jeannie Koster, Library Assistant III Tyna Sloan, and Librarian Mela Garcia. From the creation and dedication of these staff members, Maker Services has created access to 88 tried and true (with more coming) at-home STEAM (Science, Technology, Engineering, Art, Mathematics) activities on a wide array of topics for branch staff to schedule programming around without having to test or recreate. She stated that STEAM activities are included on the weekly newsletters sent to patrons. Ms. Ullman also informed the Board the Library System was gifted eight (8) STEM (Science, Technology, Engineering, Mathematics) kits from provided by Desert Research Institute (DRI) and Nevada State Library and Archives (NSLA).

Upon questioning by Trustee Holland, Ms. Ullman, and Trustee Ghilieri explained that non-Newtonian fluid is an interesting material, not quite liquid and not quite solid and is very popular for sensory activities. Ms. Ullman explained that Ms. McLaughlin and Ms. Koster were the staff members who did the research and are much more knowledgeable on the topic. She offered the opportunity to schedule them into a future Board meeting for their expertise on the Maker Services Spark sheets.

This agenda item included much excitement and positive commentary from the Board to include the suggestion of creating adult STEAM programming.

**c. TACCHINO TRUST UPDATE TO INCLUDE EXPENDITURES AND BALANCE**

Director Scott noted this report included expenditures for children's books for Northwest Reno and Sparks Libraries. He stated the furniture and carpet has been selected and ordered.

**d. BOARD TASK REPORT TO INCLUDE BOARD TASKS TO BE FOLLOWED UP**

The Board task report is current with the earliest follow-up in April 2021.

**7) STAFF ANNOUNCEMENTS**

Youth Services and Library Events Manager Beate Weinert responded to Board reaction regarding a desire to see adult STEAM activities, informing them North Valleys Library had an excellent adult hands on science programming prior to COVID and hopes to see it return in the future.

8) **PUBLIC COMMENT**

None

9) **BOARD COMMENT**

Trustee Ghilieri asked if there was a protocol for vaccination of library staff.

- Director Scott stated Washoe County has been working on a plan for vaccinating county employees, but the rollout has been so uneven, it is hard to predict how it may get passed out.
- Chair Marsh asked Director Scott to provide an update if there is any change at the next Board meeting

Director Scott highlighted the FYI page at the end of the board packet, highlighting the Reno Champions article from thisisreno.com, which provides insight of librarians since the pandemic hit in March 2020.

10) **ADJOURNMENT**

Chair Marsh adjourned the meeting at 5:01 pm.