

**VIRTUAL LIBRARY BOARD OF TRUSTEES MEETING MINUTES
WEDNESDAY, APRIL 21, 2021
4:00 P.M.**

The Board met in regular session virtually via Zoom webinar.

Chair Marsh called the meeting to order at 4:00 pm.

1) ROLL CALL

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

Board Member Absent: Ted Parkhill (arrived at 4:04 pm)

County Staff Present: Assistant District Attorney Keith Munro, Assistant County Manager David Solaro

Public Present: None noted

2) PUBLIC COMMENT

None

3) APPROVAL OF MEETING MINUTES

a. APPROVAL OF MINUTES FROM THE LIBRARY BOARD MEETING OF MARCH 17, 2021

On motion by Trustee Stoess, seconded by Trustee Ghilieri, motion which duly carried, the Board approved the minutes from the March 17, 2021 meeting. All in favor, none opposed.

4) OLD BUSINESS

None

5) NEW BUSINESS

a. PRESENTATION and Update on Library Assistance with Washoe County COVID-19 Contact Tracing

Director Scott introduced North Valleys Branch Manager Jonnica Bowen and Washoe County Auditor Samantha Pierce, who had been spearheading the contact tracing project between Washoe County Health Department and the Washoe County School District.

Trustee Parkhill arrived at 4:04 pm.

Manager Bowen and Ms. Pierce provided the following updates and highlights from the PowerPoint presentation, noting the last report to the Board was in December 2020 at the beginning of the project, just prior to library staff handling cases.

- The project began with approximately 36 library staff members and had since dropped to around 21 members managing cases to include 3-4 non-library staff.
- The team had logged around 4000 hours of case time.

- Since December 2020, 130 classes with student exclusions were recorded. The exclusion of students from classes was due to the efforts of the team to keep as many children in school as possible and only exclude those who had tested positive or were exposed to confirmed positive cases.
- Since March 2021, the project had seen changes to include: less communication breakdown between team members, providing more sense of accomplishment as well as the elimination of Saturday shifts.
- The project was still expected to work cases through the end of the school year and was still presenting daily changes in workload and number of reported cases to trace.

Ms. Pierce added she was grateful for the time everyone had put in, stating the changes since March had a positive impact upon the Team. She attributed this to the enhanced communication and training efforts by library staff.

Upon questioning by Trustee Holland, Ms. Bowen clarified the 130 classes with exclusions in the bar chart on slide 4 represented 130 classes in which one or multiple students needed to be excluded from in person learning due to direct contact with a confirmed positive case. In a follow up response, she explained there could be factors which impacted the current end of the project expectation, directly related to any extension to the school year. She noted an earlier end to the project could occur if there was a significant reduction in positive cases and less staff were needed. She stated these expectations were fluid and the case load could change rapidly, so it was difficult to gauge.

Ms. Pierce echoed Manager Bowen's response, stating cases were variable, and noting there had been 8 cases that day, which was high. She also stated she believed the numbers would continue to increase until staff were able to determine where the spread was happening at the schools.

Manager Bowen expressed she believed the project had allowed great team building across multiple county departments. She felt communications had been strengthened within the last month when the team began working more closely with the school district staff. She stated team members had been supportive and increased communication with one another, further benefitting the community.

Ms. Pierce agreed with Ms. Bowen's assessment. Ms. Pierce provided an example of a high school student who had tested positive and worked at an elementary school with the Sierra Kids program while infected. She stated staff contacted those who were possibly exposed at the elementary school, acting upon the information quickly.

Chair Marsh thanked Ms. Pierce and Manager Bowen for the update and for sharing how working with other County departments had been meaningful and impactful to the project team.

Further comments included:

- Manager Bowen expressed she would see a long term benefit of working the tracing project, allowing her to be more empathetic as a public servant and to understand and better assist the community as the libraries continued to reopen to the public.

- Ms. Pierce stated the Library team was great in working to improve and connect with one another, with willingness to embrace change and improve working relationships.
- Director Scott thanked Manager Bowen and the project team, stating they were the reason the schools remained open.

6) REPORTS

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

Director Scott reviewed the Director's report included in the packet.

Comments included:

- Supervisor Tami Gaston stated it had been a great 6 years and the Library System had been a great place to work. She thanked the Board for all their support and kind words.
- Assistant Library Director Joan Dalusung thanked the Director for the support and for allowing her to participate in other library activities. She stated it had been a tremendous experience to work with managers and library administration through the progress and challenges of the past year. She said she worked with a wonderful group of people and felt lucky to be a part of the Washoe County Library System.

Chair Marsh remarked that the Library System has had an extraordinary opportunity to demonstrate flexibility and successfully pivot and navigate something it had never gone through before. She stated she was glad to have been present during the triumph and achievements of the Library System.

b. **REFERENCE, TRAINING, AND TECHNOLOGY (RTT) PRESENTATION TO INCLUDE UPDATES FROM JULY 2020 THROUGH MARCH 2021**

Assistant Library Director Joan Dalusung thanked the Board for having them provide a presentation. She stated that she coordinated the Reference, Training and Technology (RTT) team and had invited Downtown Reno Librarian I Brent Collamer and Spanish Springs Library Assistant II Kristopher Thomas to present the many ways staff integrate and utilize services and technology available to offer.

Mr. Thomas started the presentation (slides 1-6), explaining what a Chromebook is, why the Library System selected Chromebooks and how the Library System used them. He noted that inviting public access to Chromebooks and use of Chromebooks for library computer labs and programs frees up the library internet stations at each library for patrons to use.

Mr. Collamer (slides 6-9) provided an overview of the Library programming utilizing Chromebooks, as well as how the Library System provided accessibility to Chromebooks for use for outside programming, including access for employment purposes such as creating resumes, interview practice and DETR sign-up.

Assistant Library Director Joan Dalusung (slide 10, 14-17) informed the Board the Library System received state CARES grant funding to help bridge the digital divide. The Washoe County Library purchased additional Chromebooks, wireless printers and management software to go with the Chromebooks.

Assistant Library Director Dalusung thanked Librarian Brent Collamer and Library Assistant II Kris Thomas for their presentation and expertise. She also commended the Branch Managers and respective staff's work on how to best offer these services safely for staff and patrons.

Upon questioning by the Board, Assistant Library Director Dalusung stated the CARES Chromebooks were received late fall 2020 but each branch had 10 Chromebooks before then.

c. TACCHINO TRUST UPDATE TO INCLUDE EXPENDITURES AND BALANCE

Director Scott noted the Sparks and Northwest Reno Libraries were on schedule for renovation but required additional County funding to complete. Renovations were scheduled into July 2021.

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

Upon questioning by Chair Marsh regarding follow-up on the Fine Free Policy update, Trustee Parkhill stated the Director provided good information in his report, but this should still be reviewed once things returned to the new normal. This task was updated to return before the Board in the December 2021 meeting.

The Tax initiative update was scheduled to return before the Board in November 2021.

The Library Director evaluation was not expected to return until the Board began meeting again in person; in-person meetings were anticipated to resume in September 2021.

7) STAFF ANNOUNCEMENTS

None

8) PUBLIC COMMENT

None

9) BOARD COMMENT

Trustee Parkhill informed the Board he would not be reapplying for a second term, noting work had gotten in the way of his volunteer time. He thanked everyone for the experience and the inclusion. He stated he had a fantastic time getting to know everyone and commended the Library staff for being fantastic and friendly. He thanked Chair Marsh and Director Scott.

Chair Marsh thanked Trustee Parkhill for his service on the Library Board of Trustees, as well as noting her appreciation for his 'quantifiable analysis, which balanced her qualitative analysis.'

10) ADJOURNMENT

Chair Marsh adjourned the meeting at 5:27 pm.