

**LIBRARY BOARD OF TRUSTEES MEETING MINUTES  
JANUARY 21, 2015**

The Board met in regular session at the Downtown Reno Library, 301 S. Center Street, Reno, Nevada. Chair Sara Sattler called the meeting to order at 4:00 p.m.

**ROLL CALL**

Board Members Present: John Kupersmith, Fred Lokken, Sara Sattler, Al Stoess, Derek Wilson

County Staff Present: Assistant District Attorney Dania Reid

Friends of the Library Present: Dan Erwine, Sue Durst, Sheree Garcia, Mary Jones, Keith Judson, Sunny Solomon, Sheryl Stopper

Public Present: Todd Lankenau

**PUBLIC COMMENT**

None

**APPROVAL OF MINUTES**

On motion by Trustee Lokken, seconded by Trustee Kupersmith, which motion duly carried, the Board approved the minutes from December 17, 2014. All in favor, none opposed.

**OLD BUSINESS**

**ACCEPT FINAL DRAFT OF FACILITY MASTER PLAN AS PREPARED BY COLLABORATIVE DESIGN STUDIO**

The Library Board reviewed the information submitted in the packet.

Director Maurins turned the meeting over to Todd Lankenau of Collaborative Design Studio to cover changes and clarifications made in the Facility Plan Final Draft, which included:

- The population map now includes a polygon shape where populations are covered by more than one library in the downtown area to eliminate possible double counting. This change triggered some adjustments further in the document.
- Library sizing is driven by the population.
- The previous draft provided two options: 1) a new Downtown Reno branch and a new Sierra View branch and 2) a new large main library combining Downtown Reno and Sierra View in to one building located between existing branches. These options covered both service areas, but they did not allow for phase development. Additionally, pricing provided for construction showed high costs, which tend to get put off by entities controlling finances.

- The Final Draft includes two additional phasing options, one to be implemented by 2025 and the other to be implemented by 2035. Some of the recommendations in these options could result in new libraries immediately, with others done in phases. Others encourage public/private partnerships to find financing. The County is doing this right now. Some private entities are willing to fund construction costs and lease back the building for a pre-determined number of years.
- Location becomes a factor that needs to be dealt with when discussing leasing options. One example is the new potential downtown courthouse site.
- The most undersized library is Sparks and to bring that to standard would require 81,000 square feet in one or perhaps two buildings.
- Collaborative Design Studio purposefully did not include potential population increases for large companies moving to the Reno area, such as Switch, Tesla or Amazon, when updating the draft. They have not yet moved here and it would not be in the County's best interest to assume where their employees will reside. Washoe County will really notice where that population resides in about 10 years.
- Collaborative Design Studio did not look into Lease-to-Buy options, although they did not rule it out.

Upon discussion, the following answers were provided to posed questions:

- Director Maurins will contact the Finance Department to find out how much money will be available when the expansion fund tax override sunsets in 10 years.
- Trustees Lokken and Wilson, both members of the Financial Subcommittee, will meet to see if they can find an answer to this also before the Joint BCC/Library Board of Trustee meeting in February 2015.
- Mr. Lankenau felt that either Option Three or Four was the best choice. He does not believe that the Library will be able to get approval for Option One or Two due to the large dollar amounts. Smaller buildings cost less. For Downtown Reno, a city library is typically one of the largest civic buildings in the center of a city and is a place for people to gather and also houses major collections. Sierra View and Downtown Reno are serving two different populations. Downtown can grow vertically and patrons of this branch may not choose to go to a main library situated around Plumb/Virginia Streets.
- No matter which option is selected, the first priority remains to build a new North Valleys Library. Washoe County owns two potential sites, and the current landlord for North Valleys has restored rent back to the full amount.
- Downtown Reno Library, although noted as a historic landmark, has an increasing deterioration rate to remain as a library long-term. One possibility is to gut and rebuild the interior. This building consumes a larger percentage of staff and time than any other library in the system. Changes can be made as long as those characteristics that have caused it to be placed it on the Historic Building register are not compromised.

Board comments included:

- Trustee Lokken appreciated the changes made and feels the revised draft provides direction to future boards.
- Trustee Kupersmith likes having phased options. They provide an opportunity for the Library System to help make a statement of where we would like growth to occur.

- Trustee Lokken noted that originally the Sparks location made sense when built, but now it grossly underserves the population for the majority of that city. The city of Reno has five branches, while the city of Sparks has two.
- Mr. Lankenau stated that the facility plan should be looked at and revised every 10 years.
- Trustee Lokken noted that the plan does not cover staffing costs needed to serve County patrons and these costs need to be broached and discussed along with the Facility Plan. Director Maurins stated that he will make sure these components (books, technology, staff) and the ability to sustain them are addressed as well.

Director Maurins noted that there are some minor corrections and discrepancies that will be corrected before the Final Draft is printed. These do not affect the plan's findings or recommendations.

On motion by Trustee Lokken, seconded by Trustee Kupersmith, which motion duly carried, the Board approved accepting the Final WCLS Facility Plan Draft as created by Collaborative Design Studio with the minor changes identified by the Director. Trustee Stoess opposed, motion passes. Trustee Kupersmith thanked all the people who worked on this.

**APPROVE CAPITAL IMPROVEMENT PROGRAM REQUESTS FOR SUBMISSION TO THE COUNTY FINANCE DEPARTMENT**

The Library Board reviewed the information submitted in the packet.

Director Maurins recommended directing staff to increase the CIP funding request for the new North Valley's Library from \$5,400,000 to \$10,400,000, increasing construction costs by \$5,000,000. He noted that this request must be submitted by Friday to the Finance Department and that this would be our sole request at this time.

Upon questioning by the Board, Director Maurins clarified the following:

- This CIP request is not location specific and presumes there are no land acquisition costs. Costs do include furniture, fixtures and equipment, and parking. Parking includes simple grading and utilities.
- The Finance Department sees the CIP requests first and make recommendations to the Board of County Commissioners. Submitted CIP request will include a copy of the Final Draft of the Facility Plan. This request and the Plan will be an agenda item at the Joint Meeting the Board of County Commissioners and Library Board of Trustees Meeting in February.
- The Board would like the Expansion Fund discussion to be included in part of the conversation with the Board of County Commissioners.

On motion by Trustee Lokken, seconded by Trustee Wilson, which motion duly carried, the Board approved directing staff to request funding for a total of \$10,400,000, with \$400,000 for design and \$10,000,000 for construction. All in favor, none opposed.

## **NEW BUSINESS**

### **ACKNOWLEDGE A DONATION IN THE AMOUNT OF \$125,000 FROM THE FRIENDS OF WASHOE COUNTY LIBRARY, WHICH DEMONSTRATES ITS CONTINUED SUPPORT OF LIBRARIES, LITERACY, THE ARTS, AND CULTURAL ENRICHMENT THROUGHOUT THE COMMUNITY**

The Library Board reviewed the information submitted in the packet.

Beate Weinert, Programs and Collaborations, introduced the seven members in attendance representing the Friends of the Washoe County Library.

Director Maurins thanked the Friends for their continued support.

Trustee Sattler thanked each representative by name for supporting and advocating for the Library.

Director Maurins advised the Board the following agenda item was also a Friends donation and the Board could include both agenda items in the same motion.

On motion by Trustee Stoess, seconded by Trustee Lokken, which motion duly carried, the Board approved to acknowledge a total of \$140,000 in donations from Friends of Washoe County Library. All in favor, none opposed.

### **ACKNOWLEDGE A DONATION IN THE AMOUNT OF \$15,000 FROM THE FRIENDS OF WASHOE COUNTY LIBRARY'S SECOND CENTURY ENDOWMENT COUNCIL TO SUPPORT THE BETTERMENT OF LIBRARY SERVICES**

Board acknowledged and accepted this agenda item with the one above.

### **APPROVAL OF APPLICATION BY TERRI VAN HOOZER FOR A BOARD SCHOLARSHIP**

The Library Board reviewed the information submitted in the packet.

Trustee Stoess moved to approve the Board Scholarship for Terry Van Hoozer, second by Trustee Lokken. All in favor, none opposed.

## **REPORTS**

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

The Library Board reviewed the information submitted in the packet.

Director Maurins highlighted the following:

- The strategic priorities for FY15/16 as set by the Board of County Commissioners.
- The next Joint BCC/Board of Trustees meeting has been set for Tuesday 2/24/15 in the afternoon, around 3:00 pm.
- Tax help is gearing up at seven libraries beginning in February 2015.
- Washoe County Library will be doing outreach to all Washoe County 1st graders between now and April 2015 to give them all library cards. This outreach supports both the Governor's and United Way's "reading at grade level" initiatives.

Board discussion regarding the joint meeting included:

Trustee Sattler would like to keep February 18, 2015 Board meeting to discuss agenda items. Director Maurins noted that the joint agenda must be submitted by February 10, 2015.

Trustee Lokken requested any Board member with items to send them to the Director. Dania Reid, Legal Counsel, confirmed it would be okay to send only to the Director and maybe the Chair. She advised against any responses or replies from either recipient.

Trustee Lokken will not be able to attend the February 18, 2015, Board meeting.

Trustee Wilson would like to discuss how we want to approach our ideas with the BCC during the February 18, 2015, meeting.

### **DOWNTOWN RENO LIBRARY PROGRAMS, ACTIVITIES AND OPERATION**

The Library Board reviewed the information submitted in the packet.

Scottie Wallace, Managing Library, reported on current updates since her report from the August 2014 meeting:

- Washoe County Facilities found some money to put towards asbestos abatement. The planning is currently in process to work on stack levels one through three, one level at a time. The ceiling on level four is wood. Facilities has found a company to come in and do the work. The branch will remain open during this project. The company will be using measures to keep staff and patrons safe. The project manager is hoping to shrink-wrap the books in place for the short time they are inaccessible.
- Downtown Reno Library is weeding heavily right now to remove unused and outdated items.
- The project would start mid-February at the earliest.
- None of the fixtures in this building can currently be changed or upgraded due to asbestos. Once the stack areas are cleared of asbestos material, Facilities will be able to upgrade the lighting to LED one level at a time.

Upon questioning, Scottie Wallace clarified the following:

- For the materials on the levels that may be shrink-wrapped, they will not be able to check out. The library is working towards a process that shows desired material is currently housed at the Downtown Reno branch, but show it as unavailable during the asbestos abatement process.
- The upgraded lighting should be similar, if not better, than current lighting. Facilities staff have the upgrade options narrowed down to two styles of lighting.

### **FRIENDS ACTIVITIES**

The Library Board reviewed the information submitted in the packet.

Trustee Wilson, Friends' Liaison, reported the following:

- The best way to support the Friends' is to help them boost membership. Per Director Maurins, there were over 900 members a couple of years ago, and now there are around 600 members.

- Enjoyed a 3D movie demonstration at the Sparks Library and thinks it will be great draw.
- He is gratified about the Friends' interest in the Facility Plan

#### **ACKNOWLEDGE DONATIONS MADE BETWEEN OCTOBER 1 AND DECEMBER 31, 2014**

The Library Board reviewed the information submitted in the packet.

Jennifer Oliver, Development Officer, had the pleasure to present the donors for the second quarter of FY2014/15. The Library received over \$11,000 cash donations and grants, as well as in-kind free programs and Amazon Wish List purchases.

A motion was made by Trustee Kupersmith, seconded by Trustee Wilson, to acknowledge and accept second quarter donations as reported. All in favor, none opposed.

#### **FINANCIAL STATEMENTS TO INCLUDE THE MONTHLY EXPENDITURE COMPARISON AND GIFT FUND BALANCES**

The Library Board reviewed the information submitted in the packet.

Upon questioning by the Board, Director Maurins noted that, although the available percentage of the Service/Supply line items appears low there should be enough money to get through the fiscal year.

#### **DIRECTOR-APPROVED UNDESIGNATED GIFT FUND EXPENDITURES BETWEEN JULY 1 AND DECEMBER 31, 2014**

The Library Board reviewed the information submitted in the packet.

Director Maurins noted that this report is a semi-annual report provided in accordance with Board procedure and does not require Board approval.

#### **MONTHLY LIBRARY USAGE STATISTICS**

The Library Board reviewed the information submitted in the packet.

Upon questioning by the Board, Director Maurins noted, although the Library does not have an explanation for the down trend in checkouts, they appear to be trending back up.

#### **PUBLIC COMMENT**

Terri Van Hoozer, Library Assistant II at the Sierra View Library, thanked the Board for approval of the Board Scholarship and wanted to advise them that she has registered for more classes.

Mary Jones, current Friends' President, noted that Collaborative Design Studio did review the Regional Transportation Commission's plan when looking at the Sparks Library.

Trustee Lokken noted that the Regional Transportation Commission has scaled back its plans due to financial stresses.

John Andrews, Internet Services Librarian, observed that the Sierra Spirit bus is again going south of the river and stops across the street from the Downtown Reno Library.

#### **BOARD COMMENT**

Trustee Wilson briefly outlined his discussions with Doug Maloy from the Regional Transportation Commission and Jennifer Budge from the Parks Department regarding the widening of Pyramid Highway and its effect on the Spanish Springs Library.

- Doug Maloy stated that they have scrapped future plans of widening Pyramid Highway past the Library at this time. RTC still wants to widen it, but not as much as originally planned, and library property won't be taken. He would be happy to attend a meeting and update the Board if desired.
- Jennifer Budge said she will be keeping watch also since the next biggest question is access to the park and library.

Trustee Lokken stated that the Regional Transportation Commission has discussed building a separate road above Walmart for N/S access as was done in Pleasant Valley.

There was agreement that at the Board Meeting on February 18, 2015, the Trustees will discuss how they plan on presenting the Facility Plan during the Joint BCC/Library Board Meeting.

Trustee Kupersmith thanked Julie Ullman, South Valleys Managing Librarian and John Andrews, Internet Services Librarian for their participation in mobile-device workshops for the Osher Lifelong Learning Institute. They were featured on page 17 of the OLLI Spring 2015 Catalog.

#### **ADJOURNMENT**

Chair Sattler adjourned the meeting at 5:31 p.m.