

LIBRARY BOARD OF TRUSTEES MEETING MINUTES
March 18, 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: Mary Jones
Public Present: None

PUBLIC COMMENT

None

APPROVAL OF MINUTES

On motion by Trustee Stoess, seconded by Trustee Lokken, which motion duly carried, the Board approved the minutes from February 18, 2015. All in favor, none opposed.

OLD BUSINESS

APPROVAL OF WASHOE COUNTY LIBRARY SYSTEM'S FY 2015/16 BUDGET REQUESTS

The Library Board reviewed the information submitted in the packet.

Director Maurins noted the staff report provided is a condensed version of the budget report provided at the joint meeting last month with the Board of County Commissioners. He addressed the items added after the joint meeting:

- \$10,000 was set aside for RFID tags, which is not a system we currently have in place. He requested the Board approve re-directing this request to technological improvements for general needs.

Board Discussion included:

- Trustee Lokken noted that this could be used toward increased expenditures for projects like the 1st Grade Outreach.
- Trustee Wilson stated he has been using more library technology resources and agrees that the library collection needs to be enhanced.
- The \$20,000 Library Above-Base request for copier contracts was added after the joint meeting to cover increases in public copy volume and to pay for additional printers at Downtown Reno, Sparks, and Sierra View Libraries.
- The \$13,000 Facility/Parks Above-Base comes from Washoe County Facility Management figures for operational costs for opening three Branches an additional day during the week.

On motion by Trustee Lokken, seconded by Trustee Kupersmith, which motion duly carried, the Board approved the Washoe County Library System's FY2015/16 Budget Request as stated empowering the Director to make appropriate changes as he sees fit to the \$10,000 RFID item. All in favor, none opposed.

NEW BUSINESS

COURSE OF ACTION REGARDING A "360 REVIEW" SURVEY IN THE DIRECTOR'S UPCOMING PERFORMANCE EVALUATION

The Library Board reviewed the information submitted in the packet.

The Director handed out 360 Review copies with mark-ups as written by Trustee Lokken and former Trustee Brant. The process was approved in August 2014 with the intention to use the 360 Review every three years. This year would have been the first opportunity to use it, however, with implementation of the new County website, it is not feasible to do as intended. At this time, the County website is unable to host this type of survey. There are other options, like Survey Monkey or mailing out hard copies. The County site, however, is a more secure and confidential method.

Discussion by the Board, included:

- The Director has not been informed how current County Manager evaluations using the 360 are currently being done.
- The original intent of completing a 360 Review for the Library Director as done by County Management was to bring the process in-line with the County process of evaluating appointed department heads.
- Website rollouts often take more time than planned due to complexity of the components.
- Library staff that would be involved with the creation of alternative 360 Review methods is currently extremely busy with the Library website update.

Director Maurins clarified the process in the next couple of meetings as:

- He will complete a Self-Evaluation Form for discussion at the April Board meeting.
- At the April Board meeting, Chair Sattler will instruct select members as outlined in the Library Director Annual Review Process to complete the Performance Evaluation Form.
- The returned Performance Evaluation Forms will be sent to Chair Sattler to compile a synopsis of received ratings and comments
- The synopsis will be presented at the May Board meeting, which this year happens to fall on Director Maurins' anniversary date.

Trustee Stoess requested the Performance Review Process to be agendaized for review in the next meeting.

On motion by Trustee Lokken, seconded by Trustee Stoess, which motion duly carried, the Board approved to defer the 360 Review of the Library Director to 2015-16. All in favor, none opposed.

APPROVAL OF REVISED SCHOLARSHIP POLICY

The Library Board reviewed the information submitted in the packet.

Director Maurins highlighted the following changes:

- Raise the requested maximum amount from \$1,200 to \$2,000 annually.
- Adding requirement for applicant seeking an MLS or MLIS to be enrolled in an American Library Association-accredited graduate school.
- Updated verbiage for pro-rated payback expectations should a recipient choose to terminate employment with the Washoe County Library System.

Board members raised concern about removing verbiage regarding repayment expectations of a scholarship recipient who resigns or is terminated with cause. Corinne Dickman, Sparks Managing Librarian, advised the Board that this sentence was not intended to be removed from the policy.

Upon questioning by the Board, Dania Reid noted that although she was not asked for counsel on this policy, that an individual requesting scholarship funds would be doing so with the understanding that they would be expected to repay funds should they not meet the requirements of employment as outlined. This following a question on the expectation of payment for funds provided in good faith.

On motion by Trustee Stoess, seconded by Trustee Lokken, which motion duly carried, the Board requested staff to bring back a revised version of the Scholarship Policy to the next meeting for review and possible action. All in favor, none opposed.

APPROVAL OF REVISED PUBLIC HOURS AT NORTHWEST RENO, SOUTH VALLEYS, SPANISH SPRINGS AND SPARKS LIBRARIES

The Library Board reviewed the information submitted in the packet.

Director Maurins briefly reviewed proposed changes to hours in four library branches resulting in an additional six open hours weekly to the public. For the Northwest Reno Library, the drive-up window would lose one open hour three days a week for the branch itself to be open two hours more.

On motion by Trustee Lokken, seconded by Trustee Stoess, which motion duly carried, the Board approved the changes in branch hours at Northwest Reno, South Valleys, Spanish Springs and Sparks Libraries effective May 4, 2015.

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:

- Nevada Legislature Library Day will be on Monday, April 13, 2015. This is usually an all-day affair and Trustees are welcome to attend.
- William Carlin, Department Systems Specialist, will be retiring at end of March after 11 years of service to the Library.
- Shawn Polka, Department Systems Specialist, has been hired to fill William's position and is currently working with him.
- Washoe County Library System will take part in Library Snapshot Day on Tuesday, April, 14, 2015.
- Vaughn Middle School will be a pilot for the on-line library card application process.

Director Maurins noted he will be meeting next week with EDawn Executive Director, Mike Kazmierski regarding putting together an Innovation District to encourage creative people to get together in the downtown area. He would like the Library to be the anchor at the south end of the proposed district.

FRIENDS ACTIVITIES

The Library Board reviewed the information submitted in the packet.

Trustee Wilson informed the Board that he recently met with Dave Solaro of Washoe County Facilities regarding the contracts for SV/Friends' space. Mr. Solaro advised him that he has been working on clarifying the lease and sub-lease terms for FY2015/16.

Director Maurins informed the Board that he is meeting with Friends' Board members tomorrow to discuss the sub-lease expectations as relayed by the negotiator, Wendy Pitts.

Trustee Stoess noted the death of long time Friends' member Len Crockett. He noted attendance of Director Maurins and himself at the memorial.

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 assured the Board that the budget for services and supplies will see the Library through the end of the fiscal year.

MONTHLY LIBRARY USAGE STATISTICS

The Library Board reviewed the information submitted in the packet.

Director Maurins explained the decrease in patron computer use due to Downtown Reno's garden area computers being inaccessible for a week when a window was broken.

PUBLIC COMMENT

Scottie Wallace, Downtown Reno Managing Librarian, updated the board on the timeline for asbestos removal. Washoe County Facilities is currently testing lighting for the Downtown Reno Library. Asbestos removal cannot begin until lighting has been received for replacement.

Nancy Keener, Systems Librarian, confirmed that the library website is moving along and that go-live is set for May 2015 at this time.

BOARD COMMENT

Director Maurins confirmed that the Board of County Commissioners request for some library branches to be open six days a week was included in the budget request for Trustee Sattler.

Upon questioning, Director Maurins advised Trustee Sattler that the May agenda may include a proposal regarding Verdi and Duncan-Traner Partnership Libraries.

ADJOURNMENT

Chair Sattler adjourned the meeting at 4:53 p.m.