

LIBRARY BOARD OF TRUSTEES MEETING MINUTES

April 15, 2015

The Board met in regular session at the Northwest Reno Library, 2325 Robb Drive, Reno, Nevada. Chair Sara Sattler called the meeting to order at 4:02 p.m.

ROLL CALL (Northwest Reno Library Lobby)

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

County Staff Present: Assistant District Attorney Dania Reid, Senior Administrative Analyst Lori Cooke, Principal Fiscal Analyst Mark Mathers

Director Maurins formally recognized seven Presidential Volunteer Service Award Recipients.

The Trustees convened in the meeting room at 4:09 p.m.

Chair Sattler advised the Board the Trustee Lokken had taken his leave of the meeting at 4:09 p.m.

PUBLIC COMMENT

None

APPROVAL OF MINUTES

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

OLD BUSINESS

APPROVAL OF REVISED SCHOLARSHIP POLICY

The Library Board reviewed the information submitted in the packet.

Director Maurins briefly reviewed the revisions discussed last meeting. The main revision was to keep the section regarding reimbursement for recipients terminated for cause.

On motion by Trustee Wilson, seconded by Trustee Stoess, which motion duly carried, the Board approved the revised Scholarship Policy effective April 16, 2015. All in favor, none opposed.

NEW BUSINESS

ACKNOWLEDGEMENT OF DONATIONS RECEIVED BETWEEN JANUARY 1 AND MARCH 31, 2015

The Library Board reviewed the information submitted in the packet.

Jennifer Oliver, Marketing Coordinator, noted a total of \$272,410 received in grants and in-kind donations during third quarter of fiscal year 2014/15.

Trustee Sattler thanked donors for their support to help improve the lives of community members.

On motion by Trustee Stoess, seconded by Trustee Wilson, which motion duly carried, the Board accepted the report and acknowledged the names of Library supporters for the third quarter of Fiscal Year 2014/15. All in favor, none opposed.

APPROVAL OF REVISED LIBRARY DIRECTOR REVIEW PROCESS

The Library Board reviewed the information submitted in the packet.

Upon questioning by the Board, Ms. Reid clarified the following:

- Item 6b – Approval of Revised Library Director Review Process is a non-action item and is only a presentation of the Annual Review Process. As a non-action item, it is not open for the Board to make changes.
- Item 6c – Discussion of Library Director Self-Evaluation Form and Direction to Trustees and Designated Staff to Complete the Performance Evaluation Form is a two-part action item: 1) includes discussion of the Self Evaluation Form submitted with the agenda by Director Maurins and 2) direction to staff to complete the Performance Evaluation Form. The discussion of the self-evaluation form item is limited to any requests for clarification regarding what was submitted by the director. Any comments regarding his performance will need to be agendaized and held until next meeting. The Board will need to proceed cautiously for deliberation.
- There is a difference between anonymity and confidentiality. The forms are only anonymous in the fact that they do not require a name for the individual submitting the form. The documents themselves will reside in Library Administration and are considered public record and are subject to disclosure.

Upon questioning in regards to Trustees reviewing the performance evaluation documents themselves, Legal Counsel Dania Reid advised:

- The Board opens themselves up to more potential violations of Open Meeting Laws the more they delve into specific documents to be included in a deliberation process that have not been produced at the public meeting.
- The role of Trustee falls under Open Meeting Laws, where the public does not. Should Board members decide to view performance evaluations outside of an open meeting, deviating from the process, it would be very possible there would be more potential to find a violation of the Open Meeting Law.

Trustee Wilson noted that during the summarization process last year he found there was really no way to summarize comments, only the numerical ratings. To maintain integrity of the records, all documents were retained in Library Administration.

Upon questioning by the Board regarding the performance appraisal timing, Director Maurins clarified that the performance evaluation forms would be sent out at the direction of the Chair tomorrow and due to Tami Gaston by April 30, 2015. Tami Gaston would forward the received documents to Chair Sattler for summary.

Director Maurins clarified that for Item 6b - Approval of Revised Library Director Review process, the changes involved the order of the text only and not in the content itself.

DISCUSSION OF LIBRARY DIRECTOR SELF-EVALUATION FORM AND DIRECTION TO TRUSTEES AND DESIGNATED STAFF TO COMPLETE THE PERFORMANCE EVALUATION FORM

The Library Board reviewed the information submitted in the packet.

Ms. Reid cautioned the Board that comments should be limited to clarification of the submitted document and not the actual review or substance of the director's performance.

Trustee Stoess thanked Director Maurins for turning in the Self-Evaluation Form.

None of the Trustees present had any questions or suggestions for next-period goals when asked by Director Maurins.

Regarding the Performance Evaluation form completed by Trustees and staff, Trustee Wilson discussed how he found it more difficult to rate every section of the form in past evaluations and feels that he can really only comment on areas he is able to evaluate. He stated this was the approach he would be taking in this evaluation process.

Trustee Stoess made a motion, seconded by Trustee Wilson, which motion duly carried, the Board accepted the Library Director's Self-Evaluation Form for consideration in conjunction with the Performance review. All in favor, none opposed.

Trustee Stoess made a motion, seconded by Trustee Wilson, which motion duly carried, to direct designated individuals and Trustees to complete the performance evaluation form and submit them to Tami Gaston by April 30, 2015. All in favor, none opposed.

CONSIDERATION AND POSSIBLE APPROVAL OF (1) USING THE LIBRARY EXPANSION FUND TO PAY FOR 15 NEW POSITIONS TO SUPPORT ADDITIONAL OPEN DAYS AT NORTHWEST RENO, SPARKS AND SOUTH VALLEYS LIBRARY, OR (2) AN ALTERNATIVE PLAN THAT RESULTS IN FEWER NEW EXPANSION FUND POSITIONS, AND IN A DIFFERENT COMBINATION OF ADDITIONAL HOURS

The Library Board reviewed the information submitted in the packet.

Director Maurins briefly reviewed the staff report, suggesting that the Board may want to postpone discussion until the May Board meeting when the full Board is present. He also informed the Board that two County employees from the Finance Department were present to answer any questions.

Trustee Wilson agreed with Director Maurins and Chair Sattler, stating he felt this topic should be addressed by the full Board. He also voiced that he personally feels that the Expansion Fund should be used for facility expansion and infrastructure, not staff, but recognizes the need to increase hours.

Trustee Sattler asked County Finance staff for clarification of the original intent of the Expansion Fund. She stated she would like copies of the tax override ballot measure to review verbiage to help clarify the original purpose.

Director Maurins advised that the requested document would be provided at the next meeting by Library Administration. He informed the Board that Expansion Fund dollars have been used in the past to staff increased hours at the Downtown Reno Library.

Upon questioning by the Board, Mark Mathers, Principal Fiscal Analyst, and Lori Cooke, Senior Administrative Analyst, clarified the following:

- The Finance Department believes the Library has set the precedent in the past to use Expansion Funds for salaries as confirmed earlier by Director Maurins.
- They do not see an issue with hiring staff through the Expansion Fund and re-visiting moving those staff salaries to General Fund at a later date if we build new facilities as desired.
- Applicable salary, PERS and merit increases for existing staff are adjusted within the general fund budget during the budget process on an annual basis.
- They referred to the financial model passed out prior to the meeting, advising that the numbers were only projections, but they would give an idea towards potential outcomes.
- Both employees present stated their willingness to return to a future Board meeting to answer any questions.

Director Maurins advised that the Library's official budget for FY2015/16 has not yet been finalized.

Director Maurins advised the Board that the financial model projections document passed out prior to the meeting included a scenario in which he is trying to lower expenditures within the Expansion Fund. The numbers provided in all three projections are estimates.

Upon further questioning by the Board, Mark Mathers confirmed there were no procedural requirements should the Board choose to hire 15 more Expansion Fund staff positions with the intent to re-visit funding in the following budget cycle.

Director Maurins confirmed that the Board would be provided a copy of the tax override language at the next meeting. He also stated he would be prepared to discuss the three scenarios in depth at that time.

Trustee Stoess made a motion, seconded by Trustee Wilson, which motion duly carried, to forward this discussion to the May meeting. All in favor, none opposed.

REPORTS

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

Director Maurins noted the following items:

- Monday, April 13, 2015 was Library Legislative Day where over 40 Library Directors, Friends representatives, and library employees made the trip to Carson City. Although the Senate and Assembly did not meet as anticipated, this gave those present the opportunity to meet and talk to legislators and their staff. The libraries are asking for \$450,000 to be restored to the State budget, which was not included in the Governor's budget. \$200,000 of those funds go towards collection development and Washoe County Library System receives a small portion of those dollars. Libraries across the state urge you to contact your legislator to restore this funding.
- The Library will be running an ad in late April or early May to fill two pending Board vacancies. Trustee Lokken's term is up in June and Trustee Kupersmith be moving off of the Board due to an eye condition. Applications from interested candidates will be brought to the May Board meeting for recommendations to the Board of County Commissioners for appointments.

- In conjunction with Washoe County Bike to Work and School Week, library branches with drive-up windows are offering “Bike Up to the Drive Up” May 9 -15, 2015.
- The Summer Reading Program runs May 1 – July 31. On-line sign ups start today.
- The Spring Food for Fines Drive runs May 4 – May 31.

Beate Weinert, Programs and Collaborations, informed the Board of four more “Kiss the Pig” events. Diedrichson Elementary has three more events this Friday and Elmcrest Elementary has one next Thursday at 1:30 pm.

NORTHWEST RENO LIBRARY PROGRAMS, ACTIVITIES, AND OPERATION

The Library Board reviewed the information submitted in the packet.

Leslie Burke, Librarian I, provided information about programming for older Americans at the Northwest Reno Library. During the month of May, they have 9 senior-related programs to include guest speakers and an art instructor.

FRIENDS ACTIVITIES

The Library Board reviewed the information submitted in the packet.

Trustee Wilson, Friends’ Liaison, updated the Board with the following information:

- Friends rent situation at Reno Town Mall is stabilizing.
- \$18,000 was raised in the March book sale.
- Friends are getting involved in a new fundraising event this year called the Big Give. They are getting involved a little bit late this year and will need more marketing next year.
- Friends will be selling tickets to a Reno Aces game in August. Friends will receive a portion the ticket revenue.

Director Maurins noted that Dan Erwin, Mary Jones and Sheryl Stopper were part of the group that journeyed to Carson City for Library Legislative Day.

Beate Weinert, Programs and Collaborations, clarified that Aces ticket sales will not be through Washoe County Libraries, but will have to be purchased through the Friends.

Jennifer Oliver, Development Officer, clarified that the Library cannot fundraise on behalf of another organization.

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

The Library Board reviewed the information submitted in the packet.

MONTHLY LIBRARY USAGE STATISTICS

The Library Board reviewed the information submitted in the packet.

Director Maurins noted that he was unable to shed any more light than before on the percentage in declines when questioned by Trustee Stoess.

Debi Stears, Resources Librarian, advised the Board that she is in the process of breaking down circulation stats. She noted that there were 15,000 circulations through Overdrive last month, which shows a 1000% increase. At this time, every area she is looking at is showing increases and hopes to find where the decrease is coming from as she continues to research.

Trustee Wilson stated he was glad to see staff taking a deeper look into this issue.

INTERNET USAGE STATISTICS

The Library Board reviewed the information submitted in the packet.

Director Maurins advised the Board that Internet Usage Statistics have been added as a separate report to the agenda.

John Andrews, Internet Services Librarian, noted that the internet statistics are a new agenda item, but the Board will not always see all the same information reported. John Andrews highlighted the following:

- Trending: the charts on the third page break out the three website activities. In viewing these trends, you can see they are following the same path.
- Website: The Library can start to look at trends as opposed to only website statistics as has been done in the past. He anticipates that less than 50% of web traffic will be to the website itself. Some of the resources are accessed more heavily through the website than others, though. The Overdrive statistics are where the Board will be seeing the divergence because once the application is installed on mobile devices, visitors will not necessarily access the Library website. Current statistics shows that only 53.4% of visits accessed the catalog or Overdrive through the library website in March 2015. By installing the applications, this provides another door to access desired library resources. The Library will also be seeing how much traffic is generated via Facebook.

PUBLIC COMMENT

Julie Machado, Spanish Springs Managing Librarian, invited the Board and public to Spanish Springs and Incline Village Libraries' 10-year birthday parties, and passed out a printed invitation.

- Spanish Springs Library celebrates its 10th birthday on Sunday, May 31, 2015. There will be music, theatre, cake, prizes and games.
- Incline Village Library celebrates its 10th birthday on Saturday, June 20, 2015. They will be hosting a Tech Faire, including music.

BOARD COMMENT

None

ADJOURNMENT

Chair Sattler adjourned the meeting at 5:23 p.m.