

LIBRARY BOARD OF TRUSTEES MEETING MINUTES
May 20, 2015

The Board met in regular session at the Sparks Library, 1125 12th Street, Sparks, Nevada. Chair Sattler called the meeting to order at 4:01 p.m.

ROLL CALL

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

County Staff Present: Assistant District Attorney Dania Reid, Training and Development Manager Kathy Hart, Senior Administrative Analyst Lori Cooke, Principal Fiscal Analyst Mark Mathers

Public Present: Donna Smith, Debbie Jacobs, Wendy Alderman

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 April 15, 2015. All in favor, none opposed.

OLD BUSINESS

EVALUATION OF DIRECTOR'S JOB PERFORMANCE

The Library Board reviewed the information submitted in the packet.

Chair Sattler briefly reviewed the overall summary in each category. She also summarized the organizational and professional goals.

Trustee Stoess remarked that this was his seventh year as a Library Board Trustee. His observations of the process and review of the Staff submitted evaluations included:

- He believes this is the best procedure to date for the director evaluation and has learned a great deal from the evaluations and the differences among ratings from those completing them.
- He thanked staff for completing the evaluation forms and the good job they did in demonstrating how the evaluation should be answered.
- He commended Chair Sattler for the summary document she put together, noting he created one for himself based upon his review of the evaluations.
- He encouraged the Trustees to examine the evaluations and see differences among the various evaluators, believing they would find it very interesting.

- Many answers were either excellent or good with approximately 70% being marked as excellent. Looking at the summary presented by Chair Sattler, he recommended that Trustees look at all the satisfactory and fair ratings to see the differences as well.
- One thing he would have done differently was to total the number of each rank within each category as was done last year.
- Overall, everyone did a good job. The breakdown of rankings by evaluators included:
 - three marked all as good
 - two marked excellent, good or satisfactory
 - three were marked satisfactory to fair
- The area that received the lowest ranking was in Customer Service and Community Relations. If the rankings were converted to a rating, these categories would be a B- or C+.
- Organizational Growth was good and he would rate it a B.
- Both Administration and Human Resources were good. He would rate those a B-.
- He felt the Board of Trustee Relationship ranked the highest, probably a B.
- In combining all five categories for staff evaluators to acquire an overall ranking, he felt a rating of a B would be close.

Trustee Stoess also reviewed the Trustee evaluations and came to the following conclusions:

- Trustee rankings, overall, were higher than staff rankings.
- They were high in all areas except Administration and Human Resources likely because the Trustees don't have direct knowledge of these areas.

Other observations by Trustee Stoess included:

- Director Maurins completed an evaluation and was quite critical of himself.
- The Board didn't discuss a weighting process to determine if some areas were more important than others and believes the Board should consider this for future evaluations.
- He believes this was a worthwhile process and would like feedback from staff evaluators.
- Director Maurins sent out an email on May 14 about the Trustee Academy, which includes a webinar on evaluating the Library Director. Trustee Stoess believes the Board should view that webinar.
- Comments listed in the summary compiled by Chair Sattler were good. Other comments he liked that were not listed include:
 - "The Board needs to be better informed."
 - "The Director could benefit from some Board support."
- Overall, Trustee Stoess was happy with what was presented and satisfied with the process.

Trustee Lokken briefly described the history of putting the evaluation process together, how it ended up being more like the County Manager evaluation and the concerns the Board had in how to effectively evaluate the director in the Human Resource category. He felt that the evaluation process was intended to create a comprehensive report, and the lack of knowledge in the Human Resource area provides the Board an opportunity to request and review pertinent agenda items that would help educate the Board in this category.

Other Board comments included:

- Board attendance in various training opportunities would help Trustees gain insight to Human Resource issues.
- The Board would like to increase communication in this area and is happy to hear ideas to do this.
- The Board is interested in finding out how the Board of County Commissioners evaluates the County Manager in this category. Answering this question could assist the Board in future evaluations.
- Trustees recognize they may not have been proactive enough in this area and are open to insight from staff and each other.

Director Maurins clarified that the 360 Form approved for use in the annual review process was adapted from the form currently used for the County Manager.

Director Maurins reviewed discussion between himself and Chair Sattler regarding communications in general and how he felt he has fallen back some and had less interaction with branches and engagement with branch staff. He is looking to restore that somehow in a more sustainable manner.

Trustee Kupersmith advised Chair Sattler that he believed the summary letter should include how well the director has done in providing fairly comprehensive reporting on the Expansion Fund and moving towards long-term fiscal responsibility. He believes it is important to reiterate the necessity of keeping focus on long-term fiscal responsibility.

Director Maurins requested that Chair Sattler move the following goals of his evaluation summary under the umbrella as sub-goals to his first goal "Need a more proactive approach to marketing services" when compiling the summary letter to the director:

- Select a new, creative medium to engage better communication with staff.
- Create relationships with outside groups to advocate funding and support for the library.
- Find creative ways to advertise library services to the public.

Trustee Lokken advised Chair Sattler that he would put together notes of the discussion for her as the basis to creating the summary letter.

Director Maurins advised that the evaluation process approved by the Board includes a summary letter to be approved at the June Board meeting.

DISCUSSION AND DIRECTION TO STAFF REGARDING THE PROCESS FOR EVALUATING THE DIRECTOR'S PERFORMANCE

The Library Board reviewed the information submitted in the packet.

Trustees Lokken and Stoess agreed they would like to get feedback about the completed form by staff designated to evaluate the director.

Additional Board comments included:

- Suggestion to hold a work shop in early July with the new Trustees for discussion on ideas of how the Trustees receive pertinent information in all evaluation categories.
- Ethnic and gender make-up of the Library staff is unknown.
- Agreement that it would benefit the Board to track staffing trends, minority make-up, and diversity of staff and how those compare to the community.

On motion by Trustee Stoess, seconded by Trustee Kupersmith, which motion duly carried, the Board approved to postpone discussion and any changes to the current process of evaluating the Director's performance until a later date.

APPROVAL OF EITHER (1) 15 NEW POSITIONS IN THE EXPANSION FUND TO SUPPORT ADDITIONAL OPEN DAYS AT NORTHWEST RENO, SPARKS AND SOUTH VALLEYS LIBRARY, OR (2) AN ALTERNATIVE PLAN THAT RESULTS IN FEWER OR NO NEW EXPANSION FUND POSITIONS, AND A DIFFERENT COMBINATION OF ADDITIONAL HOURS

The Library Board reviewed the information submitted in the packet.

Director Maurins informed the Board that the County budget did not include an increase in the Library General Fund to provide additional staff to support more library hours as requested. He explained the County's request that the Library use the Expansion Fund to staff three libraries to be open six days a week. The staff report and supporting documents provided by Director Maurins requested the Board approve an alternative plan that does not increase annual expenditures in the Expansion Fund for the following reasons:

- The Library has decreased Expansion Fund personnel expenditures from 29 positions down to 12 over the last 12 years. Adding positions to the Expansion Fund adds more long-term financial obligations into funding that has an termination date.
- Adding positions to the Expansion Fund now would result in the elimination of those positions ten years from now when the funds expire; leaving staff without employment.
- Board approval to make one-time expenditures that improve Library services and building remodels would allow responsible use of Expansion Fund money without

the long-term liabilities adding positions would entail. Examples of such projects are outlined in the staff report provided.

- Using the Expansion Fund to make upgrades to our buildings to improve services is a more effective and responsible use of funding for the next ten years. The County is still struggling to build up capital improvement funding for all departments.

Director Maurins mentioned other alternatives, including:

- Requesting the County to remove overhead charges to the Expansion Fund, approximately \$84,000.00, and reallocate them toward new staff positions.
- Withdrawing staff from Verdi and Duncan-Traner Libraries, reassigning them to another branch.

Director Maurins noted that incorporating these two alternatives would allow for at least one library to be opened for six days a week. He informed the Board that Library management would be meeting in the future to see if more than three libraries could be open six days a week with fewer than 15 new staff positions.

Upon questioning by the Board, Director Maurins explained the charts included in the Board packet.

- The first chart provides the projected Expansion Fund annual balances through the end of the funding if no changes were made to current expenditures. The projected ending balance is \$9,111,599.
- The second chart provides the projected Expansion Fund annual balances through the end of funding with the addition of 15 positions. The projected ending balance is \$2,019,502.
- The third chart provides the projected Expansion Fund annual balances through the end of funding if the Library was able to reallocate \$200,000 from the Expansion Fund to the General Fund annually. The projected ending balance is \$11,214,206.

Director Maurins directed the Board to the other documents included in this agenda item: the original ballot language as well as a public flyer passed out to help get the ballot measure approved. These documents confirmed that the Expansion Fund had been used to increase staff at the Downtown Reno and Northwest Libraries. These expenditures were done at the beginning of the Expansion Fund's life, and the Library has been working to decrease salary expenditures in the Expansion Fund. Adding positions back into this fund would undo all that has been done.

Upon questioning by the Board, Director Maurins noted that withdrawing staff from the Verdi and Duncan-Traner Libraries equates to approximately two full time employees per week. Those libraries would remain as school libraries and WCLS would be able to provide some sort of alternative service, but would not be staffing them.

Board Discussion included:

- Trustee Wilson noted that it is the job of the Library Board of Trustees to provide direction to Library Management. The Library has completed additional studies as requested by Commissioner Berkgigler. He stated that he is all for building libraries but wary to go to voters to ask for an extension to the Expansion Fund to build more libraries if we are not able to show funds being using for their intended purpose.
- Trustee Lokken stated that he assumes the libraries' decrease in hours and staff contribute to the continual decline in patron access. He feels that availability of library access is included in the Expansion Fund expenditures. He suggested compromise would be good and we could go back to the Board of County Commissioners at a later date showing we were willing work with their request and ask them to follow through on their end. He agreed with Director Maurins that 15 new positions were not necessarily needed, but adding new staff may help uplift the current staff that has been overworked due to the decrease in personnel over the years and that this may be the opportunity to reduce some of that burden.
- Agreement that re-assigning Duncan-Traner Library staff should not create a hardship for the loss of five hours.
- The Board was not opposed to reassigning Verdi Library staff as long as other options are instituted for those residents.

Director Maurins asked that, when making a motion on this item, that the Board leave the project selection at his discretion for next year's Expansion Fund expenditures.

Upon questioning by the Board, Lori Cooke, Senior Administrative Analyst clarified the following:

- The final County and Library budgets have been approved.
- Expansion Fund money is available for the 15 approved positions but the allocation of those funds can be changed.
- The final budget included the addition of 60 positions County-wide, however, most of them do not impact the General Fund.

Following questions by the Board, Director Maurins advised that the only strategy that would gain more staff without incurring additional payroll obligations would be to transfer spending authority from the Services/Supplies line items to salary line items; however, the Services/Supplies line items have been depleted so much that this would not be a good idea. Additionally, Director Maurins noted that most people want more library hours, but if we are not providing what they want, adding hours won't matter, hence the necessity for project planning to enhance services.

On motion by Trustee Stoess, seconded by Trustee Wilson, which motion duly carried, the Board approved for Director Maurins to request removal of overhead charges to the Expansion Fund to be reallocated for additional staff, re-visit staffing needs for the Northwest Reno, Sparks and South Valleys Libraries, use Expansion Fund dollars to hire

additional staff as needed, and re-visit moving significant amounts of money out of the Expansion Fund with the Board of County Commissioners next fiscal year. All in favor, none opposed.

Director Maurins advised the Board he would be adding the cancellation of contracts and re-assignment of staff from the Verdi and Duncan-Traner Partnership Libraries to the agenda for the June Meeting.

NEW BUSINESS

APPROVAL OF APPLICATION BY TERRI VAN HOOZER FOR A BOARD SCHOLARSHIP

The Library Board reviewed the information submitted in the packet.

On motion by Trustee Stoess, seconded by Trustee Kupersmith, which motion duly carried, the Board approved Terri Van Hoozer's request for reimbursement of \$781.50. All in favor, none opposed.

RECOMMENDATION TO THE BOARD OF COUNTY COMMISSIONERS REGARDING THE APPLICANTS FOR TWO UPCOMING VACANCIES ON THE LIBRARY BOARD

The Library Board reviewed the information submitted in the packet.

Director Maurins briefly reviewed the staff report, informing the Board that seven applications were submitted for the recent recruitment. Two of those submitted are applicants from last year's recruitment. The Board also received the criteria list approved during the June 2013 meeting and the districts represented by the current Board members who will remain active on July 1, 2015.

Board comments included:

- Trustee Stoess stated he was impressed with all the applicants.
- Trustee Lokken understood that each Commission district should be represented and none of the candidates are from non-represented districts.
- Trustee Kupersmith advised that this is not a legal requirement. He also stated that the Director should send the Board selections along with a statement advising the Board of County Commissioners letting them know which districts our applicants represent and the districts being vacated.

Upon questioning, Director Maurins informed the Board that the vacancies were advertised in the Reno Gazette Journal for two Sundays as well as the North Lake Tahoe Bonanza. The advertisement and press release also included a statement that preference might be given to applicants from districts not currently represented on the Board.

Director Maurins noted that his top four preferences to send to the Board of County Commissioners included the following: Wendy Alderman, Karen Hudson, Debbie Jacobs, and Zanny Marsh.

Upon questioning by the Board, two of the applicants presented themselves to the Trustees, providing some background.

- Wendy Alderman: a former Friends Board member, believes in life-long learning, and has a business background in marketing and fund raising.
- Debbie Jacobs: has been working with the library, schools and public since she was 16 years old, and she is currently a school teacher. She has an MLIS and had training in grant writing and many other areas.

Trustee Wilson agreed with Director Maurins' selected applicants, excluding Karen Hudson. He would like to only send three applicant names to the Board of County Commissioners. He also stated that he appreciates the fund-raising and development experience that Wendy Alderman presented.

Trustee Kupersmith agreed with both Trustee Wilson's and Director Maurins' selected applicants. He stated he liked the community connections of the applicants who presented themselves before the Board.

Trustee Stoess stated he would like to send all seven applicants to the Board of County Commissioners for selection.

On motion by Trustee Wilson, seconded by Trustee Lokken, which motion duly carried, the Board approved to recommend applicants Alderman, Jacobs and Marsh to the Board of County Commissioners for filling two Library Board vacancies effective July 1, 2015. Trustee Stoess opposed.

DISCUSSION AND DIRECTION TO STAFF REGARDING THE DIRECTOR'S RETIREMENT AND THE PROCESS FOR APPOINTING A NEW DIRECTOR, TO INCLUDE THE POSSIBLE USE OF AN EXECUTIVE-SEARCH FIRM TO CONDUCT A NATIONAL RECRUITMENT

The Library Board reviewed the information submitted in the packet.

Director Maurins provided a brief overview of the staff report and his letter of retirement. His last working day will be January 8, 2016. Tammy Cirrincione, Senior Public Services Librarian, is also retiring on January 8, 2016. Director Maurins stated he wanted to work with the Board and Washoe County Human Resources to make the hiring process for the Library Director as smooth as possible, hopefully with enough time that the new Director will have the opportunity to hire Ms. Cirrincione's replacement. The staff report includes a suggested timeline to make sure each step in the process is accounted for.

Director Maurins recommended that the Board approve Human Resources doing a national recruitment by selecting an executive search firm to fill his pending vacancy. He invited Kathy Hart, Training and Development Manager with Human Resources to answer questions.

Upon questioning by the Board, Kathy Hart clarified the following:

- The County prefers to do executive searches for high-level positions. As the searches are done across the country, there is a wider pool of qualifying candidates.
- The cost for an executive search is \$27,000 for a full contract. The contract includes: marketing, research, and completion of a background check for the selected candidate. It is paid out of the County Human Resources budget.
- The selected company will work with the Trustees and help define the desired qualities in a candidate as well as create a list of candidates by ranking applicants for review.
- There are several firms available that do this type of work. The one the County has selected, Strategic Government Resources (SGR), has been used successfully for two recent vacancies including the County's Director of Animal Services and a Library Director in another jurisdiction.

On motion by Trustee Stoess, seconded by Trustee Lokken, which motion duly carried, the Board approved the County to use an executive search firm to conduct a nation-wide recruitment to fill the Library Director's pending vacancy. All in favor, none opposed.

Director Maurins asked that for their June meeting the Trustees consider the process they want to use. He also reminded the Board that the June meeting will be the last meeting for two of the current five Board members.

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:

- Beate Weinert, Programs and Collaborations, was recognized by the Sierra Nevada Council of the International Literacy Association at a dinner on May 7. She was one of five awardees honored for her support of literacy in the community.
- The Library will have a booth at the Mini Maker Faire on Sunday, May 30, at the Innovation Center.
- Periodical drive runs from June 7 through August 9.
- The Downtown Reno Library asbestos project starts on June 3.

SPARKS LIBRARY PROGRAMS, ACTIVITIES AND OPERATION

The Library Board reviewed the information submitted in the packet.

Corinne Dickman, Sparks Managing Librarian, highlighted the following:

- The traditional summer farmers market in Downtown Sparks is being replaced with 39 North Downtown. The "39 North" represents the latitude of Downtown Sparks.

Staff from the Sparks Library has attended meetings and engaged with this group for future events.

- On June 8, 2015, the Mayor will be reading a proclamation at the Sparks City Council meeting recognizing the Summer Reading Program.
- Everyone is invited to take a picture as a superhero, using the cutouts purchased by the Sparks Library to help promote the Summer Reading Program.

FRIENDS ACTIVITIES

The Library Board reviewed the information submitted in the packet.

Director Maurins noted that the report was prepared by Beate Weinert, Programs and Collaborations, who was present to answer any questions. There were no questions by the Board.

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.

Trustee Kupersmith stated that it was nice to see the website internet visits are up by 6%.

Director Maurins stated his belief that some of the in-person visits decline is due to increased online access.

ONLINE RESOURCES USAGE REPORT

The Library Board reviewed the information submitted in the packet.

Director Maurins also advised the Board that the new meeting calendar for FY15/16 was included in the Board packet.

PUBLIC COMMENT

Nancy Keener, Systems and Access Services Librarian, introduced Shawn Polka, the new Department Systems Specialist.

Beate Weinert, Programs and Collaborations, expressed appreciation and thanks to Trustee Wilson for attending the “Kiss the Pig” event at Elmcrest Elementary School.

Beate Weinert publically acknowledged John Andrews, Internet Services Librarian, for setting up the On-line Summer Reading Program registration. As of last night, sign-ups totaled 1,198. The current registrations are broken down as follows:

- 0-5 year olds = 226
- 6-11 year olds = 519
- Teens 12-18 years old = 88
- Adults = 365

Julie Machado, Spanish Springs Managing Librarian, reported that Lifescapes “Spring Fling” had over 200 participants with around 250 printed pages. This is the 15th year Spanish Springs has hosted Lifescapes. This is a popular program that runs in libraries in over 38 states and in Canada.

Julie Machado announced that the County Manager will be reading a proclamation at the Spanish Springs birthday party on May 30 at 1:00 pm.

Pam Rasmussen, Incline Village Managing Librarian, reminded the Board that the 10th birthday party for Incline Village will be held on June 20, 2015 from 12-5 pm. There will be a printing press that is 150 years old on display and they will also be highlighting the teen and tween areas.

Jennifer Oliver informed the Board that a proclamation for the birthday of the Incline Village Library will be considered by the County Commission on the Tuesday preceding the party.

BOARD COMMENT

None

ADJOURNMENT

Chair Sattler adjourned the meeting at 5:35 pm.