

**LIBRARY BOARD OF TRUSTEES MEETING MINUTES  
WEDNESDAY, JULY 15, 2015**

**The Board met in regular session at the Sierra View Library, 4001 S. Virginia Street, Reno, Nevada.**

**ROLL CALL**

Board Members Present: Wendy Alderman, Zanny Marsh, Al Stoess , Sara Sattler (*arrived at 4:22 pm*) and Derek Wilson

County Staff Present: Kathy Hart, County Training and Development Manager; Mark Mathers, Principal Fiscal Analyst

Public Present: Mike Tanner, Strategic Management Resources; Daryl Feemster, City of Reno Parks and Recreation Youth/Senior Division Manager; Susan Robinson, Northern Nevada Literacy Council Director; Laura Vargas, Friends of Duncan/Traner Library member; Mary Jones, Friends Board member, and Nancy Cummings.

Director Maurins introduces the two new trustees: Wendy Alderman and Zanny Marsh.

**PUBLIC COMMENT**

Susan Robinson, Director of Northern Nevada Literacy Council, read a letter from the Friends of the Duncan/Traner Library to the Board. The letter reiterated the request to the Library to reconsider closing the Duncan/Traner Library. The letter ended with an invitation for Trustees or representatives to meet with them to further discuss their requests. (*see attachment A*)

Laura Vargas stated that every library, excluding Duncan/Traner Library, has events scheduled and the Friends of the Duncan/Traner Library would like to host an Open House on Saturday, August 8, 2015 from 11 a.m. to 3 p.m., to inform residents about library resources and gather ideas for open hours and programming.

Derek Wilson, Trustee, expressed satisfaction with this on-going discussion and was pleased to see the minutes from last month's meeting reflect that the Trustees are open to communication.

**APPROVAL OF MINUTES**

On motion by Trustee Wilson, seconded by Trustee Marsh, which motion duly carried, the Board approved the minutes from June 17, 2015. All in favor, none opposed.

**OLD BUSINESS**

**APPOINTMENT/REAPPOINTMENT OF BOARD LIAISONS AND COMMITTEES**

Upon request by the Board, Director Maurins provided a brief description of each vacant position.

Board discussion included the following:

- Trustee Alderman expressed interest in the Finance Committee vacancy.

- Trustee Wilson offered up an opportunity to the two new Trustees as the Friends Liaison. He provided a brief summary of the experience and knowledge he has gained as the current Trustee in this position. Trustee Marsh expressed interest.
- Trustee Marsh expressed interest in the Government Relations committee.

Chair Stoess appointed Wendy Alderman to fill the vacancy for the Finance Committee.

Chair Stoess appointed Zanny Marsh to the Friends of the Library and the Government Relations Committee.

## **NEW BUSINESS**

### **IDENTIFICATION OF DESIRED QUALITIES IN THE NEXT LIBRARY DIRECTOR, OPPORTUNITIES OR CHALLENGES HE OR SHE MAY FACE, AND ANY OTHER INFORMATION DEEMED HELPFUL FOR A SUCCESSFUL RECRUITMENT (APPEARANCE BY MIKE TANNER OF STRATEGIC GOVERNMENT RESOURCES)**

The Library Board reviewed the information submitted in the packet.

Director Maurins introduced Mike Tanner, Senior Vice President of Strategic Management Resources.

Mr. Tanner provided a brief introduction informing the Board of his last recruitment in Washoe County for the Regional Director of Animal Services and his background of 35 years managing resources. At this time, he has interviewed the following individuals from the list approved last meeting:

- Dan Erwine, Friends President
- Kitty Jung, County Commissioner
- Kevin Schiller, Assistant County Manager
- Grady Tarbutton, Senior Services Director
- John Slaughter, County Manager
- Emily Reed , Manager of the Law Library
- Susan Robinson, Northern Nevada Literacy Council Director
- Director Arnie Maurins
- Kathlin Ray, University of Reno-Nevada Dean of Libraries
- Corinne Dickman, Sparks Managing Librarian
- Scottie Wallace, Downtown Reno Managing Librarian

Upon request by Mr. Tanner, the Trustees provided the following desired characteristics for the next Library Director. The suggestions included:

- Has operational experience
- Knowledge and understanding of budget and finance
- Willing to do some things that are not normally done, without being overly risky
- Creative problem solver with the ability to consider solutions that may be unusual
- Shows willingness to use experience in working with a diverse community on how libraries are used and the resources that should be provided
- Ability to get along with a variety of people
- Promotes an environment where people can exercise their initiative and are able to take chances
- Allows for staff to take ownership and feel like they are contributing to something

- Possesses personal and interpersonal communication skills, development and fund raising ability
- Able to set high goals
- Able to maintain a close, beneficial working relationship with the County Manager and County Commissioners without “kowtowing” to demands or creating an adversarial relationship.
- Possesses a positive attitude
- Respects the autonomy and community relationships established by each branch.
- Ability to balance resources and provide strategic positioning of Library locations, creatively utilizing resources to provide needed services.

Chair Stoess noted the arrival of Trustee Sattler at 4:22 pm. Trustee Sattler did not have any comments during this agenda item.

Mr. Tanner completed discussion advising the Board that the next step is providing a sufficient draft of the search profile for review and approval. From there, his firm will begin the recruitment with the ultimate goal of selecting a successful candidate who will be able to spend some time with the out-going Director.

### **STATUS REPORT ON THE LIBRARY MATERIALS BUDGET**

The Library Board reviewed the information submitted in the packet.

Debi Stears, Resources Librarian, provided an overview of the following:

- The Library has shown downward activity trending due to decreased hours and budget; however, these factors have stabilized to a small degree and the collections statistics continue to show a downward trend. The Library is now starting to increase hours slightly.
- For a library system servicing a community our size, the Nevada Library and Archives allow three options to meet its standards for library materials expenditures:
  - Option 1: Meet or exceed 90% of average materials budget for the last five years – the Library currently meets this standard
  - Option 2: Meet or exceed 30% of total spent on all services and supplies – the Library currently meets this standard
  - Option 3: Meet or exceed 10% of the overall budget – The Library falls extremely short of this standard and, compounded annually, the shortage totals \$2,519,921.00 over the last five years. The Library has allocated \$670,370 this fiscal year to collection development.
- The Library is unable to keep up with demand and has long wait lists. The standard set at this time is 10 holds to every item, resulting in wait period of over 6 months.
- Patrons are unable to find materials they want and the Library cannot expand to provide materials like Blu-Rays or streaming services that are offered by other libraries. Washoe County Library is falling behind.
- In the 2014 National Comparison data for libraries serving a population of 335,000 to 494,000:
  - The Library allocated 7.4%, compared to the national average of 12.3%, and \$45,473 in comparison to the average of \$263,737 for e-books.
  - The average number of holds for comparable libraries is two to four holds per copy versus the Library’s 10-to-two ratio.

- The Library receives quality input for desired materials, but has no funds to purchase them.
- Circulation statistics for materials is down; however, the bulk of circulation materials through e-books is up.

Director Maurins clarified that the \$670,320 allotted to this budget item is not inclusive of Friends money, other donations or the periodical drive done annually. He also informed the Board that the additional budget authority in the Expansion Fund this fiscal year of just over \$700,000 was intended for personnel. He stated would be willing to expand the materials budget by \$100,000 from the Expansion Funds. He believes he will be able to expand hours and staff without using all of the \$700,000. He will bring back an hours proposal to the next Board meeting.

Trustee Wilson stated the library collection is an area the Library should be looking at. Underspending in this area is something that has been discussed and he is in favor of selecting Option 3 to show that we have a goal that we need to meet for presentation to the County Commissioners. He stated that using that money from Expansion Funds towards the collection materials budget is money well spent.

Director Maurins explained the Expansion Fund's past use and accumulation process for the new Trustees. He also advised that out of necessity, the Library has used Option Two as the selected standard the past several years. He recommended continued use of Option Two until the Library's budget was significantly increased.

Mark Mathers, Principal Fiscal Analyst, recommended that selection of an option be brought back to the next Board meeting after research is completed.

## **ANNUAL REVIEW OF AND POSSIBLE DIRECTION TO STAFF REGARDING WCLS POLICIES**

The Library Board reviewed the information submitted in the packet.

Director Maurins provided a brief background on this agenda item and confirmed that individual policies with revisions would continue to be brought before the Board as needed.

Upon questioning by the Board, Director Maurins provided brief explanations on the following policies:

- Animals in the Library Policy: The policy is appropriate as is and the Library is getting new signage for each building to incorporate a revised state law on service animals.
- Reconsideration of Library Materials Policy: The policy allows for the public to have a process when asking for reconsideration of materials maintained by the Library.
- Confidentiality Policy: The policy informs the public that we do not provide patron information regarding library usage without a court order.
- Fines, Fees, and Charges Policy: This policy is reviewed and updated regularly. At this time, there are a couple of fees the Library is looking at eliminating. Those changes would be brought before the Board for approval once recommendations are made.
  - Upon questioning by the Board, Corinne Dickman, Sparks Managing Librarian, explained the overdue fines accumulation process.
  - Upon questioning by the Board, John Crockett, Sierra View Managing Librarian, explained the overdue fines accumulation for E-readers.

- Patron Suspension Policy: This policy is effective as currently written; however, the first paragraph is being reviewed to better articulate the purpose of the policy.
- Posting, Exhibit and Display Policy: The Board was informed this policy was on the agenda today due to changes passed by the Legislature recently.

#### **APPROVAL OF REVISED POSTING, EXHIBIT, AND DISPLAY POLICY**

The Library Board reviewed the information submitted in the packet.

Director Maurins provided a brief overview of the proposed changes to the policy to reflect changes passed by the recent legislative session. He passed out a slip to all Trustees with updated language for the opening paragraph.

On motion by Trustee Alderman, seconded by Trustee Sattler, which motion duly carried, the Board approved the changes requested by Director Maurins to the Posting, Exhibit, and Display policy. All in favor, none opposed.

#### **ACKNOWLEDGEMENT OF DONATIONS RECEIVED BETWEEN APRIL 1 AND JUNE 30, 2015**

The Library Board reviewed the information submitted in the packet.

On motion by Trustee Marsh, seconded by Trustee Alderman, which motion duly carried, the Board approved to accept the report and acknowledge the named library supporters for the fourth quarter of Fiscal Year 14/15. All in favor, none opposed

#### **ACKNOWLEDGEMENT OF DIRECTOR-APPROVED GIFT FUND PURCHASES BETWEEN JANUARY 1 AND JUNE 30, 2015**

The Library Board reviewed the information submitted in the packet.

Director Maurins provided a brief overview of Gift Fund Expenditures guidelines for the new Trustees. He explained that any individual expenditures over \$5,000 required approval by the Board.

On motion by Trustee Alderman, seconded by Trustee Wilson, which motion duly carried, the Board approved to accept the gift fund purchases report. All in favor, none opposed.

Trustee Marsh exited the Board meeting at 5:00 p.m.

#### **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:

- In partnership with E-DAWN, the Library has a obtained a one-year membership in the Entrepreneurship Outreach Network through Arizona State University to provide training, assistive programs and other resources to new and established community entrepreneurs.
- Another large-scale project in the Reno area includes grant funds from EDAWN and the Governor's Office on Economic Development for manufacturing technician training. The

grant includes overtime money for library staff who provide training outside their normal work week hours.

- The Library reached 80% contact with the first-graders in our region in support of the statewide early-literacy efforts. The Library will be doing this outreach starting at the beginning of this school year to hopefully reach more students and issue more library cards this school year.
- Director Maurins has contacted the County Manager's office to start selecting a date for the joint meeting of the County Commissioners and Library Trustees sometime around September or October. He will report back to the Board.
- In response to the Open House request by the Friends of the Duncan/Traner Library, Director Maurins clarified that the Library Board has authorized the Director to allow for emergency closures, but they have not specifically authorized him to allow for additional hours or days on a one-time basis. The statute does not clearly cover this type of situation. Michael Large, legal counsel, stated he would confer with assigned legal counsel on this issue.

### **SIERRA VIEW LIBRARY PROGRAMS, ACTIVITIES AND OPERATION**

The Library Board reviewed the information submitted in the packet.

John Crockett, Sierra View Managing Librarian, highlighted the following:

- Sierra View Library is one of the busiest libraries with the most diverse patronage.
- In March, Sierra View Storytime in both English and Spanish was instituted. This service was heavily marketed with flyers and outreach, and Sierra View Library has recently hired a bilingual employee to promote it.
- Teamwork is vital for the Sierra View staff. The staff are integral to the success of the projects and services that have been taken on, including:
  - Computer classes
  - Operation of a Tech Café for technology assistance
  - Resume workshops
  - Staffing of the three partnership libraries: Verdi, Duncan/Traner and Senior Center Libraries.
- The restrooms have had some remodeling done; however, the ventilation is still an issue. Mr. Crockett also would like to see the decommissioned staff restroom put back into service.
- On a quarterly basis, Sierra View staff go to the Family Shelter to do Story Time with the children and inform the families of the many services the Library has to offer.

Upon questioning by the Board, Mr. Crockett confirmed that Sierra View Library Storytime attendance has increased with the inception of Spanish Storytime.

### **FRIENDS ACTIVITIES – (No meeting was held in July 2015)**

Director Maurins invited the Board to attend the book sale this evening through Sunday.

### **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**

The Library Board reviewed the information submitted in the packet.

Director Maurins highlighted the upcoming changes in the Library Usage statistics report to better reflect actual data between school and public hours for the school partnership libraries.

### **ONLINE RESOURCES USAGE**

The Library Board reviewed the information submitted in the packet.

### **PUBLIC COMMENT**

Daryl Feemster, longtime resident of northeast Reno, advised that school opens on August 10<sup>th</sup> and the Open House on August 8<sup>th</sup> would be a great day to pass out school supplies and welcome neighborhood children to the Library. He also requested to be added to the Agenda list for Library Board of Trustee meetings to remain informed of future agenda items. He requested additional information and break down of the Duncan-Traner statistics and will meet with the Director for this information.

Terri Van Hoozer, Library Assistant II at Sierra View, thanked the Board for approving her tuition reimbursement. She advised the Trustees that she is now half-way through her certification. She also advised the Board that Mr. Crockett has been a great branch manager with superior technical skills and provides excellent customer service and outreach to the community.

### **BOARD COMMENT**

Trustee Wilson reiterated his appreciation of Mr. Feemster's comments and his willingness to meet with Friends of the Duncan/Traner library to discuss options.

Trustee Sattler stated that she attended her first Friends book sale.

### **ADJOURNMENT**

Chair Stoess adjourned the meeting at 5:30 p.m.