

**LIBRARY BOARD OF TRUSTEES MEETING MINUTES
WEDNESDAY, SEPTEMBER 16, 2015**

The Board met in regular session at the Incline Village Library, 845 Alder Ave, Incline Village, Nevada

ROLL CALL

Board Members Present: Wendy Alderman, Sara Sattler, Al Stoess, Derek Wilson

County Staff Present: Assistant District Attorney Dania Reid, Training and Development Manager Kathy Hart

Public Present: Mike Tanner, Senior Vice President Strategic Government Resources

PUBLIC COMMENT

None

APPROVAL OF MINUTES FROM THE LIBRARY BOARD MEETING OF AUGUST 19, 2015

Trustee Wilson noted a correction from the Board Comments section, stating he did not attend the Duncan-Traner Community Open House on August 8.

On motion by Trustee Alderman, seconded by Trustee Wilson, which motion duly carried, the Board approved the minutes with the modification from Trustee Wilson. All in favor, none opposed.

OLD BUSINESS

DIRECTION TO STRATEGIC GOVERNMENT RESOURCES, THE FIRM RETAINED TO RECRUIT APPLICANTS FOR THE LIBRARY DIRECTOR POSITION, REGARDING QUESTIONS TO BE ASKED OF SEMI-FINALIST APPLICANTS IN WRITTEN QUESTIONNAIRES AND ONLINE INTERVIEWS (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 Strategic Government Resources.

Mr. Tanner provided a brief summary of the purpose of the questions for both the written and online questions and asked for input from the Board for any changes they would like to see.

Trustee Sattler stated she would like to see some form of the following questions:

- 1) What is their vision for the Library System?
- 2) What organizations or committees are they involved in or do they volunteer for? More information on their community involvement.
- 3) How do they feel about public speaking and how often do they do it?
- 4) What networks or partnerships are they part of?

Trustee Sattler also stated that she would prefer removal of question #16, "Please tell us about a major mistake you have made, what you did in response to making the mistake and what you learned from it."

Trustee Alderman agreed to prefer removal of question #16.

Upon questioning by the Board and Director Maurins, Mr. Tanner clarified the following:

- The candidates will be required to complete both the online interview and the written questionnaire. This will allow the Trustees to see how the candidates respond under pressure and their degree of articulation.
- The candidates will have 5-7 days to complete the questionnaires.
- The online interview is done through Skype.
- Strategic Government Resources also completes a background and social media search on the candidates. The Board will be able to view any media coverage for that individual.

Upon questioning by Trustee Wilson, Director Maurins stated that he did not get appointed through a process of this depth, but he believes these are good questions.

Mr. Tanner stated that in an effort to save the County money, upon Board approval, that the next steps in the process could be done through electronic means with a site set up providing Trustees a means to go over materials electronically. Future communications could be done through Skype.

Dania Reid, Legal Counsel, advised that any type of deliberation must be done in an open meeting and not one-on-one with Mr. Tanner as it will violate open meeting law.

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

- Discussion of anything beyond the questions was not agendized. Discussing the questions was agendized, the process was not.
- Trustees can talk to Mr. Tanner individually, but he cannot share any of the information or input from other Trustees with each other. There is a risk of violating the Open Meeting law should a decision be made because three members have shared a similar opinion.
- There is no confidentiality protection for job seekers in Open Meeting law.
- Mr. Tanner has the information and, although not tested, this process has been used by Human Resources and the Board of County Commissioners when the current County Manager was appointed.

Trustee Wilson stated he was satisfied with the questions.

Trustee Sattler requested questions #11 and #12 be merged. The questions were:

- #11 – Describe your approach to developing a team that is passionate about customer service.
- #12 – Describe your philosophy and approach to building a strong team environment and motivating your employees to perform at their highest levels.

Trustees Wilson and Alderman preferred to keep questions #11 and #12 separate. The questions remained separate.

On motion by Trustee Alderman, seconded by Trustee Wilson, which motion duly carried, the Board accepted the written and online questions with the added questions above. All in favor, none opposed.

APPROVAL OF REVISED PUBLIC HOURS AT THE DOWNTOWN RENO, NORTHWEST RENO, SENIOR CENTER, SIERRA VIEW, SOUTH VALLEYS, AND SPARKS LIBRARIES, EFFECTIVE JANUARY 4, 2016

The Library Board reviewed the information submitted in the packet.

Director Maurins thanked the Board for tabling this agenda item last month, as it allowed him the opportunity to provide a clearer explanation and justification of the intent to increase system hours. He briefly summarized the reasons Verdi and Duncan-Traner Libraries were removed from the list of proposed hours' changes and explained that the branches increasing in hours and days were chosen for their strategic location and community needs that can be better met.

Director Maurins briefly reviewed the staff report summarizing the more in-depth reasoning as follows:

- The nine additional staff add up to approximately \$254,263 annually out of the Expansion Fund.
- Adding Mondays to the Senior Center Library supports the County Strategic Objective of improving services to senior citizens.
- He has committed at least \$100,000 of additional Expansion Fund money to the materials budget.

Upon questioning by the Board, Director Maurins responded:

- Hours changes at the Verdi Library were removed from the proposal to provide the residents of Verdi the opportunity to see what they are able to do. No one wants to close a library and this allows them time to see what they are able to do as a community.
- Adding hours at the six identified libraries will increase overhead costs like couriers and utilities.

Upon questioning by the Board, Assistant Library Director Cirrincione provided the following information on the nine new staff positions:

- Library Assistant III's are lead workers who help support paraprofessional staff.
- The Library would hire two full-time Library Assistant III – one for South Valleys Library and one for Northwest Reno Library. Currently, Sparks Library and Sierra View Library have two each and this allows managers to split days with the added day.
- The Library would hire seven part-time (15-hour) Library Assistant II's – Sierra View Library would get one of the positions and Sparks Library, South Valleys Library and Northwest Reno Library would each get two.

Trustee Wilson stated he agreed with the proposed changes to the big branches. He also noted that partnership hours will need to be discussed at some point and that we need to find a way to make them work and function like a branch or cut them out.

On motion by Trustee Wilson, seconded by Trustee Alderman, the Board approved the revised changes as written, effective January 4, 2016. All in favor, none opposed.

NEW BUSINESS

STAFF PRESENTATION ON LYNDA.COM, A VIDEO-BASED ONLINE TRAINING RESOURCE NOW AVAILABLE TO ALL WASHOE COUNTY LIBRARY CARDHOLDERS

Debi Stears, Resources Librarian, provided a live demonstration by logging into lynda.com from the Library website. She explained that library users must log in through the library website to access the library version. Ms. Stears pointed to the high visibility of the new resource on the website and highlighted that this resource provides training for a wide variety of topics including but not limited to Microsoft Office programs, photography, business and education.

Ms. Stears pulled up an Excel training example, explaining that the exercise can be downloaded to the desktop to use and practice with. She also showed how a person can access a selected part of the training or the training as a whole.

Upon questioning by the Board, Ms. Stears confirmed the following:

- Resource data provides information on what our patrons want training/knowledge on.
- There is a whole course in the Education subject on Flipping the Classroom.
- 221 users have registered since it was brought online in July.
- At this time, the Library has been told that no branch has reached their limits yet, but she will try to get a definitive answer.
- There is so much available in lynda.com that staff needs to find out what its capabilities are to better assist patrons.

Director Maurins left the meeting at 4:58 pm. Assistant Director Cirrincione took his place at the table.

REPORTS

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

The Library Board reviewed the information submitted in the packet.

Assistant Director Cirrincione briefly highlighted the following:

- Approximately 140 people turned out to look at options for the South Valleys Regional Master Plan and those ideas will now return to the drawing board to be merged into one plan. Once that is completed, the draft will be brought back to the public at the end of September where staff can get additional information and incorporate it. Once that is done, it will go to the Parks Commission for their input.
- Trustee Wilson attended the Children's Cabinet Neighborhood Center discussion group. He stated that he is happy to be a part of it. He said that libraries need more than small portable buildings and need to have a basket of services available that appeal to the public.
- Director Maurins and several Library staff were on their way to the Nevada Library Institute in Las Vegas which will focus on leading and facilitating change. In this seminar, they will meet with employees from libraries throughout the state.

Upon questioning by the Board regarding a meeting with Lakes Crossing Center, Debi Stears, Resources Librarian, clarified that at this time they are starting with Lakes Crossing to determine if the Library System will be able to meet their clientele's needs. There are two stroke victims who speak Spanish and Lakes Crossing Center has English-supporting materials but not Spanish. The Library is looking at the collection to see what we can share based upon their needs and restrictions. Trustee Sattler stated she would like to be included in those emails as well.

INCLINE VILLAGE LIBRARY PROGRAMS, ACTIVITIES AND OPERATION

The Library Board reviewed the information submitted in the packet.

Pam Rasmussen, Managing Librarian, stated she was excited about the upcoming Tahoe Talks, monthly community conversations facilitated by professors from Truckee Meadows Community College. The first one will be facilitated by former Trustee Fred Lokken on October 20.

FRIENDS ACTIVITIES

There was no report for this month.

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.

Assistant Director Cirrincione noted that Director Maurins wanted the Board advised that the Library is starting to count digital visits separately and is including more activities in that category.

Upon questioning by the Board, Debi Stears, Resources Librarian, stated that the drop in downloadable material versus digital visits is a miscalculation. She stated that the Library used to count only Overdrive, E-books and audio, but have recently added e-magazines. She stated she will get correct numbers and ensure that the Library counts things consistently. She said she would also like to see more detail in check-out statistics and that the Library has recently invested in software that will break out what the branches need.

PUBLIC COMMENT

None.

BOARD COMMENT

Trustee Wilson proposed discussion of finding possible sources for grant procurement/fund raising to be included in a future agenda item. He stated that he believes the County will find a way to fund the Library if buildings are built. Assistant Director Cirrincione advised that Director Maurins has stated he would like to include that type of agenda item in the next strategic planning workshop.

Trustee Sattler thanked Library staff for all the hard work put in to add hours.

Trustee Alderman thanked Library staff for answering questions and explaining things to the new Trustees. She also noted that she would like to add more analytics to the Strategic Planning Workshop Agenda to help explain why the library does what it does.

Dania Reid, Legal Counsel, stated that she will send out a packet of Open Meeting Law information as a reminder for veteran Trustees and learning material for new Trustees. Additionally, she stated there will be a County training in November on Open Meeting Laws and she will make sure the Board has the opportunity to attend.

Trustee Wilson appreciates the legal guidance provided by Ms. Reid.

Chair Stoess adjourned at the meeting at 5:10 pm.