

**LIBRARY BOARD OF TRUSTEES MEETING MINUTES  
WEDNESDAY, OCTOBER 19, 2016**

The Board met in regular session at the Northwest Reno Library, 2325 Robb Drive, Reno, Nevada.

Chair Wilson called the meeting to order at 4:02 p.m.

**1) ROLL CALL**

Board Members Present: Wendy Alderman, Jean Stoess and Derek Wilson

County Staff Present: Assistant District Attorney Dania Reid

Public Present: Mary Jones

**2) PUBLIC COMMENT:**

None

**3) APPROVAL OF MEETING MINUTES**

**a. APPROVAL OF MINUTES FROM THE LIBRARY BOARD MEETING OF SEPTEMBER 21, 2016**

On motion by Trustee Stoess, seconded by Trustee Alderman, which motion duly carried, the Board approved the meeting minutes from the Library Board of Trustee meeting of September 21, 2016. All in favor, none opposed.

**4) OLD BUSINESS:**

None

Chair Wilson noted the arrival of Trustee Marsh at 4:03 pm.

**5) NEW BUSINESS:**

**a. APPROVAL TO CLOSE NORTH VALLEYS FOR RENOVATIONS BEGINNING ON NOVEMBER 15, 2016, WITH A TENTATIVE REOPENING ON DECEMBER 28, 2016**

Director Scott referred to the renovations approved at the September Board meeting, noting that, to date, North Valleys Library has raised just over \$3,000. As of this morning, the Generosity campaign was at \$2,100. North Valleys Library has received \$1,000 cash donations and Commissioner Herman has promised donation funds.

Upon questioning by the Board, Jonnica McClure, North Valleys Managing Library, clarified the following:

- Staff labor for renovations will consist of library staff and volunteers packing loose physical office materials in the building and packing the collection in an organized manner the first week of the approved closure (November 15-19, 2016)
- Beginning the week of November 21, 2016, the contractors and vendors move into break down the physical structures for work to begin.
- North Valleys Library staff have been proactive communicating the upcoming closure with staff and the mall vendors. Signage will be posted and staff will be accessing emails throughout the project despite not being physically in the branch. Mall neighbors are aware of the closure time frame and helping spread the word also.
- The Library website will track the project stages for patrons
- Raley's will be the alternative site for weekly storytimes.

On motion by Trustee Alderman, seconded by Trustee Stoess, which motion duly carried, the Board approved the closure of the North Valleys Library beginning November 15, 2016, with a soft reopening anticipated for December 28, 2016. All in favor, none opposed.

**b. ACKNOWLEDGEMENT OF DONATIONS MADE DURING THE FIRST QUARTER OF FISCAL YEAR 2016-2017**

Director Scott referred to the staff report in the packet.

Director Scott responded to Trustee Marsh that the North Valleys Library renovation fund raiser is a bit behind where the Library System hoped it would be for external support. In mid-November the Library system will be promoting the Children's Book Drive fundraiser and promote North Valleys again at that time.

Trustee Wilson noted correction to the 5b agenda item year "Fiscal Year 2015-2016" should be "Fiscal Year 2016-2017."

Trustee Wilson thanked the donors.

**6) REPORTS**

**a. LIBRARY DIRECTOR'S PRESENTATION TO INCLUDE SYSTEM PROGRAMS AND ACTIVITIES, AND FRIENDS REPORT.**

The Library Board reviewed the information submitted in the packet.

Director Scott provided a Powerpoint presentation, updating the Board on Library System activities, programs, outreach and operations for the month of September 2016.

**b. NORTHWEST RENO LIBRARY PROGRAMS, ACTIVITIES AND OPERATIONS**

Kristen Reinke, Northwest Reno Managing Librarian, reported the following information and updates:

- 17 staff members: 8 part-time and 9 full-time
- Northwest Reno Library started a 6-day schedule in January 2016. Staff rotates every four months between a Monday-Friday and Tuesday-Saturday schedule.
- Within the last year, Northwest Library included nine new staff members with two internal promotions
- With the strength and teamwork of Northwest staff member, the library has added more programmers and expanded programming to include: weekly morning storytimes, a monthly evening family event, Thursdays stay and play with another to be added in November. Northwest Library is planning to add another storytime and stay and play in early 2017.
- Adult programming expansions include: Speaker Series and a second adult book club in January 2017. The Speaker Series includes a wide range of topics including winter hiking, daily life in Afghanistan, a 35-year old double heart attack survivor during Heart Health month, speakers lined up to talk about Civil Rights Movement in celebration of Black History month in February 2017, and the traveling "Helene Berr: a Stolen life" Holocaust exhibit in March/April 2017.
- In November 2018, the Northwest Reno Library will be hosting ALA Explore Tech: Engineers Make a Work of Difference. This exhibit will be shown in only 14 libraries across the nation and the Northwest Library is on the only one on the west coast.
- Northwest Reno Library volunteers donated 1400 hours between January and September 2016.

- Northwest Lucky Day Collection was created in March 2016 and, as of the report two weeks ago, had 189 checked out or 76% of the NW Lucky Day collection.

Upon questioning by the Board, Ms. Reinke stated that patrons like the library morning hours opening at 10 a.m. and that Mondays are busy.

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

The Library Board reviewed the information submitted in the packet.

**d. MONTHLY LIBRARY USAGE**

The Library Board reviewed the information submitted in the packet.

**7) PUBLIC COMMENT**

Mary Jones, Friends of Washoe County Library member, informed the Board that the Harvest Sale is going on at Second Hand Prose in the Northwest Reno Library with paperback books for \$1.00. She also noted that handbaskets were being made in preparation for the holiday open house in December 2016.

**8) BOARD COMMENT**

Director Scott reminded the Board that the Library Board of Trustees Joint Meeting with the County Commission is scheduled for Tuesday, October 25, 2016 at 9 a.m. The only meeting agenda item is the Washoe County Library System Annual Report for 2015-2016 presented to the Library Board in the September Board meeting.

**9) ADJOURNMENT**

Chair Wilson adjourned the meeting at 4:35 p.m.