

**LIBRARY BOARD OF TRUSTEES SPECIAL MEETING MINUTES
WEDNESDAY, DECEMBER 7, 2016**

The Board met in regular session at the Downtown Reno Library, 301 S. Center Street, Reno, Nevada.

Vice-Chair Alderman called the meeting to order at 4:00 p.m.

1) ROLL CALL

Board Members Present: Wendy Alderman, Zanny Marsh, Sara Sattler, Jean Stoess

County Staff Present: Assistant District Attorney Dania Reid

Public Present: Andrew Barbano, Paul Elcano, Frank Perez

2) PUBLIC COMMENT

None

3) NEW BUSINESS

- a. **ACCEPT FIRST PORTION OF BEQUEATHMENT FUNDS FROM DAVID J. TACCHINO TRUST ESTATE DATED OCTOBER 30, 2006 PROVIDING A RESIDUARY GIFT OF 15% OF THE TRUST ESTATE TO THE WASHOE COUNTY LIBRARY TO BE USED IN A SUPPLEMENTAL MANNER WHICH ALLOWS OR ENHANCES CITIZEN ACCESS TO WASHOE COUNTY LIBRARIES**

Mr. Elcano, Tacchino Trust Representative, presented a check to the Board for the amount of \$452,250, about half of the total bequest. He provided a brief history on his familial relationship with the Tacchinos' and how the trust was structured to ensure their concerns were taken into consideration upon their demise. He explained the intent of the trust is not to limit the recipient's ability to use the funds as outlined in the schedule, but that it is structured in a way that allows for some flexibility as long as the schedule is followed. He stated that the Trust is requesting correspondence and updates every 60 days or so to ensure the schedule is being complied with. He provided a couple scenarios below in which the recipient could contact the Trust to ensure the recipient is fully utilizing funds as intended:

- If the recipient is not able to use funds for an item on the Schedule, the recipient needs only to contact the Trust with an alternative item that fits with the schedule to receive approval.
- If the recipient is unable to fully spend the budgeted amount on a listed item, then the funds can go to something else as long as it meets the conditions of the Trust Schedule upon approval.

Upon questioning by the Board, Mr. Elcano stated that a trust representative would respond to any modification request within two days unless it needed to be seen by the other Trustees or the Trust Attorney first.

Upon questioning by the Board, Director Scott clarified the following:

- The Trust funds have a five year timeframe to be spent.
- The County is aware of the matching requirement set by the Trust after the CIP meeting this morning.
- Updates on Trust expenditures can be placed as a regular agenda item to provide monthly updates.

Upon setting of a motion, Legal Counsel Dania Reid, advised the Trustees that the motion would need to reflect Mr. Elcano's presence as the Tacchino Trust Trustee in lieu of Mr. Rueckl.

On motion by Trustee Marsh, seconded by Trustee Stoess, which motion duly carried, the Board accepted the first portion of bequest funds from the David J. Tacchino Trust Trustee, Paul Elcano, to be used in the supplemental manner as outlined in the Release and Partial Distribution Agreement Schedule C. All in favor, none opposed.

b. APPROVAL OF REVISED PUBLIC HOURS AT DOWNTOWN RENO, DUNCAN TRANER, INCLINE VILLAGE, NORTH VALLEYS AND SIERRA VIEW LIBRARIES EFFECTIVE ON MONDAY, JANUARY 2, 2017.

Director Scott informed the Board that the public hours revision met the community request to increase public hours at the Duncan-Traner Library, the lease agreement for the Sierra View Library to be open seven days a week, and provides all Washoe County communities with the understanding the libraries will be open to at least 6:00 pm most days for consistency in the Library System and to make hours easier to remember for the public.

Upon questioning by the Board, Director Scott clarified the following:

- The Sierra View Library is currently closed on Sundays, and the revised hours will meet the terms of the new lease.
- The revised hours for Duncan-Traner Library and additional day at the Sierra View Library include spreading the responsibility of the partnerships among other branches. Downtown Reno Library will be responsible for staffing the Senior Center Library and the Northwest Library will be responsible for staffing the Verdi Library.
- Once the revised hours are approved, the Library System will publicize the hours as well as sending out a press release.
- There have been concerns expressed by staff, mostly due to the recent expansion of hours last January and the expectation of adding more staff to support them.

On motion by Trustee Sattler, seconded by Trustee Stoess, which motion duly carried, the Board approved the revised public hours at the Downtown Reno, Duncan-Traner, Incline Village, North Valleys and Sierra View Libraries effective January 2, 2017.

c. APPROVAL OF REVISED FINES, FEES & CHARGES POLICY

Director Scott referred to the Staff Report, noting that changes listed are mostly housekeeping items. He stated that the main change was to reflect the Library will no longer be charging late fees to items checked out on children's library cards.

Upon questioning by the Board, Director Scott confirmed that items are categorized and that this change goes in conjunction with the Washoe County School District enrollment with children receiving a library card when enrolled for the next year. The Library did not want parents concerned their children would accrue fines. Upon request, he stated he would provide an update of this project at the January meeting.

On motion by Trustee Stoess, seconded by Trustee Marsh, which motion duly carried, the Board approved the revised Fines, Fees & Charges policy, effective December 8, 2016. All in favor, none opposed.

d. SELECT AN OPTION FOR MEETING THE MATERIALS-EXPENDITURE STANDARD WITHIN THE MINIMUM PUBLIC LIBRARY STANDARDS AS SET FORTH BY THE NEVADA STATE LIBRARY, ARCHIVES AND PUBLIC RECORDS

Director Scott briefly summarized the State requirement of annually selecting one of three Materials Expenditure Standards until the Library meets or exceeds Option III or 10% of the total operating budget divided by the collection budget. He introduced Debi Stears, Resources Librarian, to update the Board on where Washoe County Library currently stands.

Debi Stears, Resources Librarian, provided the Board with the following updates from the last report in August 2015:

- The collection budget has been increased by 64%, while the number of holds has decreased before additional copies of items are purchased, allowing for the purchase of other items like Blu-ray movies.
- The Collection HQ program was purchased by the Library System to ensure the collection meets the needs of the community. This program helped determine the shortage of children's materials available in the Library System and identify that periodicals were not a great return for the system as a whole.
- By shifting some of the processing and cataloging materials to vendors, the Library was able to reallocate 1.5 Full-time employee positions to the branches.

Ms. Stears noted that the Washoe County Library System is still short in comparison to peer libraries and the following issues, although they still exist, are being worked on:

- The Library System is not meeting Overdrive and downloadable material needs of the community with hold lists of 10-15 people for these items.
- Do not have a movie streaming service due to associated costs.
- The print collection is undersized for the population and outdated.

Ms. Stears recommends the Board select Option II which is based upon the current budget and collection

Upon questioning by the Board, Ms. Stears confirmed Option I is not desirable as it allows for an annual 10% decrease in funding each year.

On motion by Trustee Stoess, seconded by Trustee Sattler, which motion duly carried, the Board approved the selection of Option II as described in the staff report and until further notice, for verifying that WCLS is meeting the materials-expenditure standard within the minimum Public Library Standard; and establishing a goal that WCLS will use Option III as soon as possible for the purpose of meeting the materials-expenditure standard. All in favor none opposed

e. APPROVAL TO CANCEL SCHEDULED LIBRARY BOARD OF TRUSTEE MEETING FOR DECEMBER 21, 2016

Director Scott requested the Board cancel the Library Board of Trustee Meeting schedule for December 21, 2016. He informed the Board that the December 7, 2016 meeting included any items that would have been on the December 21 agenda and that Legal Counsel, Dania Reid, would not be in attendance if the meeting was continued.

On motion by Trustee Marsh, seconded by Trustee Stoess, which motion duly carried, the Board approved cancellation of the Library Board of Trustee meeting scheduled for December 21, 2016. All in favor, none opposed.

4) PUBLIC COMMENT

Frank Perez, thanked the Library and Board for the hard work and extension of hours for the Duncan-Traner Library.

Andrew Barbano, Reno-Sparks NAACP Vice President, echoed Mr. Perez and extended his thanks for expanding community hours at the Duncan-Traner Library.

Beate Weinert, WCLS Programs and Collaborations, invited the Board to join Friends of the Washoe County Library (FWCL) at the Nugget for acknowledgement and selection as one of the "12 Nuggets of Christmas." FWCL will receive a check for \$2,000 tonight at 5:30 pm beside the second largest Christmas tree in the country.

5) BOARD COMMENT

Trustee Stoess requested the Library place an agenda item on a future meeting to discuss including attendance of a Spanish speaking person at every Board meeting for translation, unless a Spanish speaking person from the audience is willing to do it.

Trustee Alderman requested the following for a future Board meeting:

- Circulation information for particular data points presented in a visual format for the Board to see trends.
- The Library System to provide an update of how Washoe County School District enrollment and Library Card issue will work for better understanding.
- Including a monthly report for Tacchino Trust expenditures.

Trustee Marsh requested the Library System explore/establish a potential partnership with UNR to stream TED UNR Talks or have those videos available for check out for folks who cannot afford tickets.

Trustee Sattler requested an update at a future meeting on the Marketing Strategy presented by UNR students earlier in the year.

4) **PUBLIC COMMENT**

Vice Chair Alderman re-opened Public Comment at 4:36 p.m.

Andrew Barbano, Reno-Sparks NAACP Vice President, informed the Board that a non-English speaking parent attended a Board meeting and was not able to understand. He suggested the Library System provide televised meetings with closed captioning, noting they Library System would need to purchase applicable software, a video camera and a monitor to do so.

6) **ADJOURNMENT**

Vice-Chair Alderman adjourned the meeting at 4:38 p.m.