

LIBRARY BOARD OF TRUSTEES MEETING AGENDA
WEDNESDAY, December 20, 2017

The Board met in regular session at the Sierra View Library, 4001 S. Virginia Street, Reno, NV 89502

Vice Chair Marsh called the meeting at 4:00 pm. Via telephone, Chair Alderman consented to the recording of this meeting.

1) ROLL CALL

Board Members Present: Wendy Alderman (via telephone), Zanny Marsh, Jean Stoess, Derek Wilson

County Staff Present: Assistant District Attorney Nate Edwards, Assistant County Manager Dave Solaro

Public Present: WCEA Lead Representative Wendy Leonard, WCEA Representative John Lewis

2) PUBLIC COMMENT

Washoe County Employee Association (WCEA) Lead Representative Wendy Leonard addressed the Board stating that the employee association has been inundated with increased levels of complaints regarding management of the Washoe County Library System and treatment of staff. She stated that there was not a method in place where staff and WCEA could contact the Library Trustees directly. She requested that the Trustees contact her at the beginning of the year to discuss confidential personnel matters with the goal of reaching solutions. She provided contact information.

3) APPROVAL OF MEETING MINUTES

a. APPROVAL OF MINUTES FROM THE LIBRARY BOARD MEETING OF NOVEMBER 15, 2017

On motion by Trustee Stoess, seconded by Chair Alderman, motion which duly carried, the Board approved the meeting minutes from the Library Board of Trustee meeting of November 15, 2017. Trustee Wilson abstained due to being absent last meeting. None opposed.

4) OLD BUSINESS

None

5) New Business

a. Discussion and Possible Action on Evaluation of Washoe County Library Director including but not limited to Discussion of Goals and Results of Annual Evaluation Survey

In light of the public comment and upon questioning by the Board, Legal Counsel Nate Edwards confirmed that individual members of the meeting with WCEA does not violate Open Meeting Law, but admonished that meeting individually and then convening as a quorum to share information about it outside of an agenda meeting regarding the issue

would violate Open Meeting Law. He stated that information that is used in preparation for a decision on an issue can be repeated; however, they cannot announce or take a position on a decision before the actual agenda meeting takes place. He reiterated "Don't communicate with each other if you do meet individually with someone on an issue outside an open meeting and, again, keep an open mind."

Trustee Alderman noted her knowledge of some issues as Chair, but that those had been resolved and the Board was not likely aware of it. The Board determined there was not enough information to know the status of the issues.

Chair Alderman was disconnected at 4:11 pm, reconnected, then ended the call due to poor connection.

The Board agreed to table this agenda item until they all met with WCEA Lead Representative Wendy Leonard after the first of the year.

Board Secretary Tami Gaston corrected an error noted in the public comment in which WCEA Lead Representative Leonard stated that there was not an avenue for Washoe County Employees or WCEA to reach out to the Library Board Trustees without going directly through the Library Director. As the Board Secretary, any mail or email that is sent in and addressed to the Library Board of Trustees is sent immediately to the Library Board Chair and that she had not been contacted by WCEA.

Legal Counsel Nate Edwards advised that the same admonitions apply to this also. If a Trustee receives information from the outside for any item: you can consider it but keep an open mind, and you cannot discuss it among yourselves outside an agenda meeting. Once the item is agenda, you can discuss it at the public meeting.

Upon questioning of how this item would be agenda, Legal Counsel advised that the Trustees start this process with assigned Legal Counsel Dania Reid.

The Board agreed to move this agenda item to the February meeting to allow for time to complete individual meetings after the New Year and holidays and agenda for a public meeting.

On motion by Trustee Stoess, seconded by Trustee Wilson, motion which duly carried, the Board approved to table this agenda item to the February meeting and to make individual contact with WCEA Lead Representative Leonard. All in favor, none opposed.

b. DISCUSSION AND RECOMMENDATIONS REGARDING THE WASHOE COUNTY LIBRARY STRATEGIC PLAN FOR 2018-2020

Director Scott reviewed the process in which the strategic plan was created and the timeline approved in prior Board meetings, which is also provided in the Staff report.

He referred to the Presentation of the Washoe County Library Strategic Plan for 2018-2020 provided in the board packet.

On motion by Trustee Wilson, seconded by Trustee Stoess, motion which duly carried, the Board recommended that the Washoe County Library System proceed with Strategic Plan for 2018-2020 as consistent with the presentation. All in favor, none opposed.

c. **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**

Resources Library Debi Stears provided background to August of 2015 when the Board approved to select Option II of the Nevada Library and Archives Minimum Public Library Standards with the expectation the Library System would be able to meet the standard of Option III this year. Option III standards include meeting or exceeding 10% of total operating budget. Although the Library System has had considerable increased in the Collections budget, it is still short of meeting that goal by \$311,000 at this time. The Library System is still required to select an Option and recommends Option II until further notice

Upon questioning by the Board, the Director explained that the Library System spends about 80% of the budget on staffing and is maxed out with the ability to add funding to Collection Development. We are currently maximizing collection expenditures with County Budget support. Annually, the Director asks for additional funding during budget cycle including the state mandate information for the Library Collections budget and has been instructed to use Expansion Funds, which is not a long term option.

Ms. Stears further clarified that all Library funding, but \$64,000, comes from the County General Budget, rest is Expansion Fund. She stated that when the Expansion Fund sunsets the Library System is in dire straits if it is not replaced with another initiative.

On motion by Trustee Stoess, seconded by Trustee Wilson, motion which duly carried, the Board approved selection of Option II until further notice, for verifying that WCLS is meeting the materials-expenditure standard within the Minimum Public Library Standards; (2) 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.

6) **REPORTS**

a. **DOWNTOWN RENO LIBRARY PROGRAMS, ACTIVITIES AND OPERATIONS**

Director Scott directed the Board to the packet which includes the report provided by Managing Librarian John Crockett. He highlighted the following:

- Patagonia outreach was part of their Workwear Program and the Library joined the event to work on building a relationship with them
- Library staff wrapped books at B&N Bookfair and customers were able to donate a percentage of their sale to the Washoe County Library System during and after this event.
- Downtown Reno Library is working on the creation of the 4th Floor or Makerspace area. Managing Librarian John Crockett visited several companies in the area to continue building relationships and gather information for the project
- The Downtown Reno Auditorium renovation project is getting closer to completion. They are wrapping up the asbestos abatement to follow up with plastering, painting and installation of the new audio visual equipment.
- The Auditorium will be used to live stream the TedX talks in January. The Library System will be advertising this event mid-January

b. TACCHINO TRUST UPDATE

Director Scott reported a total of \$714.54 expended from the Tacchino Trust during the month of November for library materials for the Downtown Reno Library.

c. FINANCIAL STATEMENTS TO INCLUDE THE MONTHLY EXPENDITURE COMPARISON AND GIFT FUND BALANCES FOR NOVEMBER 2017

The Library Board reviewed the information submitted in the packet.

Director Scott noted that the Library System is starting to expend funds for the RFID and AMH projects so the Trustees will start seeing decreases in available funds on the reports from this point on.

d. MONTHLY LIBRARY USAGE FOR NOVEMBER 2017

The Library Board reviewed the information submitted in the packet.

7) STAFF ANNOUNCEMENTS

None

8) PUBLIC COMMENT

None

9) BOARD COMMENT

Trustee Wilson referred to a volunteer hours document provided upon request for duties and numbers of library volunteers. Following a suggestion by Tami Gaston, Trustee Wilson noted that he would like to add this information to the agenda for discussion in April 2018, which corresponds with Volunteer Appreciation Month.

Vice Chair Marsh stated, in reference to next steps for the Public Comment issues, she would contact Legal Counsel Dania Reid as acting chair and follow up with the Board.

10) ADJOURNMENT

Assistant Chair Marsh adjourned the meeting at 5:28 pm.