

**LIBRARY BOARD OF TRUSTEES MEETING MINUTES
WEDNESDAY, NOVEMBER 15, 2018**

The Board met in regular session at the North Valleys Library, 1075 North Hills Blvd #340, Reno, NV 89506

Chair Alderman called the meeting to order at 4:01 pm.

1) ROLL CALL

Board Members Present: Wendy Alderman, Wayne Holland, Jean Stoess, Zanny Marsh (via telephone)

Board Members Absent: Ted Parkhill

County Staff Present: Assistant District Attorney Dania Reid, Assistant County Manager David Solaro

Public Present: Incline Village Lifescapes Jeane Ryan, Incline Village Lifescapes Judy Simon

2) PUBLIC COMMENT

Judy Simon of Incline Village Lifescapes stated that she had learned on November 2, that the Library System was calling in all of the Lifescapes copies to eliminate them. She stated that she had served on the Board as a Trustee between 2005-2011 and recalled a time she listened to a presentation about Lifescapes and looked forward to participating. She said the Lifescapes program distributes books to the contributors, the Library System and UNR. She said she felt this action seems to be against the mission of the Library [she read the mission to the Board]. She said Lifescapes meets on the first and third Friday where they review a selection, write drafts and that they then share them in the group. She said that Lifescapes urges writers to share impacts in their lives and that because the Library System catalogues them, those stories can be shared and are contributing to the community [timer ran out – copy provided as attachment to packet]...

Jean Ryan of Incline Village Lifescapes stated that she would be reading passages from the email sent to her by Director Scott and comment on her Lifescapes personal perceptions. She read that Director Scott noted that the Lifescapes program and material copies would be moving to University of Reno Nevada (UNR) and were currently being collected in the office of Debi Stears. She stated that when those materials are pulled in and stripped from the collection, they are being pulled from those who wrote them. She read that Director Scott stated that UNR would provide better oversight. She asked what oversight that would be stating that she personally failed to see UNR as the superior option for Washoe County residents. She stated that the materials being held misses outreach part of the program and that UNR is one location while the Library System is multiple locations. This misses the dream part [timer ran out]

3) **APPROVAL OF MEETING MINUTES**

a. **APPROVAL OF MINUTES FROM THE LIBRARY BOARD MEETING OF SEPTEMBER 19, 2018**

On motion by Trustee Holland, seconded by Trustee Stoess, motion which duly carried, the Board approved the meeting minutes from the Library Board meeting of September 19, 2018. All in favor. None opposed.

4) **OLD BUSINESS**

None

5) **NEW BUSINESS**

a. **APPROVAL OF REVISED PUBLIC LIBRARY HOURS AT THE DOWNTOWN RENO LIBRARY, DUNCAN-TRANER PARTNERSHIP LIBRARY, INCLINE VILLAGE LIBRARY, AND SIERRA VIEW LIBRARY EFFECTIVE MONDAY JANUARY 7, 2019**

Chair Alderman reviewed the staff report and asked for any questions.

Upon questioning by the Board, Director Scott confirmed that the hours' revisions were a joint working effort and that most came at the request of those branch managers. He stated that Sierra View requested the Duncan-Traner hours' revision due to the Washoe County School District early release Wednesdays and that the Incline Village revised hours were requested because Incline Village did not have an evening during their regular hours. He also clarified that library traffic at the Sierra View Library has dropped off on Sundays and they were only open half a day on Mondays. This revision closes that branch on Sundays and opens to the public for a full day on Mondays. Director Scott stated that as the "hub" of the Washoe County Library System, the Downtown Reno Library needed to be open seven (7) days a week. The revised hours' came from Branch Manager Brenda Owens who is working on staff schedules to best maximize them without additional staffing. Director Scott informed the Board that one position was being moved from the Sierra View Library to the Downtown Reno Library for Youth Services and that the Library System hopes that the vacant Librarian I currently at the Downtown Reno Library is staffed by January 2019.

Upon questioning about the renovation timeline for the Downtown Reno Library, Director Scott stated that he had received information this morning and would let the Board know more after Thanksgiving when they met.

Further questioning by the Board regarding the landlords status on Sunday closure and the lease agreement resulted in Legal Counsel Dania Reid informing them that topics not on the agenda are not open to discussion.

Trustee Holland clarified that he did not feel capable of approving the hours changes if he was not sure there were not any legal ramifications regarding the lease agreement, to which Legal Counsel allowed him to proceed with the question.

Director Scott answered the question stating there were no legal ramifications for closure on Sundays.

Legal Counsel Dania Reid clarified that she would allow questions from the Trustees if they were directly related to their ability for approval of an agenda item. She stated that she has a legal obligation to ensure that the topics can be tied directly to the agenda item and

that if she was not able to see the correlation, then the Attorney General would not be able to.

On motion by Trustee Holland, seconded by Trustee Stoess, motion which duly carried, the Board approved the revised public hours at the Downtown Reno, Duncan-Traner, Incline Village and Sierra View Libraries as set forth in the staff report effective Monday January 7, 2019. All in favor, none opposed.

b. ACKNOWLEDGEMENT OF CASH AND NON-CASH DONATIONS RECEIVED BY THE LIBRARY SYSTEM BETWEEN JULY 1 AND SEPTEMBER 30, 2018, FOR A TOTAL OF \$116,596.11

Director Scott summarized the changes to this report noting the coding at the left of each line. He stated that the coding included first, the branch location the donation/grant was meant for and second, the ledger location the donation/grant was posted to. He explained that most donations are for materials and are placed in the Collections budget for spending, which is designated as Technical Services or TS.

Upon questioning by the Board, Director Scott reiterated that donations or grants intended for a specific branch are spent by TS for that branch and that any donations or grants not specific to location are placed in the budget to be spent for systemwide purchases.

Trustee Holland commented that Donation and Grant information was included in this report in two (2) different formats and asked if the Library System needs to continue with this method.

Chair Alderman stated that, as a new format to this quarterly report, they should sit on it a few times to determine if it is okay to remove one of the two formats.

On motion by Trustee Stoess, seconded by Trustee Holland, motion which duly carried, the Board accepted the report and acknowledged the named library supporters for the first quarter of fiscal year 2018-19. All in favor, none opposed.

c. RECOGNITION OF WASHOE IMPACT AWARD

Development Officer and PIO Andrea Tavener addressed the Board stating that she did not have the award to present as anticipated but briefly explained the process between the submissions of the application for the last two (2) years and receiving the Managers Award for 2018. She stated that the application for this year was included in the Board packet. She also advised the Board that Washoe County Library System did not win the Silver Spike award, but that there is always next year. Ms. Tavener turned the floor over to Beate Weinert who oversees the Youth programming for Washoe County Library System.

Beate Weinert, Programs and Collaboration, stated that as a 30-year employee who has always part of the youth services, receiving this award was very personal. She reiterated the importance of early literacy in Washoe County and the importance of the roles played by the library system for the community.

Trustee Stoess congratulated the Library System and stated that she wished she had stayed a bit longer at the Washoe Impact Awards to witness it.

Trustee Holland congratulated the Library System.

On motion by Trustee Holland, seconded by Trustee Stoess, motion which duly carried, the Board recognized the Washoe Impact Manager's Award received by the Washoe County Library System for Commitment to Excellence: Early Literacy/Reading Programs. All in favor, none opposed.

6) REPORTS

a. LIBRARY DIRECTOR'S QUARTERLY STRATEGIC UPDATE

Director Scott presented a PowerPoint Presentation for the Quarterly Strategic Update

Upon questioning by the Board, Director Scott stated he would provide the Trustees with more information on Security Guard Review once he receives the report at a later date. (Community Hub Initiative)

During the first Grow Young Readers Initiative slide, Chair Alderman stated she would like to see how this initiative is measured. Director Scott stated the Annual report would include metrics.

Upon questioning by the Board during the Grow Young Readers slides, Director Scott clarified that Washoe County Library System, United Way and Washoe County School District have built a more in-depth relationship and that the results of what is being measured is shared.

Upon questioning by the Board during review of the Express Creativity slides, System Access Librarian Nancy Keener clarified that Novabench software will be used to create a benchmark using the new public computers, then the older computers can be evaluated based on how they compare to the new. She also reported that there have not been any connection issues reported since the increased bandwidth was added to the branches

b. NORTH VALLEYS LIBRARY REPORT ON PROGRAMS, ACTIVITIES AND OPERATIONS

Branch Manager Jonnica Bowen highlighted the following from her PowerPoint presentation:

- Community Hub Strategic Initiative: several photos depicting gathering of Girl Scout Troop, Dungeon&Dragons group, families gathering and a slide with a few specifics on how North Valleys Library is meeting this initiative.
- Grow Young Readers Strategic Initiative: included several photos of "1,000 Books" recipients and outreaches. Manager Bowen explained that North Valleys Library is about at capacity for programming within the branch and has extensive community outreaches. She noted increase in collection checkouts for this year over last.
- Express Creativity Strategic Initiative: Recently gallery rails were installed for exhibits, and the Library is providing location opportunities like the photos with Job Corp students, Fix it Clinics, other ways the library is meeting those goals.
- Know Your Community Strategic Initiative: North Valleys staff participates in outreaches all over their service area, have speakers that come in, and in December Santa will be "Flyin' in." She included a slide noting other ways they are meeting this initiative.
- Virtual Reality (VR): Manager Bowen noted that VR is the way of the future and included a slide providing ways that North Valleys will be a part of it.

Upon questioning by the Board regarding the 1,000 Books initiative, Manager Bowen turned the floor over to Beate Weinert.

Ms. Weinert explained that the 1,000 Book came from the 30,000 Words National Initiative but that this was a simpler way to do this within our Library System.

Trustee Holland complimenting the Library System, stating that the outreach is outstanding and all-encompassing.

c. **TACCHINO TRUST EXPENDITURE UPDATE**

Director Scott stated that there were no expenditures for August or September.

d. **QUARTERLY FINANCIAL REPORT**

The Board reviewed the information submitted in the packet.

Chair Alderman thanked the Library and noted that the changes that have been make help.

Director Scott asked if the Board had any questions and stated that the report had been set up to be easy to read top to bottom and side to side for review of quarterly changes. He also noted the Library System was still waiting for the final Tacchino Trust check of \$460,000 to bring to the Board for approval.

There were no questions from the Board.

e. **QUARTERLY STATISTICAL REPORT**

The Board reviewed the information submitted in the packet.

Director Scott stated that this report format has not changed since the last quarter and that the statistics are still being broken down by Strategic Plan Initiatives that include charts.

Upon questioning by the Board, Director Scott confirmed that reporting statistics in this manner is still creating a baseline and will be used to compare future data to.

Director Scott informed the Board the Library System is working on Branch “report cards” for the first time which will help them determine where their collections stand against the system data.

f. **BOARD TASK RECORD UPDATE**

The Board reviewed the information submitted in the packet.

Chair Alderman noted that all tasks or pending items, excluding the January 2019 Training updates by Assistant County Manager Solaro has been cleaned up and was mostly related to the reports.

Trustee Stoess stated that she wanted to understand what was meant by Judy Simon and Jean Ryan during public comment.

Director Scott stated the summary and correspondence regarding the Lifescapes program would be included in the meeting packet and that he would send the correspondence to her.

7) STAFF ANNOUNCEMENTS

Development Officer and PIO Andrea Tavener announced several items to include:

- The Board that the Winter Reading Brochure was available.
- Washoe County Library System did not win the Silver Spike Award this year, but noted it was our first year applying and that we will again apply next year.
- Showed the Board the acknowledgment provided by Senator Cortez-Maesto to Washoe County Library for winning the Washoe Impact Manager's Choice Award on October 18, 2018.
- Washoe County Library System will lead the Sparks Hometown Parade this year on December 1, 2018, for being the first winner in the competition last year.

Programs and Collaborations Beate Weinert referred to the Winter Reading Brochure, stating that although the Spellbinders presentation held annually at the Pioneer Theatre fell through this year, Larry Wilson and the magicians will still be performing at branches in the Washoe County Library System. She also noted that Larry Wilson, Education Renaissance of Nevada Initiative President, was honored with a proclamation at the Downtown Reno Library by Reno Mayor Schieve and Reno Councilmember Oscar Delgado. The Library System tweeted the recognition and will put the proclamation online.

8) PUBLIC COMMENT

None

9) BOARD COMMENT

Trustee Stoess requested a future agenda item for discussion, not necessarily an action item, to discuss quarterly versus monthly Board meetings.

Trustee Holland extended compliments to the Washoe County Library System for all outreach efforts. He also stated this was where he was advocating how much more the Library could do with more County funding.

Trustee Holland stated he attended the Friend of Washoe County Library (FWCL) meeting on Wednesday, November 14, 2018. FWCL has hosted five (5) bi-monthly book sales this year, netting over \$100,000 dollars to date. He informed the Board that on December 1, 2018, Secondhand Prose will host an open house to hold their final sale from 10-1 pm as they will be closing. He stated that FWCL will be committing \$130,000 to the Library System this year, an increase of \$10,000 from last year's endowment.

Chair Alderman requested the following:

- Director Scott to send a note when visiting branches to present the Manager's Choice Award at staff meetings so she can try to make effort to attend.
- See if the December Board Meeting would be able to be moved to the Northwest Reno Library for the Board to attend the ExploreTech Exhibit

10) ADJOURNMENT

Chair Alderman adjourned the meeting at 5:24 pm.