

**LIBRARY BOARD OF TRUSTEES MEETING MINUTES
WEDNESDAY, APRIL 17, 2019**

The Board met in regular session at the Sparks Library, 1125 12th Street, Sparks, NV 89431.

Chair Alderman called the meeting to order at 4:00 pm

1) ROLL CALL

Board Members Present: Wendy Alderman, Wayne Holland, Zanny Marsh, Jean Stoess

Board Members Absent: Ted Parkhill

County Staff Present: Assistant District Attorney Herb Kaplan, Assistant County Manager Dave Solaro

Public Present: Mary Jones of Friends of Washoe County Library (FWCL)

2) PUBLIC COMMENT

None

3) APPROVAL OF MEETING MINUTES

a. APPROVAL OF MINUTES FROM THE LIBRARY BOARD MEETING OF MARCH 20, 2019

On motion by Trustee Holland, seconded by Trustee Marsh, motion which duly carried, the Board approved the meeting minutes from March 20, 2019. All in favor, none opposed.

4) OLD BUSINESS

a. DISCUSSION AND POSSIBLE ACTION TO REVISE LIBRARY BOARD BYLAWS TO POTENTIALLY REDUCE THE FREQUENCY OF LIBRARY BOARD MEETINGS

Chair Alderman reminded the Board this agenda item was tabled from the last meeting pending attendance by Trustee Stoess, who initiated it. After the last meeting, she had requested a summary of the meeting cancellations from the last three years, which was provided to her by Secretary Tami Gaston. Chair Alderman informed the Board that three (3) meetings had been cancelled in 2017 and 2018. She noted the meeting scheduled for January 2019 was also cancelled. Chair Alderman stated that in recent history, the months of January and October have been cancelled consistently.

Board discussion included:

- Trustee Stoess stated that she was not sure that changing bylaws to reduce meetings was worth the effort and that it seemed fine to cancel meetings as needed.
- Trustee Marsh stated she was in favor of keeping the meeting schedule as it and that it is not hard to cancel. She also clarified she believed that was the Board did was important enough for the public to count on a monthly meeting schedule.

- Trustee Holland stated there is no point to just have a meeting, but feel as long as we have option to cancel, that is sufficient and is in favor of not changing the current meeting schedule.
- Chair Alderman stated that she prefers to know of any cancellation in advance and it is easier to keep the current schedule than change bylaws.

On motion by Trustee Stoess, seconded by Trustee Holland, motion which duly carried, the Board agreed that to keep the current meeting schedule as is, there would be no changes made to the bylaws and that the Trustees could expect meeting cancellations for months in which there are light to no agenda items. All in favor, none opposed.

5) **NEW BUSINESS**

None

6) **REPORTS**

a. **SPARKS LIBRARY REPORT ON PROGRAMS, ACTIVITIES AND OPERATIONS**

Managing Librarian Corinne Dickman highlighted the following from the PowerPoint provided in the packet:

- Sparks Library was open around 300 days during 2018 with 668 scheduled events which impacted 11,075 people
- Early Literacy Slide: School outreaches are increasing and Toddler Times are the most well attended of the Sparks Library Story times
- Soccer Team members from Reno 1868 came and read at a Story time while other acted out the story in both English and Spanish. This was followed by a meet and greet with the players
- Early Literacy S.T.E.A.M: STEAM Storytime continues to grow and will likely surpass 2018's total of over 50 events with over 1,000 attendees
- She highlighted numerous photos of programs and STEAM Opportunities held throughout the year.
- Facility Improvements: Photos included the grand reopening of the restroom remodel and the staff workroom upgrades, which allowed for expansion of the S.T.E.A.M area and created a story time space in the Young People's Library.
 - She also noted that the roof was redone and they are looking towards more consistent flooring throughout the facility.
 - She referred to the before and after photos of the public computer counter where they height was decreased to improve line of sight and prepare for consistent furniture that will be purchased with Tacchino Trust funding.
 - She provided a brief history and improvements made in the auxiliary parking lot that have alleviated illegal dumping and abandoned vehicles being left.
- Last 4 Slides: She highlighted events that have brought in more patrons and provide programming for diverse populations to include a sample of Meeting Room users on the second to last slide.

Trustee Holland thanked Manager Dickman for her insertion of graphs into the PowerPoint, stating that it helps the Board with visuals.

Upon questioning by the Board regarding what she attributed Sparks Library's success with Story time to, Manager Dickman referred to the Library Events booklet passed out earlier by Beate Weinert, attributing success to the information provided in it as well as word of mouth, advertising and the positive reputation the Library has for providing them. She also reminded them that the Easter Bunny would be visiting the Sparks Library on Friday, April 19, 2019, at the 10:15 am Story time.

b. TACCHINO TRUST EXPENDITURE UPDATE

Director Scott informed the Board that the new carpet has been installed and that the new furniture is expected to arrive May 1st or 2nd. He stated a grand re-opening for the Downtown Reno Library has been scheduled for Friday, May 17, 2019 and invited the Board to attend. The Board Secretary will post a possible quorum as required by Open Meeting Law standards.

Upon questioning by the Board, Director Scott recapped that both Sparks and Northwest Reno Library would be receiving \$200K each from Tacchino Trust Funding for remodel.

c. YOUTH SERVICES AND LIBRARY EVENTS UPDATE

Beate Weinert, Youth Services and Library Events, introduced Judy Hansen, her new counterpart and full-time partner to manage centralized youth services and events. She informed the Board that she had provided a wide array of hard copies (passed out prior to the meeting) to provide visuals of many of the components that fall under the Youth Services and Library Events umbrella.

Ms. Weinert provided the Board with the following information regarding the team and process for creating Library events:

- The team consists of a representative from each branch. The Sierra View representative covers Duncan-Traner Library and the Northwest Reno representative covers Verdi Library. There is no formal representation on the team for Gerlach Partnership Library; however, the Team ensures this partnership receives Youth Services and Library Event support as available.
- The Library System consists for almost 140 employees with 10 branches handling a majority of the events.
- Event ideas come mostly from Library employees but also from partner organizations, in addition to the general public.
- FWCL provides an allocation for education, arts and cultural events. The Programming Pool is the only source of funding for this type of library system programming.
- The Process: All the ideas are filtered through the Youth Services and Library Events Team by way of a proposal form created by the team.
 - Submitted proposals are discussed and the team determines how that program fits with system-wide initiatives.
 - The team further filters down the proposals selected to determine location or locations.
 - A calendar is maintained by the team that helps them track and schedule programs and special events months to align with regional and national celebrations, commemorations and events.

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

- The team meets monthly at different libraries and occasionally off-site locations. The July meeting will be held at the Discovery Museum.
- The proposal form and calendar to keep things aligned help the team and Library System to map out projects and events.
- One of the challenges of the team is tracking statistical data. Currently event statistics is being tracked in three (3) places. One of the metrics the Library is hoping to gather this year has been added into Read-Squared, which is the Summer Reading Program platform. This year, participants will be able to choose (more than one) organization(s) from a drop-down menu that informs the Library of how they heard of the Summer Reading Program.
- The Library System has over 45 community partners. Thirty Two of those partners sit as partners with United Way, who is a partner organization that leads the Northern Nevada Reading Coalition.
 - The recent formal partnership with the Washoe County School District (WCSD) is a big deal as, together, we are ensuring 64,000 students in Washoe County have library cards and access to library resources. As a partner, WCSD helps promote library resources and the Library supports learning by providing access to free educational resources.
 - This year, the partnership with Northern Nevada Reading Coalition has reached a new milestone as our partners are all sitting at the table and having the same conversation to address a common mission. This year, all the partner organizations have adopted the Washoe County Library Summer Reading program.
 - Director Scott clarified that having partner to help promote the programs is the first phase and the second phase is the funding portion. He stated that the Library System is looking towards selling “space” on the brochures to help alleviate printing and other costs associated with the booklets.
- Ages 0-5 is one of the biggest gaps in the state. The “I’m Ready for K” booklets are directly related to early literacy and are meant as a tool. They are available in both English and Spanish and are based upon State pre-kindergarten standards. As libraries traditionally have been hosts of story times, Washoe County Library distributes these booklets and uses them as a resource for parents and guardians during story times at the branches.
 - South Valleys Librarian I Morgan Tiar stated that much of what they do at the branch aligns with the booklet. She said that when story time is over, staff pull out the booklets to show the parents and guardians how and what standards they actually met in just that time.
- System-wide Toddler times are off the charts, attendance wise. Head Start pre-school (3-5 year old) programs have increased in availability throughout the community, which leaves a higher demand for 0-3 year old programming. The Library System is focusing on getting into the preschools and head start facilities to promote early literacy. Additionally, WCLS is evaluating how to expand our 0-3 year old programming throughout the libraries
- 1,000 Books before Kindergarten: This is another early literacy initiative fully supported by the Library System that was adopted when Director Scott came aboard.

Ms. Weinert and Ms. Hansen explained that the Library System is willing to go anywhere requested to promote library resources. Ms. Hansen informed the Board of a recent outreach in which she and a co-worker worked 18 hours in an outreach at a middle school, upon request, presenting resources available through the Library. One of the biggest resources was Brainfuse for free in-line tutoring. They also showed the students how to download books, and use Explorer (a research database). They issued over 180 cards for immediate use and library access. She stated it was a great experience.

Upon questioning by the Board, Ms. Weinert stated that Library staff have created and maintain a spreadsheet that includes all the service are schools by branch, and library cards issued among other information. She also clarified:

- Sparks Library has issued library cards through outreach to Dilworth Middle School and Sparks High School students.
- The Library System has partnered with WCSD's Parent University to help spread the word on resources available to parent of students.
 - Branch Manager Jonnica Bowen stated that she believes the Library System is reaching parents from outreaches and assemblies through the excitement of the children when they receive a library card and want to go to the Library.

Ms. Hansen informed the Board that the Library now has tutorials on the library website that are accessible.

Upon questioning by the Board regarding giving away free books as done by Dolly Parton, Director Scott explained that the Northern Nevada Literacy Council used to do something similar but that it became cost prohibitive and that Scholastic has a program that is similar.

d. **BOARD TASK REPORT UPDATE**

Upon questioning by the Board, Director Scott stated there has not yet been any news from Washoe County on the CIP Projects approved for next fiscal year.

Director Scott informed the Board that Beate Weinert of Youth Library Services and Events and Collection Manager Debi Stears would both be attending Board meetings and providing month updates.

7) **STAFF ANNOUNCEMENTS**

None

8) **PUBLIC COMMENT**

None

9) **BOARD COMMENT**

Trustee Holland provided a brief update on Friends with Washoe County Library (FWCL) book sales. He stated that FWCL has currently netted about \$28K with close to \$8K coming from Amazon book sales.

10) **ADJOURNMENT**

Chair Alderman adjourned the meeting at 5:13 pm