



**LIBRARY BOARD OF TRUSTEES MEETING MINUTES  
WEDNESDAY, NOVEMBER 17, 2021  
4:00 P.M.**

**The Board met in regular session in a hybrid format via Zoom webinar and in person.**

Chair Holland called the meeting to order at 4:05 pm.

**1) ROLL CALL**

Board Members Present: Amy Ghilieri, Wayne Holland, Zanny Marsh, Jean Stoess, Frank Perez

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

Public Present: None noted

**2) PUBLIC COMMENT**

None

**3) APPROVAL OF MEETING MINUTES**

**a. For Possible Action: Approval of Minutes from the Library Board Meeting of September 15, 2021 and October 20, 2021**

Library Director Jeff Scott displayed the draft minutes for the September 15, 2021 meeting, a copy of which was provided to Board members and included in the updated agenda packet. He noted the minutes for the October 20 meeting were not yet available and apologized for the delay on behalf of the administrative/HR team, which had been short-staffed for months after losing three long-term employees to retirement. The Library System had also recently hired more employees in one year than it ever had, he continued, most recently filling a record 17 Library Assistant II vacancies in time for the October hours expansion. Chair Wayne Holland hoped the minutes would be back on track by the December meeting; Director Scott affirmed this was staff's goal.

On motion by Trustee Frank Perez, seconded by Trustee Jean Stoess, which motion duly carried, the Board approved minutes from the September 15, 2021 meeting. All in favor, none opposed.

#### 4) OLD BUSINESS

None

#### 5) NEW BUSINESS

a. ***For Possible Action: Review and Approve Washoe County Library System Strategic Plan 2022-2025***

Library Director Jeff Scott provided an overview of the new and improved Washoe County Library System Strategic Plan. Stimulating imagination, providing welcoming spaces, workforce building, lifelong learning, school support, celebrating diversity, and promoting the Libraries were the top initiatives resulting from the survey. Director Scott summarized each initiative and highlights, including planned renovations to the Downtown Reno Library to increase accessibility and safety, and renovations of other library spaces included in Washoe County Capital Improvement Projects. He spoke about providing enhanced training for staff to increase awareness of the Library System's available resources and other important resources within the surrounding communities.

On motion by Chair Holland, seconded by Trustee Frank Perez, which motion duly carried, the Board approved the Washoe County Library System Strategic Plan 2022-2025. All in favor, none opposed.

b. ***For Possible Action: Review Parameters of Library Director Annual Review***

Assistant County Manager Dave Solaro presented an overview of the process for the upcoming Library Director annual review. He reviewed the proposed process and information outlined in his staff report and stated a survey would soon be sent via e-mail to each member of the Library Board of Trustees with the help of Washoe County's Human Resources (HR) Department; Board members would have two weeks to respond. He discussed the types of information which could be made available to Board members, such as the Library System's hiring and HR activities; in addition, information from other County departments could be provided for context and comparison. Before his review, Director Scott would be invited to provide an overview of the Library System's achievements and accomplishments, awards, milestones, events, and other considerations.

Mr. Solaro requested the Board's feedback on the planned evaluation process and asked whether any changes were needed.

Trustee Frank Perez and Mr. Solaro discussed the creation of an additional survey question to evaluate the Library Director's communication with the Board and performance measures related to the Strategic Plan. Mr. Solaro stated he would work with the Human Resources Department to craft the new question.

Though he acknowledged the pandemic's role in delaying the Library Director's annual review, Washoe County also expressed concern regarding the length of time that had passed since the last evaluation. He indicated allowing too much time between evaluations could negatively impact Library staff. He inquired as to the next steps in the Director's review process. Mr. Solaro responded the Trustees should expect to receive more information on or about December 3, 2021. He stated he planned to present a final draft and staff report to the Board at the December meeting.

On motion by Chair Holland, seconded by Trustee Frank Perez, which motion duly carried, the Board approved the final procedure and questions for the 2021 calendar year review of the Library Director. It was further ordered that Assistant County Manager Dave Solaro work with the Washoe County Human Resources Department to create an additional question to be added to the survey, which would evaluate performance measures related to the strategic plan. All in favor, none opposed.

- c. ***For Possible Action: Review and Approve Renaming the new Downtown Reno Library meeting room the Truckee Room.***

Director Jeff Scott explained the Board of Trustees had authority to select names for various library facilities. The Public Defender's office had recently been utilizing the circular, glass-walled room on the lower level of the Downtown Reno Library to meet with clients. This room, informally known as "the fishbowl", was now being revitalized as a reservable space where businesses and organizations could host meetings, presentations, and similar small events. Staff planned to revamp the space with fish-themed décor, and had suggested naming it "The Truckee Room" in celebration of the Truckee River.

On motion by Trustee Perez, seconded by Vice Chair Ghilieri, the Board approved the renaming of the Downtown Reno Library meeting room as the Truckee Room.

- d. ***For Possible Action: Acknowledgement of 4th Quarter Fiscal Year 2021-2022 Cash and Non-Cash Donations received by the Library System between July 1, 2021 through September 30, 2021, for a combined total of \$ 9,355.00***

Development Officer Andrea Tavener requested additional time to review this agenda item to ensure the information provided was correct. She stated she would bring the information back to the Board at the December meeting.

## 6) REPORTS

- a. **Library Director's Report**

Director Scott reviewed recent events, sharing that the Downtown Reno Library had hosted the Young Adult Library Services Association (YALSA) Symposium on November 6<sup>th</sup>, with a theme of "Biggest Little Safe Spaces". He discussed renovations to the Sparks and Northwest Reno Library branches; the Northwest Reno Library had closed to the public on October 25<sup>th</sup> and would remain closed through January 31<sup>st</sup>, while the Sparks Library closure would begin December 16<sup>th</sup> and last through March 31, 2022. An all-staff day was planned for December 16<sup>th</sup> at the Downtown Reno Library, where awards would be presented, staff members would be recognized for recent educational achievements and graduations, promotions, and other accomplishments, and long-term anniversaries with the County and the Library System would be celebrated.

Director Scott shared that special cameras had been ordered for each branch so hybrid Citizen Advisory Board meetings could be held. He noted renovations to the Senior Center Library were being planned thanks to generous donations from the Keiser Grant, and renovations to the Sierra View Library were anticipated for 2023 with costs to be split with the Reno Town Mall. Changes

to the phone systems throughout the Library System were underway, with Vonage service to replace landlines. Staff were seeking funding opportunities to provide fiber service for the Gerlach Library and waiting on funding for a hot spot project to provide service to the Pyramid Lake Paiute Tribal area.

**b. North Valleys Library Report**

North Valleys Library Branch Manager Jonnica Bowen provided a presentation regarding recent changes and events at the North Valleys Branch, including staff achievements and graduations, baby showers for coworkers, new hires and promotions, and two long-term staff retirements. She discussed STEAM outreach collaborations with KNPB and the Sierra Nevada Job Corps and shared that the library had recently introduced new business hours to better serve the North Valleys community.

**Vice Chair Ghilieri left the meeting at 6:10 p.m.**

**c. Circulation Team Report**

Library Technology Manager Brenda Owens presented the Circulation Team Report. She outlined some of the changes to business since the pandemic, including the installation of automated material handlers at different branches, the removal of fines and fees, and creating digital library cards for patrons. She stated she was currently working with other team members to update the manual.

**d. Quarterly Stats Report to Include Statistics for July, August, and September 2021**

Library Director Jeff Scott displayed the quarterly reports for July, August, and September 2021. The graphs displayed the total numbers of monthly Wi-Fi users, sessions, minutes connected, and unique users.

**e. Quarterly Financial Report to Include Gift Fund Expenditures for July, August, and September 2021**

Development Officer Andrea Tavener requested additional time to review this agenda item to ensure the information provided was correct. She stated she would bring the information back to the Board at the December meeting.

**f. Tacchino Trust Update**

Library Director Jeff Scott provided an update regarding the status of expenditures from the Tacchino Trust bequeathment to the Washoe County Library System, including renovations to the Northwest Reno Library, which had not been renovated since 1999. He noted renovations at the Sparks Library would take longer due to asbestos mitigation; that branch would close in mid-December and hopefully reopen towards the end of March or April 2022. Director Scott stated the Tacchino Trust agenda item was informational only and did not require action from the Board.

**g. Board Task Report**

There were no changes to the Board Task Report and no discussion on this agenda item.

**7) STAFF ANNOUNCEMENTS**

None

**8) PUBLIC COMMENT**

Assistant Library Director Joan Dalusung stated a member of the public had given her multiple sealed envelopes individually addressed to Director Jeff Scott, Chair Holland, Vice Chair Ghilieri, Trustee Stoess, and Trustee Marsh. There was no envelope for Trustee Perez. Ms. Dalusung stated she would forward the sealed envelopes by mail to Trustees Amy Ghilieri and Zanny Marsh as they had attended the meeting via Zoom and were not there in person to collect them directly.

Assistant County Manager Dave Solaro expressed appreciation for the excellent performance of Library System staff during the pandemic.

**9) BOARD COMMENT**

None

**10) ADJOURNMENT**

Chair Holland adjourned the meeting at 5:51 p.m.