



**LIBRARY BOARD OF TRUSTEES MEETING MINUTES
WEDNESDAY, DECEMBER 15, 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 4:01 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 October 20, 2021 and November 17, 2021**

On motion by Vice Chair Ghilieri, seconded by Trustee Perez, which motion duly carried, the Board approved the minutes from the October 20, 2021 and November 17, 2021 meetings. All in favor, none opposed.

4) OLD BUSINESS

None

5) NEW BUSINESS

a. ***For Possible Action: Washoe County Staff Report, Review and Possible Approval of the Library Director's Annual Performance Evaluation for the period 2021, and Possible Direction Regarding Future Performance of the Library Director***

Assistant County Manager Dave Solaro presented the 2021 evaluation for Library Director Jeff Scott. Mr. Solaro cited applicable Nevada Revised Statutes pertaining to the Board's duty to appoint, evaluate the performance of, and if necessary, dismiss the Library Director. Mr. Solaro indicated Director Scott's primary job was to hire librarians to run the Washoe County Library System (WCLS) library branches, and there had been comments from Trustees expressing appreciation of Director Scott's overall communication style, though it was noted one Trustee had not responded to the question regarding overall performance.

Director Scott reviewed his Library Director's Report and felt he had supported both the Library Board of Trustees and Washoe County Library System staff throughout the COVID-19 pandemic, which had been a unique and challenging experience. He pointed out his top priority throughout the pandemic remained keeping staff and patrons safe.

Director Scott discussed the Library System's reopening plans which had been based on Governor Steve Sisolak's plan for recovery. When library branches began reopening in May 2021, Director Scott noted, many patrons and staff commented in recognition and appreciation of the work done to resume public services while maintaining safety. Though many vacant positions had initially been frozen for a time during the early days of the pandemic out of an abundance of caution due to economic uncertainty, Washoe County's tax revenues had continued to grow, and the Library System later received a budget increase. Director Scott expressed sincere gratitude for the increase, providing examples of how the new funds had been utilized over the following year, including for the creation of new positions to support the expansion of public hours at several branches.

Director Scott expressed pride regarding the Library System's involvement with the community's COVID response, detailing Library staff's contact tracing assistance provided to the Health Division and School District and how branches had become involved with vaccine outreach and clinics. He also described his aggressive pursuit of new funding for Library programs and the ways in which the WCLS had shifted from providing in-person events to virtual services, story times, and trainings during branch closures. He discussed grant funding received to add new Automated Material Handler equipment and described how recent improvements to the Detention Center Library had essentially turned it into a 13th branch and a partnership library. He mentioned changes to the workforce development programs, preparing to start bookmobile services, a new book machine recently installed at the Incline Village Library, and the purchase of a new courier van to replace the aging former vehicle used frequently for inter-library material transfers.

Director Scott continued by describing other improvements, such as facility renovations which were ongoing. He noted he and his staff had worked hard to put all available funds to the best possible use and stretch every dollar further. Finally, he outlined the extensive work that had gone into the completion of the new Strategic Plan, including public forums, surveys, community involvement, and outreach. The Library System had plans to begin partnering with other local organizations to continue strengthening ties in the community. Director Scott also intended to prepare proposals for the Board regarding future workshops he hoped to attend.

Trustee Zanny Marsh thanked Director Scott for his comprehensive summary of recent accomplishments. She noted the Board had developed some target goals for the Library Director in 2019, but after the pandemic began in 2020, she felt Director Scott had really taken charge; Trustee Marsh was thankful for this, noting the focus had been on safety and keeping branches operational. She complimented Director Scott's ability to manage many new challenges and priorities and said it was a testament to his leadership capability.

Trustee Frank Perez indicated that, although he was still somewhat new in his role as a Trustee and had not yet had much experience working with Director Scott, their interactions thus far had been positive. Trustee Perez congratulated the Director and said his accomplishments spoke for themselves.

Chair Wayne Holland agreed Director Scott had a right to be proud of the Library System's achievements during a time which had been tough for many businesses and public entities; he expressed appreciation for Director Scott and the Library staff who had also contributed to WCLS' success. Chair Holland indicated the Board would likely be supportive of Director Scott's plans to increase involvement with various national associations and organizations; he requested the Director provide more details regarding those goals in the future.

On motion by Trustee Marsh, seconded Vice Chair Ghilieri, which motion duly carried, the Board approved the performance evaluation and accomplishments of Library Director Jeff Scott for the 2021 evaluation period. All in favor, none opposed.

- b. ***For Possible Action: Acknowledgement of 4th Quarter Fiscal Year 2020-2021 Cash and Non-Cash Donations Received by the Library System Between April 1, 2021 and June 30, 2021 for a Total of \$601.00; and acknowledgement of 1st Quarter Fiscal Year 2021-2022 Cash and Non-Cash Donations Received by the Library System Between July 1, 2021 and September 30, 2021 for a Total of \$63,355.00***

Public Information and Development Officer Andrea Tavener briefly reviewed a report of donations received for the fourth quarter of Fiscal Year 2020-2021 and the first quarter of Fiscal Year 2021-2022. She noted 2021's fourth quarter had been somewhat slow due to branches not having been completely reopened at that time. Ms. Tavener described some of the larger cash donations received from members of the public, including a \$70,000 gift for the remodeling of the Northwest Reno Library, as well as another from a young lady who donated in honor of her grandfather who had loved reading the periodicals. She noted some donors had requested to remain anonymous.

Vice Chair Ghilieri inquired regarding the procedure for acknowledging various donors; Ms. Tavener explained the thank you letter process and expressed appreciation for the involvement of Admin/HR Team member Marilyn, who had volunteered to prepare the letters. Vice Chair Ghilieri discussed opportunities to engage donors and keep them involved with updates regarding the Library System's accomplishments; Ms. Tavener expressed appreciation for the suggestions.

On motion by Trustee Perez, seconded by Trustee Stoess, which motion duly carried, the Board acknowledged the 4th Quarter Fiscal Year 2020-2021 Cash and Non-Cash Donations received by the Library System for a total of \$601.00, and the 1st Quarter Fiscal Year 2021-2022 Cash and Non-Cash Donations received by the Library System between July 1, 2021 and September 30, 2021 for a total of \$63,355.00. All in favor, none opposed.

c. ***For Possible Action: Select an Option for Meeting the Materials-Expenditure Standard Pursuant to the Minimum Public Library Standards as Set Forth by the Nevada State Library, Archives and Public Records***

Collections Development Manager Debi Stears presented to the Board regarding the minimum funding standards required by the Nevada State Library and Archives. She explained that, due to closures and limited branch hours during the pandemic, the Washoe County Library System had not been able to meet minimum spending requirements as it had in previous years. She discussed her desire to see more growth in the materials budget and explained her recommendation that the Board select Option 1. Ms. Stears also cautioned the cost of inflation would continue to impact spending, and she provided examples of various materials costs that had risen and vendors increasing their value-added charges.

On motion by Vice Chair Ghilieri, seconded by Trustee Stoess, the Board approved the selection of Option 1 as recommended by Library staff. All in favor, none opposed.

d. **Update on the Washoe County Detention Center Library**

Collections Development Manager Debi Stears presented an update regarding the Washoe County Detention Center Library, recapping the information provided in her report. She thanked staff member Meg Conelly for her involvement; Ms. Conelly had taken coursework regarding library services for the incarcerated, and her experience and knowledge had come in handy when it came time to implement a small \$10,000 mini grant received for these purposes. Ms. Stears described how funds had been used to purchase new materials and provide training for a 21-hour Library Aide position which had been filled by a staff member with experience in social work. She noted staff at the Detention Center agreed those who were incarcerated were often there for a short time and could benefit from materials which might help prepare them for their return to society.

Vice Chair Ghilieri and Chair Holland expressed appreciation for the community benefits provided by the improvements to the Detention Center Library. Chair Holland thought staff might want to document their successes in improving the detention center library and potentially share this information shared with other libraries that wished to implement similar goals.

6) REPORTS

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

Director Scott briefly reviewed his Annual Director's Report, reiterating much of the information previously noted during the Director's Evaluation in Agenda Item 5a. He provided more detail on activities such as the Storytime with the Governor and shared photos of various staff events and accomplishments throughout the year. He repeated statements expressing pride in the Library System's involvement with the community's COVID response and noted the WCLS had also received recognition from Senator Catherine Cortes-Masto's office. He felt the pandemic, though challenging, had presented a unique opportunity to develop virtual programming and engage with segments of the population who might not normally attend in-person events. He expressed pride regarding staff's willingness to go above and beyond in order to develop outstanding video and virtual programming and shared stories of their achievements.

Director Scott discussed the increases to the WCLS budget and noted the additional funding had allowed the Library System to hire more new staff over past year than it had ever hired at one time before. He thanked Assistant Library Director Joan Dalusung and Admin/HR Team Supervisor L.J. Burton for their efforts and the extensive behind-the-scenes work that was required to hire, on-board, and train so many new staff.

Director Scott shared photos of the renovations currently under way at the Northwest Reno and Sparks Library branches and discussed their potential reopening timelines. He touched on a new fiber internet project which was intended to bring high-speed broadband connections to the Gerlach community and the ways in which time-sensitive funding would be used to support this much-needed improvement for rural residents. Finally, Director Scott reviewed a list of the Library System's new hires over the past year as well as employees who had recently celebrated their 5, 10, 15, and 20-year anniversaries with the County.

b. Board Task Report

There were no recent changes or additions to the Board Task Report.

7) STAFF ANNOUNCEMENTS

Director Scott noted he may have inadvertently left out a few names when reviewing the list of long-term employees celebrating anniversaries with the County; he apologized and stated he would correct this in the packet.

8) PUBLIC COMMENT

None

9) BOARD COMMENT

None

10) ADJOURNMENT

Chair Holland adjourned the meeting at 5:49 p.m.