



**VIRTUAL LIBRARY BOARD OF TRUSTEES MEETING AGENDA
WEDNESDAY, MARCH 17, 2021
4:00 P.M.**

VIRTUAL ZOOM MEETING

PURSUANT TO NRS 241.020, THE AGENDA FOR THE TRUSTEES MEETING HAS BEEN POSTED ELECTRONICALLY AT THE FOLLOWING LOCATIONS: www.washoecountylibrary.us; and <https://notice.nv.gov>. PURSUANT TO SECTION 3 OF THE DECLARATION OF EMERGENCY DIRECTIVE 0006, THE REQUIREMENT IN NRS THAT NOTICE AGENDAS BE PHYSICALLY POSTED WITHIN THE STATED OF NEVADA HAS BEEN SUSPENDED.

SUPPORT DOCUMENTATION FOR ITEMS ON THE AGENDA PROVIDED TO THE LIBRARY BOARD OF TRUSTEES IS AVAILABLE TO MEMBERS OF THE PUBLIC AND MAY BE OBTAINED BY CONTACTING TAMI GASTON AT 327-8343 OR tgaston@washoecounty.us. **NO MEMBERS WILL BE MEETING IN PERSON AND THERE WILL BE NO PHYSICAL LOCATION FOR THE PUBLIC TO ATTEND DUE TO CONCERNS FOR PUBLIC SAFETY RESULTING FROM THE COVID-19 EMERGENCY AND PURSUANT TO THE GOVERNOR OF NEVADA'S DECLARATION OF EMERGENCY DIRECTIVE 0006 SECTION 1 WHICH SUSPENDS THE REQUIREMENT IN NRS 241.023(1)(B) THAT THERE BE A PHYSICAL LOCATION DESIGNATED FOR MEETING OF PUBLIC BODIES WHERE MEMBER OF THE PUBLIC ARE PERMITTED TO ATTEDN AND PARTICIPATE. THIS MEETING WILL BE HELD BY TELECONFERENCE ONLY.** IF YOU SHOULD REQUIRE SPECIAL ARRANGEMENTS FOR ANY TRUSTEE MEETING, PLEASE CONTACT OUR OFFICE AT 327-8341 24 HOURS PRIOR TO THE DATE OF THE MEETING.

MEMBERS OF THE PUBLIC MAY ATTEND THIS MEETING BY TELECONFERENCE BY LOGGING INTO THE ZOOM WEBINAR ACCESSIBLE THROUGH THE FOLLOWING LINK: <https://us02web.zoom.us/j/84224131597> Password: 889408

PUBLIC COMMENT. *As required by the Governor's Declaration of Emergency Directive 006 Section 2, members of the public may submit public comment via teleconference by logging into the Zoom webinar link above.* NOTE. This option will require video and audio capabilities. *Additionally, public comment can be submitted via email to tgaston@washoecounty.us.* Please try to provide email or voicemail comments by 4:00 p.m. on the day prior to the meeting.

THE LIBRARY BOARD CAN DELIBERATE OR TAKE ACTION ONLY IF A MATTER HAS BEEN LISTED ON AN AGENDA PROPERLY POSTED PRIOR TO THE MEETING. DURING THE PUBLIC COMMENT PERIOD, SPEAKERS MAY ADDRESS MATTERS LISTED OR NOT LISTED ON THE PUBLISHED AGENDA. THE OPEN MEETING LAW DOES NOT EXPRESSLY PROHIBIT RESPONSES TO PUBLIC COMMENTS BY THE BOARD. HOWEVER, RESPONSES FROM TRUSTEES TO UNLISTED PUBLIC COMMENT TOPICS COULD BECOME DELIBERATION ON A MATTER WITHOUT NOTICE TO THE PUBLIC. ON THE ADVICE OF LEGAL COUNSEL AND TO ENSURE THE PUBLIC HAS NOTICE OF ALL MATTERS THE TRUSTEES WILL CONSIDER, TRUSTEES MAY CHOOSE NOT TO RESPOND TO PUBLIC COMMENTS, EXCEPT TO CORRECT FACTUAL INACCURACIES, ASK FOR LIBRARY STAFF ACTION OR TO ASK THAT A MATTER BE LISTED ON A FUTURE AGENDA. THE BOARD MAY DO THIS EITHER DURING THE PUBLIC COMMENT ITEM OR DURING THE FOLLOWING ITEM: "BOARD COMMENT – LIMITED TO ANNOUNCEMENTS, STRATEGIC PLAN ACTIVITY UPDATES OR ISSUES PROPOSED FOR FUTURE AGENDAS AND/OR WORKSHOPS."

THE BOARD OF LIBRARY TRUSTEES CONDUCTS THE BUSINESS OF THE WASHOE COUNTY LIBRARY SYSTEM DURING ITS MEETINGS. THE PRESIDING OFFICER MAY ORDER THE REMOVAL OF ANY PERSON WHOSE STATEMENT OR OTHER CONDUCT DISRUPTS THE ORDERLY, EFFICIENT OR SAFE CONDUCT OF THE MEETING. WARNINGS AGAINST DISRUPTIVE COMMENTS OR BEHAVIOR MAY OR MAY NOT BE GIVEN PRIOR TO REMOVAL. THE VIEWPOINT OF A SPEAKER WILL NOT BE RESTRICTED, BUT REASONABLE RESTRICTIONS MAY BE IMPOSED UPON THE TIME, PLACE AND MANNER OF SPEECH.

IRRELEVANT AND UNDULY REPETITIOUS STATEMENTS AND PERSONAL ATTACKS WHICH ANTAGONIZE OR INCITE OTHERS ARE EXAMPLES OF SPEECH THAT MAY BE REASONABLY LIMITED.

THE LIBRARY BOARD OF TRUSTEES MAY TAKE AGENDA ITEMS OUT OF ORDER, CONSIDER TWO OR MORE ITEMS IN COMBINATION, REMOVE ONE OR MORE ITEMS FROM THE AGENDA OR DELAY DISCUSSION ON AN ITEM.

The Board of Trustees may take action only on the items below that are preceded by the words "For Possible Action." The Board will not take action on any other items.

- 1) Roll Call
- 2) Public Comment and Discussion Thereon – Three Minute Time Limit Per Person
No discussion or action may be taken upon any matter raised under this public comment section until the matter has been specifically included on an agenda.
- 3) Approval of Meeting Minutes
 - a. *For Possible Action:* Approval of Minutes from the Library Board Meeting of February 17, 2021
- 4) Old Business
None noted
- 5) New Business
 - a. *For Possible Action:* Review and Approve of Washoe County Library Re-Opening Plan
- 6) Reports
 - a. Library Director's Report to Include Administration, Collaborations, Programs and Activities
 - b. Circ Team Update
 - c. Tacchino Trust Update to Include Expenditures and Balance
 - d. Board Task Report to Include Board Tasks to be Followed Up
- 7) Staff Announcements - Three Minute Time Limit Per Person

No discussion or action may be taken upon any matter raised under this comment section until the matter has been specifically included on an agenda.
- 8) Public Comment and Discussion Thereon – Three Minute Time Limit Per Person
No discussion or action may be taken upon any matter raised under this public comment section until the matter has been specifically included on an agenda.
- 9) Board Comment – Limited to Announcements, Strategic Plan Activity Updates or Issues Proposed for Future Agendas and/or workshops
- 10) Adjournment

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

VIRTUAL ZOOM MEETING

The Board met in regular session virtually via Zoom Webinar

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

1) ROLL CALL

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

Board Members Absent: Ted Parkhill

County Staff Present: Assistant District Attorney Keith Munro

Public Present: None noted

2) PUBLIC COMMENT

None

3) APPROVAL OF MEETING MINUTES

a. APPROVAL OF MINUTES FROM THE LIBRARY BOARD MEETING OF JANUARY 20, 2021

On motion by Trustee Ghilieri, seconded by Trustee Stoess, motion which duly carried, the Board approved the meeting minutes from January 20, 2021. All in favor. None opposed.

4) OLD BUSINESS

None noted

5) New Business

a. ACKNOWLEDGEMENT OF 1ST AND 2ND QUARTER FISCAL YEAR 2020-2021 CASH AND NON-CASH DONATIONS RECEIVED BY THE LIBRARY SYSTEM BETWEEN JULY 1 AND DECEMBER 31, 2020 FOR A COMBINED TOTAL OF \$7008.02.

Development Officer and PIO Andrea Tavener noted the Library System received two (2) State Grant in Aid Grants in the 2nd quarter: November 2020 - \$12,646 for Collection and December 2020 CARES grant of \$21,308 for total grant funding of \$33,954. This brings the cash donation total for the 2nd Quarter Donation Report to \$40,962.02

On motion by Trustee Holland, seconded by Trustee Stoess, motion which duly carried, the Board acknowledged the donors on the 1st and 2nd Quarter Fiscal Year 2020-2021 Donation Report to include the updated. All in favor, none opposed.

6) **REPORTS**a. **LIBRARY DIRECTOR'S REPORT TO INCLUDE ADMINISTRATION, COLLABORATIONS, PROGRAMS AND ACTIVITIES**

Director Scott noted this is the same presentation provided at the Board of County Commissioners (BCC) meeting on Tuesday, February 16, 2021. He clarified the plan was to share it with the Board at this meeting before the scheduled BCC presentation on February 23 but was given the opportunity to do so one week earlier. He provided an overview of information noted on the slides to the Board as he did for the Commissioners on Tuesday, February 16, 2021.

Upon questioning by the Board, Director Scott:

- Stated the presentation received praise of the library and tracing work being performed by Library staff.
- Noted there were some comments regarding long lines, but how this was self-resolving after initial few weeks rush to pick up materials
- He will be seeking additional guidance from the Health District as well as with the security provider once a new reopening plan has been completed due to uniqueness of the library. He explained that library patronage is more of a retail type access as opposed to government office access and that each library district is different and has different challenges.

b. **QUARTERLY YOUTH SERVICES AND LIBRARY EVENTS (YSLE) TO INCLUDE UPDATES FROM OCTOBER, NOVEMBER AND DECEMBER 2020**

Youth Services and Library Events Beate Weinert and Judy Hansen introduced themselves and noted they would be presenting updates for November (2020), December (2020), and January (2021).

YSLE Manager Beate Weinert noted the team is status quo at this time and wanted to keep this presentation visual as they are gearing up for bigger things. She highlighted the following:

- Virtual Events: The holidays were fun for the team with much enthusiasm. She provided a summary of the virtual events noted in the presentation.
- Virtual Outreaches: The Library System has started to make progress going out virtually and she provided a progress overview of the outreaches listed in the presentation.

YSLE Librarian Judy Hansen presented an update informing the Board the focus on teens began about a year ago and was inspired when the Library website was redone. The Library System believe it is important to focus on teens and the Teen Engagement Group service team includes a representative from each branch of the Washoe County Library System. She provided an update of teen events and community connections to the Board to include:

- Launching of teen and tween book club this month with informal book discussions
- Teen Social Hour: will be hosted by the Library in the afternoon on the first Fridays of the next three (3) months starting in March.
- Building community connections to including Reno Alliance for Free Tutoring and Nevada Adolescence Literacy Network

YSLE Manager Beate Weinert updated the Board on the following:

- Upcoming Summer Reading Challenge (SRC) 2021. She is hoping to start the challenge from June 1 through August 31, 2021. The theme is Tails for Tales which allows for fun programming. The Library System is currently in planning stages.
- Continuing partnership interactions virtually across the state and provided an overview specific to the partnerships listed in the presentation.
- Social Media: Highlighted quotes and Staff picks that are going out on social media platforms. She also gave a shout out to Russell Dorn specifically as he was in attendance in the meeting.

YSLE Librarian Judy Hansen stated she wanted to finish the presentation with the linked access to the Resource Sheets using the link in the presentation, stating they can be found on K-12 Resource Page as well as the Educator Page on the website in either English or Spanish. The pages are all clickable and printable as a one stop shop for all ages.

Upon questioning by Trustee Stoess, YSLE Hansen noted the designs are done by the team and maintained on the library website.

c. TACCHINO TRUST UPDATE TO INCLUDE EXPENDITURES AND BALANCE

Director Scott noted there has not been much change, but the Board will be seeing more as we approach the end of the fiscal year. He reminded the Board Northwest Reno and Sparks Libraries are in the process of starting renovation and materials purchased for these branches are ready to go.

Board Secretary Tami Gaston noted the Board should see an increase in expenditures at the next meeting once accounting completes updating Tacchino trust funding with the invoices she is currently working on.

d. QUARTERLY STATS REPORT TO INCLUDE STATISTICS FOR OCTOBER, NOVEMBER AND DECEMBER 2020

Director Scott noted the Library System closed Mid-November and through December which accounts for any drop in numbers. He also noted the Library System was providing space for early voting during this period.

He stated the digital check-outs have remained steady and the Library System is checking out digital materials at higher numbers than when the Library is operating under normal hours.

Upon questioning by the Board, Director Scott:

- Confirmed the Library System has the ability to track individual users and provide how often each individual accesses the Wi-Fi.
- Confirmed Senior Center has not been open for hours and the Wi-Fi stats noted may be staff or users who are close enough to the hub inside to access it.
- A “unique” user is how the Library system is able to identify an individual device

e. QUARTERLY FINANCIAL REPORT TO INCLUDE GIFT FUND EXPENDITURES FOR OCTOBER, NOVEMBER AND DECEMBER 2020

ITEM 3a

Director Scott stated the Library System is trying to remain conservative in using Gift Funds due to possible budget reductions from the General Fund. He did confirm Friends of Washoe County Library (FWCL) was able to give portion of book sale proceeds, approximately \$48,000 for 2020 and the Library is grateful for them to be able to donate anything.

He noted around \$400,000 of the \$736,075.64 Gift Fund balance will be expended before the end of the fiscal year.

f. **BOARD TASK REPORT TO INCLUDE BOARD TASKS TO BE FOLLOWED UP**

None

7) **STAFF ANNOUNCEMENTS**

Internet Librarian John Andrews informed the Board the Library System will be launching a new interface to the public catalog next month. He stated the interface will be Netflix style to easily find and access materials with user friendly features. Collections Manager Debi Stears and her team have been working on the display features which will be unveiled before next board meeting.

8) **PUBLIC COMMENT**

None

9) **BOARD COMMENT**

None

10) **ADJOURNMENT**

Chair Marsh concluded the meeting at 5:28 pm

Washoe County Library System Phased Reopening Plan

Three Major Services: Books, Internet, Space

Phase 0 Preparation: Access to Books	Phase I March- April 2021: Access to Books and Internet	Phase II May 2021: Access to Books, Internet, and Space	Phase III June 2021: Access to Books, Internet, and Space
<ul style="list-style-type: none"> • Libraries provide hold pick-up for physical items • Enhance virtual services • Enhance virtual collection • Ensure Library staff have personal protective equipment • Ensure adequate cleaning supplies • Ensure sanitation stations • Remove all seating except for computers 	<ul style="list-style-type: none"> • Libraries continue to provide limited service via holds pickup • Libraries begin to provide Chromebook checkout • Libraries begin to provide limited browsing options for Children 0-5 	<ul style="list-style-type: none"> • Libraries continue to expand limited hold pickup hours • Libraries continue to expand internet access • Libraries expand browsing options (One-hour time frame. Mask enforce and temperature check at door.) 	<ul style="list-style-type: none"> • Frontline library staff vaccinated • Libraries draw down staff from Health District/School District COVID Tracing • Open for browsing • Summer Reading Program/All programming will continue to be virtual

Summary

Washoe County Library System is dedicated to a safe reopening. With the relaxation of the Governor's COVID restrictions, the library is providing policy guidance for staff when dealing with the public in a COVID environment.

We currently provide physical hold pick-up, internet services, virtual programs, and aid the Washoe County School District in contact tracing. All these services will need to adjust as we move forward.

Our phased reopening will allow us to slowly build up services towards reopening. Currently, we provide access to books, materials, and the internet. The last phase of the plan will reopen the library to the public and give patrons access to spaces. The switch from virtual programming to in-person events is not covered in this plan. We anticipate all events to be virtual until at least Fall 2021.

Library staff are provided personal protective equipment along with sufficient cleaning materials. Staff are to wear a mask while providing public service. Except for the staff stationed at the library entry, staff are recommended to provide service behind plexiglass service stations.

Below is a description of services offered until we can open to the public.

Hold pick-up procedures:

For Drive-Up/Walk-Up

Patron calls number before reaching window, staff looks up account grabs holds, holds are checked out and handed to patron. Asked if they would like any Surprise Selections.

For Grab-and-Go:

Library patron approaches entry. Library staff ensures mask compliance, checks temperature, if temperature is below 100 then patron is allowed in. Patron goes to holds shelf, gets holds, goes to self-check, checks out materials and leaves.

Chromebook services will be offered during our limited services but will be transitioned to our desktop public access computers by June 2021.

Library patrons can enter the library once they are temperature checked and masked. Chromebooks are first come, first serve, and limited to 30 minutes once per day. Wi-Fi internet is continually offered outside the library. Library cards are not required for this service.

Browsing hour & Open scenario procedure:

- Library staff stationed at front door with facemask, face shield (optional), temperature scanner, and masks for the public.
 - Temperature check patrons upon entry.
 - Ensure mask compliance.

- Deny entry for patrons who have too high of temperature or refuse to wear mask. Offer hold pick-up or virtual option.
 - Maintain count of patrons in building hourly through RFID gate count.
- Signs posted, “We encourage patrons to stay no longer than one hour to help us manage the building.”
- Staff are encouraged to stay behind plexiglass desk to provide service. Staff are encouraged to remind patrons to wear their masks if they observe a patron taking off their mask.
- Library staff will not provide help with computers unless they can do so adhering to social distancing rules or by virtual entry for the computer.
- Cannot accept cash, no book sales, no cash payment, and no change for copier
- Surface cleaning every two hours (consistent with County Building Facility Management.)
- Shift open days- morning shift and afternoon shift. Allows for cleaning and shift change.
- Browsing hours alternate with drive-up hours (South Valleys, Northwest Reno) until drive-up usage decreases.
- Public access computers will be used instead of Chromebooks in the open library scenario for June.
- Once open for public, other pick-up services will be phased out as patrons’ transition to in-library use.

TO: Washoe County Library Board
FROM: Jeff Scott, Library Director
RE: Library Director's Update
DATE: March 17, 2021

Library Director's Report for March 2021

Library Reopening Plan/Frontline Library Staff Vaccinated

The board approved library reopening plan will begin immediately. We are working towards a phased reopening as we slowly ramp up services to the public.

The good news is that frontline library staff were vaccinated as of March 12th! That will make it easier as we move forward towards reopening to the public. The new plan will go on the library website and will be part of the county response to the Governor's Task Force to get local control of the response to COVID.

The next steps are to begin to draw back staff from the School District Task Force. That commitment is until June, but we may be able to pull staff back depending on the traffic for COVID tracing. I have made a request to the Washoe County review committee to get the frozen positions reinstated. I am waiting for that meeting.

Automated Material Handlers installed!

All machines except North Valleys and Northwest Reno have their AMH's installed and operational.

TO: Library Board of Trustees
FROM: Brenda Owens, Library Technology Manager
RE: Circ Team Update
DATE: March 17, 2021

There is no written material on this item.
An oral report will be made at the meeting

TO: Washoe County Library Board
FROM: Jeff Scott, Library Director
RE: Tacchino Trust Expenditure Update
DATE: March 17, 2021

Background: The Library Board of Trustees receives regular monthly updates regarding the status of expenditures from the Tacchino Trust bequeathment to the Washoe County Library System.

Northwest Reno Tacchino funds has expended \$27,318.62 for the month of January 2021.

Sparks Tacchino funds has expended \$28,865.71 for the month of January 2021

To date, Tacchino Trust funds has expended a total of \$558,214.9090 with \$164,331.36 of those funds spent on Children's Materials.

The total Tacchino Trust funds available the beginning of February 2021 is \$354,035.10.

Recommendation and Suggested Motion: This agenda item is informational and does not require any action.

LIBRARY BOARD OF TRUSTEE TASK RECORD/FOLLOW-UP

ITEM 6d

FY2019/20

DATE ASSIGNED	TRUSTEE	TASK / AGENDA ITEM REQUESTED	ANTICIPATED COMPLETION	DATE COMPLETED
10/21/2020	Parkhill	Follow up to fine free policy changes for review – December 2020 meeting included extension of 3 months	January 2021 April 2021	
9/18/19	Chair Holland	Regular updates on Library progress towards 2024 Tax Initiative – From June 2020: need to start messaging by November 2021, after getting a sustainable plan from CDC on how to keep services safe	To be determined November 2021	
9/18/19	Vice Chair Marsh	Created Adhoc committee consisting of herself and Trustee Parkhill to determine metric in which Library Director should be evaluation upon to present for recommendation. From June 2020: plan to address at physical meeting after reopening in Phase IV of State Reopening Plan	October November 2019 Feb 2020 by June 2020 – CLOSED COVID – TBD for next physical Board meeting	