

**LIBRARY BOARD OF TRUSTEE MEETING MINUTES
WEDNESDAY, OCTOBER 21, 2015**

The Board met in regular session at the Spanish Springs Library, 7100A Pyramid Lake Hwy, Sparks, Nevada

Chair Stoess called the meeting to order at 4:01 p.m.

ROLL CALL

Board Members Present: Wendy Alderman, Zanny Marsh (via telephone), Al Stoess, Sara Sattler, Derek Wilson

County Staff Present: Assistant District Attorney Dania Reid, Workforce Development Manager Kathy Hart

Public Present: Mary Jones, Eilish Boisvert, Anthony Domoe, Heather Cook

PUBLIC COMMENT

Beate Weinert, Programs and Collaborations, publicly thanked Larry Wilson for his motivation and dedication to the promotion of libraries. She also informed the Trustees that a magic show was currently happening in another area of the Spanish Springs Library. She informed them that she had tickets for the Magic Show at the Pioneer Center for Sunday at 2:00 pm.

Heather Cook, Verdi resident and Verdi Elementary School Librarian, thanked the Board for not cutting hours at the Verdi Library. After the meeting at the Northwest Library, she stated that she has made the request of the Verdi community to visit the Verdi Library and has seen an increase in attendance. She believes that if the library were open to the public on Wednesdays at 2:30 p.m. it would see an increase in usage. She would like the Library to consider this in future discussions.

John Crockett, Sierra View Managing Librarian, provided an update on the remodel and repurpose occurring at the Senior Center Library. This supports the County objective of "Keeping Senior Services on pace with the rising senior population." The Senior Center Library is increasing the number of computers available from five to thirteen, as well as looking at offering computer classes based upon demand. The computer stations will be set in a u-shape at the back, with the shelves moving to the front half of the library and the service counter moving from the left side to the right side. Costs for the purchase of larger monitors, additional equipment and data lines, computer tables and chairs are being paid through the Friends 20th Century Endowment fund. The Senior Center will be closed on two days in November, the Friday and following Tuesday before Veterans Day on November 11th. The Senior Center Library will re-open to the public on Thursday, November 12th.

APPROVAL OF MEETING MINUTES

On motion by Trustee Wilson, seconded by Trustee Alderman, which motion duly carried, The Board approved the meeting minutes from September 16, 2015 for agenda item 3a.

For Agenda item 3b, Chair Stoess requested that Trustee Marsh be added to the attendance under Roll Call.

Upon questioning by Director Maurins, Trustees Wilson and Alderman confirmed that the choice of Interview Panel alternates was reflected accurately.

Director Maurins updated the Board that eight of the panel invitees confirmed participation; however, one of was unavailable. He stated he would contact the first alternate.

Upon motion by Trustee Wilson, second by Trustee Alderman, which motion duly carried, the Board approved the minutes as noted above for the special meeting minutes from October 2, 2015 for agenda item 3b.

Chair Stoess moved to addressed agenda item 5a before getting to old business.

PRESENTATION BY RENO ICE REGARDING A PROPOSED ICE ARENA NEAR THE SOUTH VALLEYS LIBRARY

Joel Grace, President of the Reno Ice Board and Mark Height, General Manager of Reno Ice provided a presentation on the ice arena project they have been working on for over 2 years. They showed a video of the conceptual layout. Mr. Grace described the steps and contacts that had been made and approved to date. Information included:

- Communication with the County about the site selected.
- Current funding of \$40,000 for revised park plans that include three meeting rooms and an indoor recreation area that was voted for in all plan variations sent out to vote.
- Once the final plan is voted on, one to two weeks will be needed to negotiate lease terms with the County.
- Phase one the organization has of the arena is around \$7,000,000 with just over \$2,000,000 having been funded to date and have now started fund-raising for the 10,000 square foot community center.
- Reno Ice will operate as a non-profit with outside staff operating the various areas.
- The target for opening to the public is 2016.
- The project is proposed to be completed in phases. These phases are outlined in the video which can be viewed from the [renoice.org](https://youtu.be/TYWPYUH1hA8) website at <https://youtu.be/TYWPYUH1hA8>.
- This project should also help with current parking issues at the South Valleys Library.

Mr. Grace reiterated that this is a community project and that they have a minor league ice hockey league team interested.

Upon questioning by the Board, Mr. Grace provided the following information:

- One rink can be supported by 50,000 people.
- Total budget should be around \$600,000-700,000 per year, typically split three ways for staff, utilities and operating costs. Anything left over would go to programming.

Upon questioning by the Director, Mr. Grace confirmed they would like to attach a letter of support from the Library Board to their website. He also referred to the space planning options in reference to preserving future space for the expansion of the South Valleys Library.

Assistant District Attorney Dania Red advised the Board that a letter of support would have to be agendized.

Chair Stoess directed the Board to item 4a in the agenda.

APPROVAL OF QUESTIONS TO BE ASKED OF DIRECTOR CANDIDATES BY THE INTERVIEW PANEL AND BY THE LIBRARY BOARD; STATEMENT TO BE GIVEN TO PANEL MEMBERS REGARDING HOW TO EVALUATE THE CANDIDATES; TIME ALLOTMENTS FOR INTERVIEWS CONDUCTED BY THE PANEL; EVALUATION CRITERIA TO BE USED BY THE LIBRARY BOARD WHEN CONDUCTING ITS INTERVIEWS OF THE TOP REMAINING CANDIDATES; AND STARTING TIME FOR THE LIBRARY BOARD'S INTERVIEWS

Director Maurins provided an overview of the documents created by the Board sub-committee for the Interview Panel participants and Library Board Interviews to take place the first week of November. He noted the presence of Workforce Development Manager Kathy Hart, to offer her comments, and that this was the opportunity to make any changes to the proposed questions.

Assistant District Attorney Dania Reid started off addressing the questions below, stating that they need to be removed due to the risk of leading to answers and factors the panel and Board are not allowed to consider, such as religion, ethnic origin and nationality:

- #6 – What civic activities, outside of your library responsibilities, have you taken an active role? Please be specific
- #14 – Would you rate your overall mastery of English conventions as fair, adequate, or exemplary?

Ms. Hart stated she was in complete agreement for the reasons articulated. She recommends the complete removal of question six. She stated that question fourteen can be re-worded in a legally permissible way if the Board is seeking information on a candidate's experience in creating blogs or newsletters.

Trustee Alderman stated the sub-committee wished for the Board to review the questions and prioritize as the Trustees desired. She also requested that the Trustees ensure the questions were split appropriately between the Interview Panel and the Board of Trustees. She stated the goal of the proposed questions was to solicit examples and get a feel for each candidate's community and library backgrounds. She stated that the opening statement was derived from Board discussion and the comment from Strategic Government Resources that it provides direction to the community Panel members.

Upon questioning by the Board, Ms. Hart stated that Strategic Government Resources would complete a booklet on each candidate and provide a copy to each interview panel member. This booklet would include resumes and background information. She confirmed that the information provided in the opening statement is appropriate to help focus the panel.

Upon questioning by the Board, County Staff provided the following direction:

- Assistant District Attorney Dania Reid stated that all the candidates must be asked the same questions.
- Ms. Hart explained that the interview panel would typically use a forced ranking sheet to determine the candidate ranking order. She reminded the Board that the Interview Panel meeting is an open meeting and that there is not a way for Board members to collect information without attending the meeting themselves.
- Director Maurins informed the Board that time for discussion has been set aside in the agenda for both the Panel and Board interviews.

The Trustees agreed that 13 was an acceptable number of questions for each candidate for the Interview Panel.

Upon questioning by the Board, Ms. Hart confirmed that Strategic Government Resources would include directive statements (i.e italicized statements) in the questions for the panel members asking the questions. She noted that the function of the selected firm was to take the questions the Board liked and organize and provide structure to them.

Upon questioning by the Board, Director Maurins confirmed that individuals interviewing for Library Director should understand question eight under the Board questions, which is “What metrics have you used to determine distribution of library resources? What additional metrics would you like to develop?”

Ms. Hart confirmed that it is typical protocol for interview questions to include benchmarks for the panel as a guide to what type of information they should be looking for.

The Trustees agreed to add the following questions to the Board list of questions: “We have a thriving, vibrant Friends of the Library Group, how will you make the most of this relationship?”

On motion by Trustee Marsh, seconded by Trustee Wilson, which motion duly carried, the Board approved the questions as discussed above.

Further clarifications for the Trustees included:

- Strategic Government Resources will include the opening statement and evaluation criteria created by the sub-committee to the panel members.
- Director Maurins provided a hand-out of the interview schedule for the Interview Panel on November 3rd. The schedule includes interview time allotments of 50 minutes with 10 minutes between interviews.
- Director Maurins informed the Board that the meeting room at the Sparks Library has been reserved on November 4th from 11:00 a.m. until 6:00 p.m. He noted that the Board would tentatively convene at 12:30 p.m. with the interviews running from 12:45-3:45 p.m. After a break until 4:00 p.m., time for discussion, final deliberations and selection has been allotted.

REPORT BY WCLS STAFF WHO ATTENDED THE NEVADA LIBRARY INSTITUTE SEPTEMBER 17-18, 2015

Director Maurins noted that John Andrews, John Crockett, Beate Weinert along with other staff, attended with him and prepared the written report provided. He stated that it was a very worthwhile experience and everyone came back energized.

John Andrews, Internet Librarian, directed the Board to the last section of the staff report for an overview on how the attendees would apply what they learned and how they intend to carry out plans that strengthen the Washoe County Library System.

ACKNOWLEDGMENT OF DONATIONS RECEIVED BETWEEN JULY 1 AND SEPTEMBER 30, 2015.

Director Maurins provided a brief overview to the Board.

On motion by Trustee Wilson, seconded by Trustee Sattler, which motion duly carried, the Board acknowledged the donor and accepted the report for donations received between July 1 and September 30, 2015. All in favor, none opposed.

LIBRARY DIRECTOR'S REPORT TO INCLUDE ADMINISTRATION AND COLLABORATIONS, PROGRAMS AND ACTIVITIES.

Director Maurins highlighted the following items from the staff report:

- He attended Commissioner Lucey's Community Forum at the South Valleys Library on October 14. He accepted donations from two sources: \$500 from the Stanley Family Trust and \$1,500 from the Great Basin Exploration Center; Commissioner Lucey pledged matching funds for a total of \$4,000 towards STEAM activities.
- The Verdi pick-up locker is scheduled for installation tomorrow (Thursday, October 22).
- The Fall Food for Fines campaign runs from November 1-30.

Upon questioning by the Board:

- Director Maurins informed the Board that the lockers are built with heavy-duty steel/material and will be installed near the front door to help prevent any potential break-ins.
- Scottie Wallace, Managing Librarian, stated that the lockers are similar to the stand-alone mailboxes placed in residential neighborhoods. They should be bolted to the ground. Staff fills the lockers with the requested materials near the end of each day, allowing 72 hours for pick-up. Items are pre-checked out to patrons, and they are able to remove them from the locker by using the last four digits of their library cards.
- Director Maurins informed the Board that staff was working on a procedure for triggering holds and loading the lockers at Verdi.

SPANISH SPRINGS LIBRARY PROGRAMS, ACTIVITIES AND OPERATION

Aurora Partridge, Library Assistant III, highlighted the following:

- Celebration of Spanish Springs 10th Anniversary party on May 31, 2015.
- Roll-out of public and staff technology bars
- Purchase of children's educational toys for all ages through the LSTA STEM grant funds
- Thanks to the Friends, the Spanish Springs Library now has a sign on the southwest wall of the building facing Pyramid Highway identifying it as the library.
- Staff has connected with six of the 12 elementary schools in the community for outreach.

FRIENDS ACTIVITIES

Director Maurins directed the Board to the staff report. He also informed the Trustees that the Friends Board next meets on November 4 at 5:30 p.m. at the Northwest Reno Library.

FINANCIAL STATEMENTS TO INCLUDE THE MONTHLY EXPENDITURE COMPARISON AND GIFT FUND BALANCES

No Board comment.

MONTHLY LIBRARY USAGE

No Board comment.

PUBLIC COMMENT

No public comment.

BOARD COMMENT

Trustee Sattler asked if she was able to ask questions during Board comment. Ms. Reid responded yes, but she cannot have them answered as they have not been agendized.

Trustee Wilson asked Director Maurins if he would agendize a letter to the arena group, to and the Director confirmed he would. Decision to agendize for the November meeting was made.

Chair Stoess received confirmation by Director Maurins that Mr. Tanner would be informed of the decisions made on the interview questions.

Following up on a comment by Trustee Sattler, Director Maurins confirmed the following:

- The Library has a standard Exit Interview Form for staff departing employment. He stated that he was also willing to answer specific questions if the Board desires. His last Board meeting is in December, should the Board want this agendized. He stated he would check with County Human Resources into the possibility of him responding to a questionnaire as this is not necessarily something that has been done in past practice.
- Director Maurins stated that he would be able to introduce the new director to the public if the selected individual was officially hired before the December Board meeting.

Upon questioning by Trustee Sattler asking if the Library has a command continuation plan or succession plan in place, Director Maurins confirmed the library did.

Legal Counsel Dania Reid stated that further questioning along this line would need to be agendized.

Chair Stoess re-opened Public Comment.

PUBLIC COMMENT

Scottie Wallace, informed the Board that staff is looking at providing an open-house type event on Friday, January 8th to celebrate the retirement of Director Maurins and Assistant Library Director Cirrincione, while also providing an opportunity to meet the new Library Director.

Chair Stoess adjourned the meeting at 5:24 p.m.