

**LIBRARY BOARD OF TRUSTEES MEETING MINUTES
WEDNESDAY, May 17, 2017**

The Board met in regular session at the Northwest Reno Library Reno, 2325 Robb Drive, Reno, NV 89523

Chair Wilson called the meeting at 4:00 pm

1) ROLL CALL

Board Member Present: Wendy Alderman, Zanny Marsh (phone), Sarah Sattler, Jean Stoess, Derek Wilson

County Staff Present: Assistant District Attorney Dania Reid, County Manager John Slaughter

Public Present: Jane Kundel, Linda Crowe, Susan Cothren

2) PUBLIC COMMENT

Jane Kundel provided a sheet with 4 questions to the Board regarding the changes in magazines subscriptions. (After the Library Board meeting Debi Stears, Resources Librarian, met with Ms. Kundel to address her questions and invite further discussion)

Chair Wilson expressed appreciation of Ms. Kundel's input and explained that in order for the Board to discuss any issues addressed in public comment, those items would have to be agendized. Items that become on-going issues, will be agendized for Board discussion.

3) APPROVAL OF MEETING MINUTES

Chair Wilson opened both agenda items 3a and 3b simultaneously noting that both sets of meeting minutes could be addressed together.

a. APPROVAL OF MINUTES FROM THE LIBRARY BOARD MEETING OF APRIL 19, 2017

Tami Gaston, Board Secretary, noted correction to agenda Item 3a, page 7, paragraph 4, changing Volunteer "Orientation" to Volunteer "Appreciation."

b. APPROVAL OF MINUTES FROM THE SPECIAL LIBRARY BOARD MEETING OF MAY 3, 2017

On motion by Trustee Alderman, seconded by Trustee Stoess, motion which duly carried, the Board approved the meeting minutes from the Library Board of Trustee meeting of April 19, 2017, with correction noted and the meeting minutes from the Special Library Board meeting of May 3, 2017. All in favor, none opposed.

4) OLD BUSINESS

None

5) **NEW BUSINESS**

a. **APPROVAL OF REVISED PUBLIC HOURS AT THE VERDI LIBRARY EFFECTIVE TUESDAY, JUNE 6, 2017**

Director Scott referred to Staff report, noting that staff are not seeing much traffic at the Verdi Library on Saturdays and that the changes will provide more access to the community.

Upon questioning by Trustee Alderman regarding the Wednesday hours and WCSD early release issues, Director Scott noted that the Wednesday hours were put out at the request of Heather Cook, the Verdi Elementary School Librarian, and the Verdi Elementary School Principal.

After a comment by Trustee Sattler stating that both agenda item 5a and 5b are partnership libraries and there has not been a partnership meeting, Director Scott stated that a partnership meeting had been held with the school and library staff for both partnerships to discuss various issues.

Trustee Wilson stated that he believes this is place where staff knows best and that responding to patron patterns is the way to go.

On motion by Trustee Alderman, seconded by Trustee Marsh, motion which duly carried, the Board approved the revised public hours at the Verdi Library effective Tuesday, June 6, 2017. All in favor, none opposed.

b. **APPROVAL OF REVISED SUMMER PUBLIC HOURS AT THE DUNCAN TRANER LIBRARY EFFECTIVE MONDAY, JUNE 12 THROUGH THURSDAY, AUGUST 3, 2017**

Director Scott noted the shift in hours to open and close earlier during the summer is intended to help the community provide more access to the children.

Trustee Alderman noted that the hours at the Duncan Traner Library were changed at some point to provide access to working families after work and asked that the Library keep an eye on that.

Director Scott stated that after discussion with the school staff, the shift in hours would help provide entertainment to the children during the summer.

Upon questioning by Trustee Sattler, Director Scott stated the Library Board of Trustee Agenda is posted as required by Open Meeting Law standards. For both the Verdi and Duncan Traner agenda items, the school principals and librarians were also aware and in favor of the changes going to the Board for approval.

On motion by Trustee Stoess, seconded by Trustee Alderman, motion which duly carried, the Board approved the revised summer public hours at the Duncan Traner Library as set forth in the staff report effective June 12, 2017. All in favor, none opposed.

c. **APPLICANTS FOR ONE UPCOMING VACANCY ON THE LIBRARY BOARD OF TRUSTEES TO BE SUBMITTED TO THE BOARD OF COUNTY COMMISSIONERS AT THE JULY 13, 2017 BCC MEETING**

Tami Gaston, Board Secretary, noted a correction in the Staff Report that the Board of County Commissioners Meeting is actually June 13, not July 13, 2017.

Director Scott stated that the Library contacted applicants from the 2015 and 2016 recruitments to determine interest in the pending vacancy.

Upon questioning by Trustee Alderman, Director Scott confirmed that the Library posts recruitments to the community in a variety of methods to include: local newspapers, press releases, library locations and word of mouth.

Trustee Wilson offered his experiences as a Board member stating that sometimes the Library has a good response with a lot of interest, but the interest is not always geographically represented

This agenda item was not an action item.

6) **REPORTS**

a. **LIBRARY DIRECTOR'S PRESENTATION TO INCLUDE SYSTEM PROGRAMS AND ACTIVITIES, AND FRIENDS REPORT FOR APRIL 2017**

Director Scott provided a PowerPoint presentation updating the Board on Library System programs and activities, outreach and operations for the month of April 2017.

b. **NORTHWEST RENO LIBRARY PROGRAMS, ACTIVITIES AND OPERATIONS**

Kristin Reinke, Northwest Reno Managing Librarian, highlighted the following:

- Since the expanded Storytime offerings last year, the Northwest Reno Library is averaging 60 attendees each week.
- Family Game night is transitioning to Build It Nights. The first Build it Night had 22 kids in attendance. The Legos, and Lincoln Logs were not popular, while the Magnatiles and Earthquake Kit were a hit
- 25 attended the PAWs to Read Mother/Daughter Tea in the meeting room

c. **TACCHINO TRUST EXPENDITURE UPDATE**

Director Scott informed the Board that no expenditures have come out of Tacchino Trust funds for the month of March 2017.

The renovation agenda item will be approved at the Board of County Commissioner meeting scheduled for May 23, 2017. The project is scheduled for Downtown Reno to be renovated first in the next budget year (FY2017/18), with both Northwest Reno and Sparks Libraries scheduled for the following budget year (FY2018/19).

Upon questioning by the Board regarding the BCC approval for commitment of the funds for all three branches, Director Scott stated he believed the commitment would be for the full project but that the question would be more of a question directed to the County Budget Manager, Mark Mathers.

Director Scott directed further questions regarding the project expenditures to the Board packet for April 2017.

d. **TEDX UPDATE**

Director Scott informed the Board that he attended the last TedX meeting last week and that still working on getting a team together and looking at speakers to line up.

To livestream the information that is being presented at the Convention Center, the Downtown Library will need equipment. For the livestreaming, the Library is working to develop free tickets process.

Trustee Marsh stated she appreciates the Library System getting this project started.

e. **FINANCIAL STATEMENTS TO INCLUDE THE MONTHLY EXPENDITURE COMPARISON AND GIFT FUND BALANCES FOR APRIL 2017**

The Library Board reviewed the information submitted in the packet.

Upon questioning by the Board, Director Scott confirmed that exceeding the budget in any category, excluding Travel/training and Salaries, is okay as long as the overall budget is not exceeded. He also explained the difference between the Systemwide Gift Funds and the Systemwide Interest Gift Funds.

f. **MONTHLY LIBRARY USAGE FOR APRIL 2017**

The Library Board reviewed the information submitted in the packet.

In light of the questions presented at public comment, Trustee Alderman asked Director Scott if the Library provides information, access or devices to patrons looking for magazines in which a hard copy if not available.

Director Scott stated that the Library is currently offering Zinio for magazines and looking at other resources to offer and build upon. This information will be included in the Tech Plan as well. He noted that the Library needs to do more surveys about computer usage and computer needs.

7) **PUBLIC COMMENT**

None

8) **BOARD COMMENT**

Trustee Sattler stated she was worried about patron notification for Board happenings and agendas. She stated that some libraries post the agenda and some don't.

Director Scott stated that the agendas are posted in accordance with Open Meeting Law, which includes every branch in the Washoe County Library System.

Further discussion revealed the statement by Trustee Sattler was geared towards the Board approved hours (Agenda items 5b and 5c) for Duncan Traner and Verdi partnerships to ensure

those communities are aware of the changes put forth for Board approval. Director Scott stated that those communities were actually involved with and supported the approved changes.

Legal Counsel, Dania Reid, stated that this is not the venue in which to engage in discussion on the process and that those questions should be routed directly through her office.

Upon questioning by Trustee Marsh regarding holding a meeting at the Gerlach Partnership Library, Director Scott stated that is not in the plan. He stated that the changes made to the meeting schedule locations were made to spend more time in the branches equally throughout the year. He also noted that Washoe County Library does not directly staff the Gerlach Partnership Library and that a Washoe County School District employee is paid by the County to work the public hours there.

Ms. Reid stated that, in her eight years representing the Library Board of Trustees, the Board has never held a meeting in Gerlach.

9) **STAFF ANNOUNCEMENTS**

None

10) **ADJOURNMENT**

Chair Wilson adjourned the meeting at 4:47 pm.