

**LIBRARY BOARD OF TRUSTEES MEETING AGENDA
WEDNESDAY, MARCH 21, 2018**

The Board met in regular session at the Spanish Springs Library, 7100A Pyramid Lake Hwy Sparks, NV 89436

Chair Alderman called the meeting to order at 4:03 pm

1) ROLL CALL

Board Members Present: Wendy Alderman, Jean Stoess, Derek Wilson

County Staff Present: Deputy District Attorney Dania Reid

Public Present: Scottie Wallace

2) PUBLIC COMMENT

None

3) APPROVAL OF MEETING MINUTES

a. APPROVAL OF MINUTES FROM THE LIBRARY BOARD MEETING OF JANUARY 24, 2018

On motion by Trustee Stoess, seconded by Trustee Wilson, motion which duly carried, the Board approved the meeting minutes from the Library Board of Trustee Meeting of January 24, 2018. All in favor, none opposed.

b. APPROVAL OF MINUTES FROM THE LIBRARY BOARD WORKSHOP OF FEBRUARY 28, 2018

On motion by Trustee Stoess, seconded by Trustee Wilson, motion which duly carried, the Board approved the workshop meeting minutes from the Library Board of Trustee Meeting of February 28, 2018. All in favor, none opposed.

4) OLD BUSINESS

None

5) NEW BUSINESS

a. APPROVAL OF APPLICATION BY TYNA SLOAN FOR BOARD SCHOLARSHIP FOR \$840.50 TO BE PAID OUT OF THE LIBRARY GIFT FUNDS

On motion of Trustee Stoess, second by Trustee Wilson, motion which duly carried, the Board approved the award of a Board Scholarship in the amount of \$840.50 to Tyna Sloan. All in favor, none opposed.

b. APPROVAL TO MAKE PAYMENT OF \$4,345.75 TO GUSTIN AND ASSOCIATES FOR DESIGN PREPARATION FOR EXTERIOR CONCEPTUAL ARTWORK FOR THE DOWNTOWN RENO LIBRARY RENOVATION PROJECT TO BE PAID OUT OF TACCHINO TRUST FUNDS

Director Scott stated that this was the final payment for the exterior design work for the Downtown Reno Library renovation. Gustin and Associates have been working with State Historical Preservation Office (SHPO) on this project. The Library is expecting to hear back

from SHPO in April to find out if Washoe County Library System was awarded the \$75,000 grant.

Upon questioning by the Board, Director Scott confirmed the Washoe County Library System received a project document from Gustin and Associates and will bring it the April Library Board meeting for Trustee review.

On motion by Trustee Wilson, seconded by Trustee Stoess, motion which duly carried, the Board approved payment of \$4,345.78 to be paid to Gustin and Associates for continued conceptual artwork for the Downtown Reno Library renovation project. All in favor, none opposed.

6) REPORTS

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

Trustee Marsh arrived at 4:08 pm.

Director Scott provided a PowerPoint presentation updating the Board on the Library System programs and activities, outreach and operations for the months of January and February 2018. He noted that the following:

- Page 11, Galleries Slide: This is a new slide for the presentation to highlight the artwork in the various galleries throughout the branches.

b. SPANISH SPRINGS LIBRARY REPORT ON PROGRAMS, ACTIVITIES AND OPERATIONS

Spanish Springs Managing Librarian Julie Machado invited the Trustees to the Idea Box Faire, Sunday, March 25, 2018 from 10-3 pm. After informing the Board she was mostly focusing on page 2 of the provided staff report, she highlighted the following:

- Code It, Build it: This program was happening at the branch at the same time of the Board meeting and the Trustees were invited to go into the branch after the meeting to see the progress including access to a 3D printer.
- Coding classes: Washoe County Library is currently creating coding classes for teens and adults.
- Collaboration with Lazy 5 Hive: working with the Lazy 5 ranger, Spanish Springs Library will be hosting some summer activities in the new Lazy 5 Hive event space.
- Staff utilized technology devices: showed 4 different devices in which staff are trained and utilize daily with 3 different operating systems to assist the public.
- Spanish Springs Library will be hosting book discussions this spring as part of the Nevada Reads programming.

Upon questioning by the Board, Ms. Machado clarified that Spanish Springs statistical reporting has remained steady during and since the Pyramid Highway construction project. She hopes that the new signage will help increase patronage by clearing identifying the library from the side of the road near where the old church sign used to be.

c. MONTHLY TECHNOLOGY UPDATE

Written update was provided to the Board at the beginning of the Board meeting.

Access and Systems Librarian Nancy Keener highlighted the following from the written report:

- Automated Materials Handling (AMH): The County Request for Proposal (RFP) went out to bidders on Monday, March 19, 2018.
- Meeting room updates: A review of the branch meeting rooms is being done by Vision Control, the vendor who renovated the Downtown Reno Auditorium, to provide suggestions for enhancements that may better serve the public.
- The Library purchased 4k capable laptop and Apple TV that are compatible with the equipment installed in the Downtown Reno Auditorium during the remodel.

d. **TACCHINO TRUST EXPENDITURE UPDATE**

The Board reviewed the information submitted in the packet.

Director Scott noted that expenditures for the months of February and March included small furniture pieces. Upon questioning by the Board, he noted that all the Tacchino renovation projects are anticipated to happen Fall 2018. Renovation dates are not available at this time from Washoe County.

7) **STAFF ANNOUNCEMENTS**

Resources Librarian Debi Stears visually demonstrated the ease of getting a Library Card through the Overdrive application for access to e-materials by providing a name, phone number and physical address. The system has been tested to confirm that it does check the address and phone number to ensure the individual is a resident of Washoe County. Since this initiative was started last week, 147 new patrons have taken advantage of it. This library card only gives access to OverDrive materials. The Library will inform these patrons that to access databases, such as Lynda.com, and to be able to check out physical materials, they will need to come in and get a physical card.

South Valleys Managing Librarian Julie Ullman informed the Board that 3 South Valleys Library staff members were able to participate in a bowling tournament fundraiser put on by the Nevada Claims Association. They paid the fees for library staff to participate. There was a costume contest with a St Patrick's Day theme and the Library Team won the costume contest. Pictures will be included at the South Valleys Programs, Activities and Operations report at the Board meeting in June 2018.

8) **PUBLIC COMMENT**

None

9) **BOARD COMMENT**

Chair Alderman asked the Trustees to review the Workshop Meeting minutes to make sure so that they can see what action item they volunteered to take on and return to the Board.

10) **ADJOURNMENT**

Chair Alderman adjourned the meeting at 4:55 pm.