



**LIBRARY BOARD OF TRUSTEES MEETING AGENDA
WEDNESDAY, JUNE 19, 2019
4:00 P.M.**

**Northwest Reno Library
2325 Robb Drive
Reno, NV 89523**

PURSUANT TO NRS 241.020, THE AGENDA FOR THE TRUSTEES MEETING HAS BEEN POSTED AT THE FOLLOWING LOCATIONS: WASHOE COUNTY COURTHOUSE, WASHOE COUNTY ADMINISTRATION BUILDING, DOWNTOWN RENO LIBRARY, INCLINE VILLAGE LIBRARY, NORTH VALLEYS LIBRARY, NORTHWEST RENO LIBRARY, SIERRA VIEW LIBRARY, SOUTH VALLEYS LIBRARY, SPANISH SPRINGS LIBRARY AND SPARKS LIBRARY. FURTHER, IN COMPLIANCE WITH NRS 241.010, THIS NOTICE HAS BEEN POSTED ON THE OFFICIAL WEB SITE FOR THE WASHOE COUNTY LIBRARY SYSTEM AT www.washoecountylibrary.us; and <https://notice.nv.gov>.

SUPPORT DOCUMENTATION FOR ITEMS ON THE AGENDA PROVIDED TO THE LIBRARY BOARD OF TRUSTEES IS AVAILABLE TO MEMBERS OF THE PUBLIC AT THE DOWNTOWN RENO LIBRARY ADMINISTRATION OFFICE, 301 SOUTH CENTER STREET, RENO, NEVADA AND MAY BE OBTAINED BY CONTACTING TAMI GASTON AT 327-8343 OR tgaston@washoecounty.us. WE ARE PLEASED TO MAKE REASONABLE ACCOMMODATIONS FOR MEMBERS OF THE PUBLIC WHO ARE DISABLED AND WISH TO ATTEND MEETINGS. 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.

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 – 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 May 15, 2019
- 4) Old Business
None
- 5) New Business
 - a. *For Possible Action:* Election of Chair for Library Board of Trustees for Fiscal Year 2019-2020
 - b. *For Possible Action:* Election of Vice-Chair for Library Board of Trustees for Fiscal Year 2019-2020
 - c. *For Possible Action:* Approval of Library Board of Trustee Bylaws for Fiscal Year 2019-2020
 - d. *For Possible Action:* Appointment of One Library Board Trustee as Friends of Washoe County Library Liaison
 - e. *Informational:* Update on Tax Initiative (Expansion Fund) Which Sunsets in 2024
- 6) Reports
 - a. Library Director Update
 - b. Northwest Reno Library Report on Programs, Activities and Operations
 - c. Monthly Technology Update
 - d. Collections Update
 - e. Youth Services and Library Events Update
 - f. Tacchino Trust Expenditure Update
 - g. Board Task Report Update
- 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 – 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 - *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*
- 10) Adjournment

**LIBRARY BOARD OF TRUSTEES MEETING MINUTES
WEDNESDAY, MAY 15, 2019
4:00 P.M.**

The Board met in regular session at the Sparks Library, 1125 12th Street, Sparks, NV 89431

Vice-Chair Zanny Marsh called the meeting to order at 4:03 pm.

1) ROLL CALL

Board Members Present: Wayne Holland, Zanny Marsh, Ted Parkhill, Jean Stoess

Board Members Absent: Wendy Alderman

County Staff Present: Assistant District Attorney Herb Kaplan, Assistant County Manager
Dave Solaro

Public Present: Louise Souffront

2) PUBLIC COMMENT

None

3) APPROVAL OF MEETING MINUTES

a. APPROVAL OF MINUTES FROM THE LIBRARY BOARD MEETING OF APRIL 17, 2019

On motion by Trustee Stoess, seconded by Trustee Holland, motion which duly carried, the Board approved the meeting minutes from April 17, 2019. All in favor, none opposed.

4) OLD BUSINESS

none

5) NEW BUSINESS

a. DISCUSSION TO DETERMINE IF THE SCHEDULED LIBRARY BOARD OF TRUSTEE MEETING FOR JUNE 2019 WILL BE HELD OR CANCELLED.

Trustees Holland, Stoess and Parkhill confirmed they would be available for the June meeting. Vice Chair Marsh stated she may not be available for the June meeting.

Vice Chair Marsh stated she preferred to leave the meeting as scheduled and expects any cancellations to be sent if it is determined there is no agenda.

b. APPROVAL OF REVISED PUBLIC HOURS AT THE DUNCAN-TRANER LIBRARY EFFECTIVE MONDAY, JUNE 3, 2019.

Director Scott provided a brief history as outlined by the staff report.

Upon questioning by the Board, Branch Manager Sarah Jaeck:

- Clarified any Saturday hours at Duncan-Traner library were not in recent history and that Sundays seem to be family days for the community, with very few patrons visiting the partnership branch.

- Stated that communication with Friends of Duncan Traner requests the Library system keep one weekend day open for public hours. The Library System will try to do some Saturday programming for the community.
- For marketing or promotion of Saturdays, they are in a holding pattern until hours are approved by the Board and if approved, they would look towards September/October. She also clarified that for the younger patrons of this partnership branch, that work of mouth is great in this community and also hopes that hosting the Summer Lunch program aides it.

Upon questioning by the Board, PIO/Development Officer Andrea Tavener:

- Stated that if hours were approved, a press release will be sent out.
- Clarified that further notification, i.e. for district commissioners, would be routed up the County chain of command.

On motion by Trustee Holland, seconded by Trustee Parkhill, motion which duly carried, the Board approved the revised public hours at the Duncan-Traner Library as set forth. All in favor, none opposed.

c. **APPROVAL OF REVISED PUBLIC HOURS AT THE INCLINE VILLAGE LIBRARY EFFECTIVE SEPTEMBER 2, 2019.**

Director Scott noted that the requested change in Incline Village public hours only opens the library to the public one hour earlier, providing consistently throughout the system with all branches open at 10 am.

Upon questioning by the Board, Branch Manager John Crockett:

- Stated they did look at adding hours back into Saturday, but determined the interested generated by word of mouth did not justify the stretch of staffing it would create. He also clarified that the decision to close Saturday and open on Mondays by the previous branch manager really did open up more access to the community.
- Yes, starting in September, Incline Village Library would have some programming starting at opening time of 10 am to include Lapsit Storytime.

On motion by Trustee Parkhill, seconded by Trustee Stoess, motion which duly carried, the Board approved the revised public hours at the Incline Village Library as set forth. All in favor, none opposed.

d. **ACKNOWLEDGEMENT OF CASH AND NON-CASH DONATION RECEIVED BY THE LIBRARY SYSTEM BETWEEN JANUARY 1 AND MARCH 31, 2019 FOR A TOTAL OF \$26,254.49**

Director Scott reminded the Board this report was one of the quarterly reports revised as a part of the new reporting layouts.

Upon questioning by the Board, Director Scott stated that the total donation amount is about average for a quarter reporting and that the amounts received are nominal and not really period related.

Upon questioning by the Board, PIO/Development Officer Andrea Tavener:

- Clarified that every donation receives a thank you from the Library and that who signs the thank you letter is determined by the donation amount received. She also clarified that thank you letters are generated in Library Administration via computer and that they are not generally hand-written.
- Noted that the donation amount is slightly higher this period because of the Gift of Reading donation with a \$10,000 match.

Collections Manager Debi Stears spoke to the Board informing them that the Gift of Reading Campaign is a recent campaign that replaced the periodical drive. She explained the periodical drive was driven by patron personal interests and the Library found that the cost of return did not meet the library objectives. She further confirmed that the Gift of Reading campaign focuses on early literacy, which meets the library's goal and strategic plan objectives.

6) REPORTS

a. LIBRARY DIRECTOR BUDGET ANALYSIS UPDATE

Director Scott stated that this update included a typed general analysis and budget update. He also noted that the report included one sheet of statistical data comparisons with libraries who have a similar budget allocation, and statistical information over 20 years to include a graph comparison.

Director Scott provided the following information:

- The County approved the requested budget increase in the Expansion Fund of \$110,000. These budget adjustments include:
 - \$30,000 for Collection Development
 - \$10,000 for Youth Programming
 - \$30,000 for Travel and Training
 - \$10,000 for Technology
 - \$30,000 to Establish Courier Service
- The County did not provide a match as required for the Tacchino Trust fund.
- The Summer Lunch programs include programming to include either a storytime or craft of some sort for those coming to eat or hang in the library.

Upon questioning by the Board regarding the budget update, Director Scott explained that if the County does not meet the requirements set in the Tacchino Trust for a match, the remaining Tacchino Trust funds could only be spend on childrens' books. He further stated that the County has provided significant expenditures to Library building including roofing (over \$1M), upgrading Sparks bathroom to ADA compliant and carpet at Downtown Reno which all demonstrate good use of funds. We are continuing to look at other possibilities for more capital improvements like carpet. These will need to be funded by next fiscal year, not the one coming.

Director Scott briefly reviewed Director Updates provided in the staff report, including the two Achievement Awards from the Nation Association of Counties 2019 awarded to the Library System: Kids Café: Summer Meals Program and The QUAD: A Makerspace. For these awards, Director Scott and a couple of staff members anticipate flying to Las Vegas to accept them. He attributed the success of these programs and award of these

achievements to the library staff and branches directly involved with them, as well as, the writing skills of PIO/Development Officer Andrea Tavener.

Upon questioning for the comparison and statistical reports provided, Director Scott clarified the following:

- The comparative statistical Libraries' information comes from the Library Journal, who does a 5-star rating of comparative libraries reviews ranked by variety of stats. This information was pulled based upon budgetary allotments from \$10-30M. He also restricted the report by pulling only County libraries. The report has a lag of approximately 2 years and the bold red numbers indicate where we are behind comparable libraries. The bottom figures indicate where Washoe County Library would be if it were to meet the average figures across the statistics provided.
- The second spreadsheet is the historical timeline of statistical information. He noted that review of the information shows direct correlation of decreases to budget cuts. He stated that the Library System is working on recovery, and there are challenges with the physical to electronic as well as budgetary constraints.

Trustee Holland noted that staffing levels alongside the other statistical data confirms that the Washoe County Library system is indeed doing more with less as circulation continues to increase while the number of employees hasn't.

B. MONTHLY TECHNOLOGY UPDATE

Director Scott reviewed the written report provided.

C. COLLECTIONS UPDATE

Collection Manager Debi Stears apologized to the Board, informing them the presentation they were about to see was updated and modified from the version included in the board packet. She covered the following from the revised presentation:

- Book and eBook: book checkouts continue to decrease annually, but when you look at book and ebook checkouts, you see that checkouts actually increase.
- Audio and eAudio: physical (cd) audio books, as a format, are dying usage wise. However, when you factor in Overdrive (download) audio books, overall Audio/eAudio usage has increased 40%.
- Video: The Library System is seeing a dramatic decrease in movie usage. The County is unable to offer streaming video due to costs. The Average cost per *check out* for physical movies is around \$0.17. To stream movies, it costs \$2-4 per *download*.
- Overdrive: 2,228 new cards were issued by Overdrive in the last 13 months. These patrons are new to the Library System and did not come into any branch. The 2,228 new patrons total 21,578 checkouts. Ms. Stears has tested this card issue to verify it works and knows that about half of the attempts to get an Overdrive library card to access Washoe County Library Overdrive materials fail.

Upon questioning by the Board, Collection Manager Stears:

- (books/ebooks): Confirmed that the Library System sees a decrease in all years at end of year for books/ebooks. Some of this can be attributed to holiday closures as well as inclement weather.
 - Director Scott also noted that the variation within months are consistent and confirmed that weather affects usage.

- (audio/eaudio): Explained the regular cost of a book is about \$28, but that the Library System pays around \$16. For materials on Overdrive, the cost can be as high as \$88 because the vendor believes the electronic downloads are forever with no damage/loss. Additionally, they can be downloaded multiple times and the 2,000th download is the same quality as the first. She also informed the Board that she has used grant funds (\$26K) to “buy down” current holds lists from 8 downloads to a hold to 6 downloads.

Ms. Stears also informed the Board of the following:

- Librarian I Megan Conelly of Technical Services has ordered \$100,000 worth of materials for Downtown Reno’s new children’s area. She also recognized Downtown Reno staff as the materials have arrived in large deliveries with little to no notice and that staff has been a tremendous help in getting the items shelved and organized.
- Librarian I Rebecca Reed of Technical Services was recently promoted after a long term employee had retired and is the newest selector of library materials for the Washoe County Library
- Baker and Taylor, large vendor for library materials, will be closing their warehouse in Reno.

d. YOUTH SERVICES AND LIBRARY EVENTS UPDATE

Programs and Collaboration Beate Weinert and Programs Librarian Judy Hansen introduced themselves to the Board stating they only provided one page (pages 2 and 3 of the Summer Reading Program pamphlet) for the Youth Services and Library Events report.

Upon questioning by the Board:

- Ms. Weinert explained that the first milestone for the 1,000 books Before Kindergarten (National Initiative) is reaching 100 books and that the program is for 0-5 year olds.
- Sparks Branch Manager Corinne Dickman informed the Board that the kids reaching milestones get their picture taken, get a sticker on their shirt, fill their name out to be hung visibly on the wall. Once they reach 1,000 books, they get a certificate. She also stated she believes for parents and grandparents that part of the incentive is knowing the children will be ready for kindergarten, as well as not having the 30,000,000 word deficit when starting school. She feels children enjoy the photo, sticker and certificate, but it’s as much about building a relationship with literature.
- Librarian Judy Hansen informed the Board the Northwest Reno Libraries have some families going to 2,000 and 3,000 books. She also responded that she believes it is both child and parent driven as the children know weekly (before Storytime) which books they want to check out.
- PIO/Development Officer Andrea Tavener clarified that the Library is not able to use County funds for a food give-aways. She reminded the Board that the 1,000 Books before Kindergarten is a national initiative and that although the Library System has accepted this program, the Summer Reading Program is the Library System’s program and that the system focuses on this. We have received grants in the past to purchase books for incentive giveaway. We have received grants from Kinder Morgan for Summer Reading giveaways in the past, but they are no longer granting funds to any organization in the Reno area.

e. **TACCHINO TRUST EXPENDITURE UPDATE**

The Board reviewed the information submitted in the packet.

Director Scott informed the Board that this is a regular update and includes the ledger as a quarterly report. He informed the Board that some of the available funding will be decreasing soon from the Downtown Reno ledger when the Library System reimburses Washoe County for recent furniture expenditures.

f. **QUARTERLY FINANCIAL REPORT**

The Board reviewed the information submitted in the packet.

Director Scott noted the gift fund balance is still around \$1,000,000 and that Northwest Reno Library's gift fund balance is increasing with the monthly branch sales.

g. **QUARTERLY STATISTICAL REPORT**

The Board reviewed the information submitted in the packet.

h. **BOARD TASK REPORT UPDATE**

The Board reviewed the information submitted in the packet.

Upon questioning by the Board, Director Scott provided the following:

- Security/Training Report update will be after the new fiscal year.
- Update on Downtown Reno public hours change will occur in either July or August 2019.

7) **STAFF ANNOUNCEMENTS**

Incline Village Branch Manager John Crockett informed the Board of a recent unique program this month (Say Yes to the Prom Dress) where 21 local students chose dresses for prom. Several local vendors provided a variety of dresses for this event. It was a great success.

8) **PUBLIC COMMENT**

Louise Souffrant stated she is a patron of the North Valleys Library. She said she is pleased that Washoe County Library participates in the 1,000 Books before Kindergarten National initiatives and enjoys seeing their excitement about being displayed upon the board at North Valleys when they reach 100 books. She stated the North Valleys branch manager informed her about not giving away trinkets but books and that reinforces what the kids are doing is spectacular and excited for that. She asked when the North Valleys Library is getting a new library instead of a storefront since the valleys are expanding with growth.

9) **BOARD COMMENT**

Trustee Parkhill stated he believed the follow-up on collection use was really helpful.

Vice Chair Marsh stated she believed that there was big work, agenda-wise, in July (officer selection, bylaws, etc) but not necessarily in June.

10) **DISCUSSION AS TO POSSIBLE CANCELLATION OF THE JUNE 19, 2019 MEETING OF THE LIBRARY BOARD OF TRUSTEES, BASED ON THE POSSIBILITY THAT THERE IS NOT ENOUGH SUBJECT MATTER TO WARRANT MEETING**

Vice Chair Marsh stated that the June meeting will be kept as scheduled unless, when the agenda is being created it is determined that the agenda is light enough to cancel.

11) **ADJOURNMENT**

Vice Chair Marsh adjourned the meeting at 5:36 pm.

TO: Washoe County Library Board
FROM: Jeff Scott, Library Director
RE: Approval of Library Board of Trustee Bylaws for Fiscal Year 2019-2020
DATE: June 19, 2019

Background: Section IV. Meetings/L. Annual Bylaws Review states that the Washoe County Library Board of Trustee Bylaws shall be reviewed at least annually at the regular June meeting of the Library Board of Trustees.

The Bylaws are updated annually with the following changes:

- New Trustee(s) updated
- Footer fiscal year dates are updated
- Effective date of the document year is updated
- Meeting date the Board approved the Bylaws is updated
- Elected Chair is updated
- Elected Vice Chair is updated

Additional changes for this meeting under I. Order of Business include:

- Removal of “if necessary” from the second agenda item Public Comment
- Removal of specific reports listed under agenda Reports

Recommendation and Suggested Motion: That the Board approve the Washoe County Library Board of Trustee Bylaws for Fiscal Year 2019-20 as presented.

Washoe County Library Board of Trustees

Bylaws

The Board of Trustees of the Washoe County Library System, pursuant to the authority vested by Nevada Revised Statutes 379.025, hereby establishes the following bylaws:

I. Purpose

The Washoe County Library Board of Trustees shall, consistent with provisions of applicable state and federal law, exercise the powers and duties granted pursuant to NRS 379.025. The Board shall endeavor to administer and manage the resources of the Washoe County Library System in a manner consistent with the public trust, the Library Mission Statement and the Library Vision Statement.

II. Organization and Membership

A. The name of the organization shall be “The Board of Trustees of the Washoe County Library System”

B. Membership:

1. The Board of Trustees will be comprised of five (5) members.
2. Trustees will be appointed by the Washoe County Board of Commissioners.
3. Trustees will meet the minimum requirements as determined by the Washoe County Board of Commissioners.
4. Trustees will serve a 4-year term, as provided in NRS 379.020.
5. Trustees will be eligible for no more than two full four-year terms plus a partial term of less than two years. Nothing in this provision shall be construed to prohibit the reappointment of a trustee for additional terms to be served after a break of one term of non-service prior to re-appointment.
6. Resignation: If any Trustee resigns at any time, written notice must be provided to the Board of Trustees Chair and the Library Director. Any such resignation shall take effect at the date of receipt of such notice or at any later date specified therein; unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.
7. Removal: A Trustee can be removed per NRS 379.020 for three unexcused absences.

C. Trustees are public officers as defined in NRS 281.4365 and subject the Ethics in Government Provisions codified in NRS 281A.010 et. seq. Trustees shall comply with the Code of Ethical Standards of NRS 281A.400 et. seq.

D. Duties of a Trustee:

1. Regularly attend meetings and actively participate in such meetings and actions
2. Review meeting materials prior to each meeting
3. Be attentive to the needs and concerns of library patrons, volunteers, library staff, library administration, county staff, county commissioners and the general public
 - a. Set policies governing the operation of the library system as appropriate
 - b. Hire and evaluate the job performance of the Library Director
 - c. Work with the Director, library staff, community members, and political leaders to plan for the future of the library system
 - d. Approve the annual budget for the library system, and monitor expenditures
 - e. Monitor and evaluate library effectiveness
 - f. Advocate for the Washoe County Library System within the community and political organizations, as appropriate

III. Officers

A. Chair

1. Selection
 - a. The chair will be elected by a vote of the Board of Trustees
 - b. The term will be for one-year at the pleasure of the Board of Trustees
 - c. Elections shall be held at the regular Board of Trustees meeting each June
2. Duties. The chair shall:
 - a. Preside at all meetings of the Board of Trustees
 - b. Execute all documents and actions authorized by the Board of Trustees
 - c. Call special meetings as warranted
 - d. Appoint committees
 - e. Serve as an ex-officio non-voting member of all committees
 - f. Work with the Library Director and staff
 - g. Review agendas and assist in scheduling meetings
 - h. Add or remove items on each meeting agenda
 - i. Draft correspondence as directed by the Board of Trustees
 - j. Perform all duties associated with the office

B. Vice Chair**1. Selection**

- a. The vice-chair will be elected by a vote of the Board of Trustees
- b. The term will be for one year and is renewable at the pleasure of the Board of Trustees
- c. Elections shall be held at the regular Board of Trustees meeting each June
- d. In the event the vice chair must permanently assume the duties of chair, an election for a new vice chair will be held at the next meeting following the succession

2. Duties. The vice chair shall:

- a. In the event of the absence or disability of the chair, or of a vacancy in the office, the vice chair shall assume and perform all duties associated with that office. In the event of an absence or short-term disability of the chair, the vice chair shall assume the duties of the chair for the period of his/her absence or disability. In the event the chair is permanently vacated, the vice chair shall assume the office of the chairperson for the remainder of the vacated term.

IV. Meetings

- A. Regular meetings: The Board of Trustees will normally meet monthly, on the third Wednesday of each month, at 4:00 p.m. Trustees may change the time and date of meeting by a vote of the membership.
- B. Meeting locations: When possible, the Board of Trustees will normally hold regular meetings on a rotational basis at Washoe County Library locations. A calendar of meeting locations will be provided annually to by the Board of Trustees.
- C. Nevada Open Meeting Law: All meetings of the Board are subject to the provisions of state and federal open meeting laws and shall be conducted in accordance with the applicable laws. The Library Director shall be responsible for ensuring the proper public notice is made for each meeting of the Board. Trustees should endeavor to refrain from discussing agenda items or actions by the Board outside of public meetings in groups that may constitute a quorum.
- D. Agendas: The Director shall ensure the preparation of the agenda for each Board meeting and the compliance with the applicable open meetings laws. An item may be placed on the agenda at the request of any Trustee or by written request by any individual to the Director 15 days prior to the scheduled meeting.

- E. Pertinent Materials: The Director shall ensure that notices and informational materials pertinent to any agenda item for any Board meeting shall be distributed to Trustees, Board legal counsel and anyone with a written request of notification on file with the Board no later than 9 a.m. of the third working day before the meeting to ensure adequate time for review. In addition, pertinent materials shall also be posted on the Board of Trustees web site no later than 9 a.m. of the third working day before a scheduled meeting.
- F. Quorum: A minimum of three Trustees must be present and vote on any action items on the agenda for said action to be of any legal effect.
- G. The Director, or his duly appointed representative, shall attend each meeting of the Board.
- H. Special meetings: Special meetings of the Board of Trustees may be called by the chair or upon the written request of any two Trustees.
- I. Order of Business: To the extent possible, the order of business at any regularly scheduled meeting of the Board shall be:
- Call to order
 - Roll call
 - Public comment
 - Review/approval of minutes
 - Old business
 - New business
 - Presentations
 - Reports
 - ~~Library Director's Report~~
 - ~~Expenditures/Budget Report~~
 - ~~Activities/Usage Report~~
 - ~~Any additional reports necessary~~
 - Public comment ~~(if necessary)~~
 - Board comment
 - Staff Announcements
 - Adjournment

- J. Rules of order: The Board of Trustees shall conduct all meetings in accordance with Robert’s Rules of Order as concerns any matters not addressed by these bylaws. The Board of Trustees will also seek advice from the Board legal counsel as appropriate.
- K. Committees: Committees shall be created as needed by the chair, shall have a specific purpose, shall report regularly as to progress in completing their charge, shall be subject to annual review as needed, and shall automatically dissolve upon the completion of their charge.
- L. Annual Bylaws Review: The bylaws herein can be revised as needed by a majority vote of the Board of Trustees. Any proposed revisions must be placed on an agenda and addressed in a public meeting in accordance with the Nevada Open Meeting Law. The bylaws shall be reviewed at least annually at the regular June meeting of the Board of Trustees.

DATED this 1st day of July, ~~2018~~2019

WASHOE COUNTY LIBRARY BOARD OF TRUSTEES

~~TO BE DETERMINED AT JUNE 2019 MEETING~~ ~~Wendy Alderman~~, Chair
~~TO BE DETERMINED AT JUNE 2019 MEETING~~ ~~Zanny Marsh~~, Vice Chair
 Wayne Holland
Zanny Marsh
 Ted Parkhill
 Jean Stoess
5th Trustee to be appointed at BCC 6/25/19.

These bylaws were presented to the Board on ~~July~~ June 18, 201~~8~~9, and were adopted.

~~Wendy Alderman~~, Chair

TO: Library Board of Trustees
FROM: Jeff Scott, Library Director
RE: Update on Tax Initiative (Expansion Fund) Which Sunsets in 2024
DATE: June 19, 2019

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

Library Director Update June 2019

Courier Services RFP

We have a draft RFP for Courier Services being reviewed. We hope to have the RFP ready to go within a few weeks with a launch time set for some time next fiscal year. This should assist with our existing courier services, provide consistent support for staff as well as the public, and create new opportunities for delivery and bookmobile services.

Summer Reading Launch

Washoe County Library System launched their Summer Reading on June 1 with thousands of kids participating. Our theme this year is A Universe of Stories. Many of the programs have science and space themes with even NASA programming.

Downtown Reno Renovation Grand Re-Opening

Our Downtown Reno Library has completed its renovation. The new Children's Wing had its Grand Re-Opening in May with a large turnout. The Children's Space is now bigger than it has ever been. We are getting much heavier usage as a result. Kudos to the Downtown Reno Library staff for designing, planning, and preparing this space. The entire main floor and parts of the garden level have new carpet with new general and children's furniture that matches the Mid-Century Modern look of the library. This 50 year old building is brand new again.



Summer Reading Brochure

Our Summer Reading Explorer Brochure has been available since mid-May. If you haven't already done so, please pick up a copy. Summer Reading runs between June 1 and July 31.

WASHOE COUNTY LIBRARY EXPLORER
SUMMER PROGRAMS & EVENTS
JUNE 1 - AUGUST 31, 2019

Make tracking your child's summer reading even easier
DOWNLOAD THE NEW READ SQUARED APP TODAY!
Available on iOS and Android

Sign up beginning June 1 at washoecountylibrary.us/summerreading

Connect, Gather, Explore
WASHOE COUNTY LIBRARY SYSTEM washoecountylibrary.us

WASHOE COUNTY LIBRARY EXPLORER
SUMMER 2019

CONTENTS

- 2-3 SUMMER READING PROGRAM EMPY
- 6 BRANCHES + SPECIAL STORY TIMES
- 7 LIBRARY STORY TIMES
- 8-13 JUNE
- 13-21 JULY
- 22-25 AUGUST
- 16 RETURN
- 17 LIBRARY CHALLENGES
- 26 18 = COMIC +
- TECH CAFE + KIDS CAFE
- 27 KID + TEEN BOOKS
- 28-29 PARENTS AUGUST
- 30-31 ONLINE RESOURCES

A welcome from Library Director **Jeff Green**

Hello and welcome to Washoe County Library System! I'm so glad you decided to pick up a copy of the Washoe County Library Explorer for our new quarterly guide. You will find this new resource filled with the wide variety of reading opportunities available to the community throughout the summer, all of them educational, fun, and free! Don't miss a chance to explore our 2019 Summer Reading Program. We hope you will join us at any of our locations and participate in fun programs, learning opportunities, and special events for all ages including the music, story times, and special performances. I look forward to seeing you this summer at

**1 CARD
12 BRANCHES
FIND YOUR LIBRARY TODAY!**

WINTOWN READ LIBRARY 201 South Center Street Reno, NV 89503 775-327-8300	SEMI CENTER LIBRARY 1315 East North Street Building E Ely, NV 89303 775-328-2384
DOUGLASS COMMUNITY LIBRARY 1600 Cavallo Drive Reno, NV 89512 775-333-6134	STARR VALLEY LIBRARY 401 South Virginia Street Starr Valley, NV 89502 775-827-3232
GERALD COMMUNITY LIBRARY 555 East Sunset Boulevard Carson, NV 89414 775-557-2205	SOUTH VALLEY LIBRARY 12025A Westfield Parkway Sparks, NV 89431 775-950-5190
INDIAN VALLEY LIBRARY 845 Alder Avenue Indian Valley, NV 89411 775-822-4130	SPRING SPRINGS LIBRARY 7120A Pyramid Lake Highway Sparks, NV 89436 775-428-1800
NORTH VALLEYS LIBRARY 3275 North Hills Boulevard Suite 345 Reno, NV 89506 775-922-0281	SPRINK LIBRARY 1225 12th Street Sparks, NV 89431 775-328-1300
WESTSIDE READ LIBRARY 2525 Reno Drive Reno, NV 89522 775-781-4300	HEARD COMMUNITY LIBRARY
	OLD WOODS CENTER 2775 Bridge Street Went, NV 89419 775-368-6264

Page 1

Decorative Cap at Downtown Reno Library

Last year we were awarded a t\$10,000 grant from the Nevada State Historic Preservation Office. This grant allowed us to provide a decorative camp on the outside wall of the library. This cap will protect the wall for future generations as well as provide better advertising for the library.



Leadership Training Completed/Report coming

Leadership Training has been completed by Dr. Rebori. All 16 members of our Leadership Team went through training together from January to May.



Drag Queen Story Hour Statement

Drag Queen Story Hour Update: The Show Must Go On

I wanted to provide a brief update on our Drag Queen Story Hour. First of all, this program will not be canceled. It will be held at its scheduled time, Saturday, July 20th at 10:15 AM at the Sparks Library. This program has been advertised in our Summer Reading Brochure and our online calendar for over a month now. We like to keep our promises to our patrons.

Our Youth Services and Library Events Team provides wonderful programs for our community every year. Over 80,000 people attend these programs annually. Last year, Washoe County Library System marched in the Northern Nevada Pride Parade (<https://northernnevadapride.org/>). This year, we wanted to show further support for our LGBTIA community. Everyone is welcome at the library. Our very innovative team watches national, as well as local trends, to constantly find new ways to engage and benefit our community. Our team introduced the idea of a Drag Queen Story Hour into our Program Proposal Form which is then reviewed by our entire team. Sparks Librarians decided to host this program. Drag Queen Story Hour is a popular program that has recently been adopted by libraries across the country. We hope that events like these will encourage inclusivity with everyone in our community.

We have recently received feedback about this event and some would prefer that it be canceled. Of the 122 responses we have received, 77 have been positive and 45 negative. For further information on Drag Queen Story Hour, I will reference a non-profit that provides a Frequently Asked Questions section on their website at <https://www.dragqueenstoryhour.org/faq/>

I just wanted to let our community know that the library is for everyone. In Reno, we celebrate Pride both in June AND in July. It is a great opportunity to learn more about fellow members of our community.

Please feel free to contact me at jscott@washoecounty.us for more information. I believe there is a group directing people to the Ask a Librarian Page, and I would prefer if I was emailed directly so that I can respond more promptly.

Thank you.

Sincerely,

Jeff Scott

Media Coverage of Event

Reno Gazette Journal

<https://www.rgj.com/story/news/education/2019/06/12/sparks-library-drag-queen-story-hour-nevada-family-alliance-protests/1422948001/>

KRNV Channel 4:

<https://mynews4.com/news/local/sparks-library-set-to-host-controversial-drag-queen-story-time>

1C — Reno Gazette-Journal Sunday, June 13, 1999

Northwest Reno gets new library

by Kevin Miller
LENO GAZETTE-JOURNAL

Washoe County's newest library in northwest Reno has a cozy cabin feel.

Library patrons can perch in a comfortable chair, with fresh coffee at their side, and read while facing a stunning view across southwest Reno and Mt. Rose.

"The idea is to make it comfortable," Northwest Reno Library Manager Dianne Varmon said during Saturday's branch opening.

Almost 2,000 people made themselves at home during the grand opening, checking out the long-awaited \$5.3-million facility, the first new library in the Reno-Sparks area in three decades.

"We've been waiting a long time for this," Xianjin Yang said, while playing chess with his daughter.

The new library will serve about 30,000 area residents. Prior to its opening, patrons had to go to Sillnghurst Middle School Library.

Public access to that library was closed two weeks ago, and many of its books moved to the new 30,000-square-foot branch.

Despite the inclusion of an art gallery, bookstore, 26 computers available to the public, and a meeting room with space for 100 people, construction costs were \$800,000 under budget, Varmon said.

Materials, including books, still are arriving. Almost 100,000 books will be on the shelves when the branch is stocked fully, she said. Saturday, the facility had 39,000 books.

The atmosphere of the library is intentionally similar to a bookstore, Varmon said. A coffee cart will be available soon, and the interior and exterior design draw on a visual theme that emphasizes the view.

Designers added extra windows on the south wall and a pair of skylights to maximize the available light, Washoe County architect Bob Hall said. Hall did not design the building, but said he is happy with the work



YOUR MOVE: Xianjin Yang plays a game of checkers Saturday with his daughter Kate, 9, at the opening of the new Northwest Reno Library on Robb Drive just north of McQueen High School.

done.

"Watching people in it, it's worked well," Hall said. "We wanted a lot more natural light."

Inside the building, which once housed a pharmaceutical manufacturer, is a maze of pillars. Designers painted the tops of the pillars green, added posts branching out of the top and into the ceiling to provide a forest-like atmosphere.

Patrons can use the library, at 2325 Robb Drive just north of McQueen High School, seven days a week. The branch is open from 10 a.m. to 8 p.m. Monday through Thursday; 10 a.m. to 6 p.m. Friday and Saturday; and noon to 5 p.m. Sunday.

And for those who don't have time to spend inside the library, the branch has the county's first drive-up window.

STORAGE IS COOL ~ For Good Reason
Furs and Fine Leather can dry out or deteriorate if left to the mercy of the elements!

We Do Leather Cleaning & Repair

Remodeling Turns OLD Into GOLD

6 Month 0% Financing O.A.C.

Free Pick-up Call 838-0995

William Cow & Leather 2200 Lakeside Pl. (Corner of Lakeside & Stone) 8939

Affordable Elegance 828-0995

Providing Convenience to Our Customers Since 1977

Northwest Reno Library

ANNUAL BRANCH REPORT

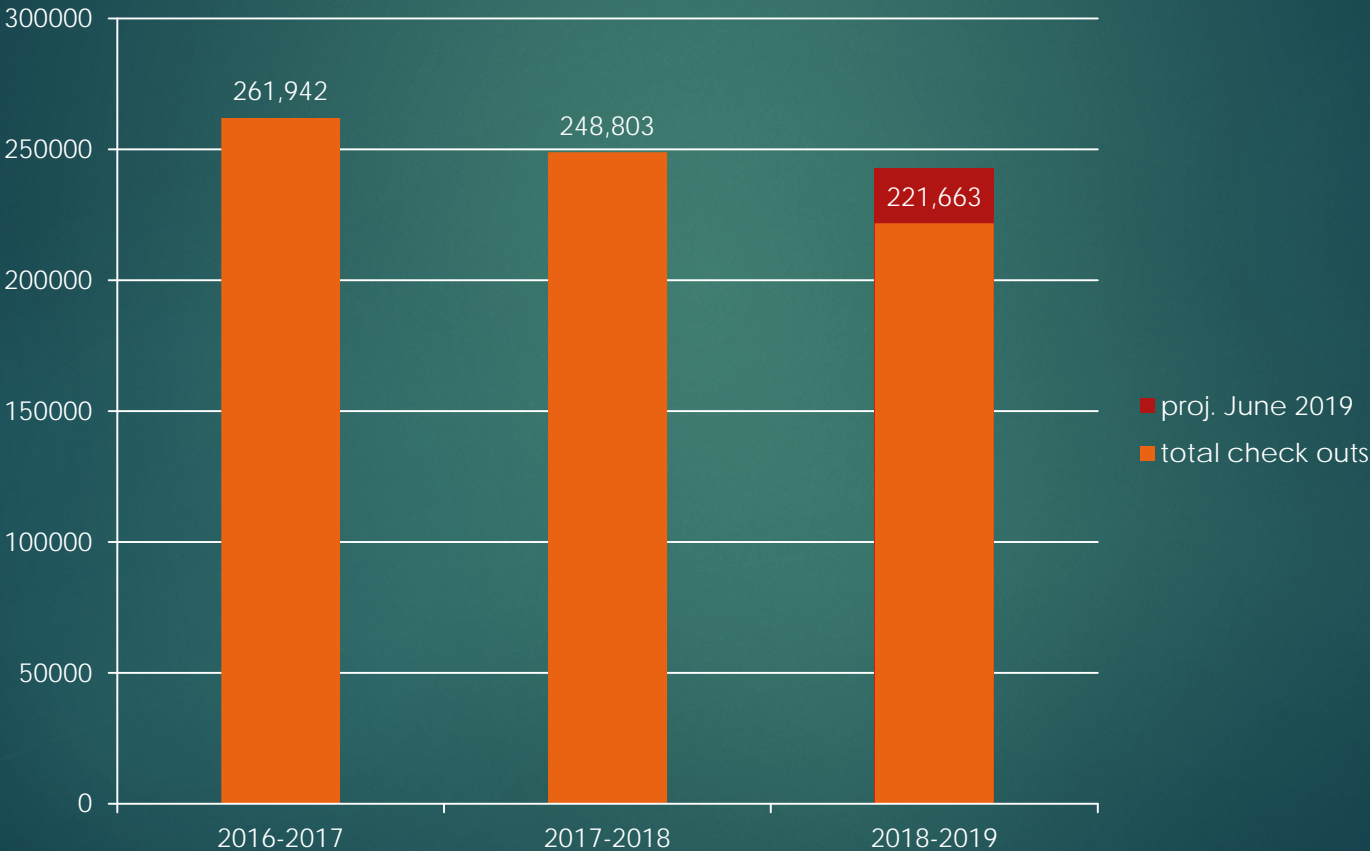
JUNE 2019

Happy 20th Birthday!

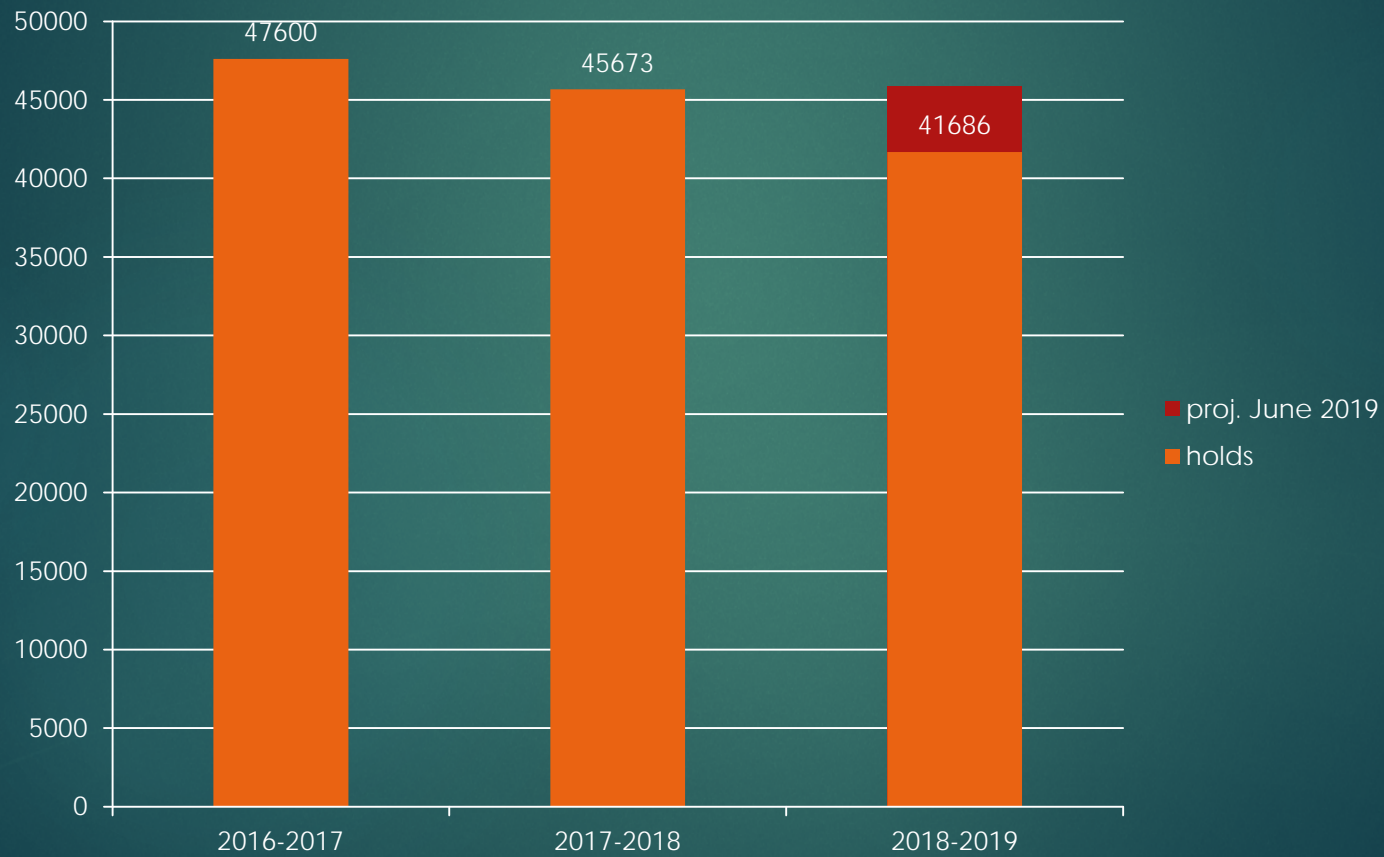
June 12, 1999-2019



Materials Loaned



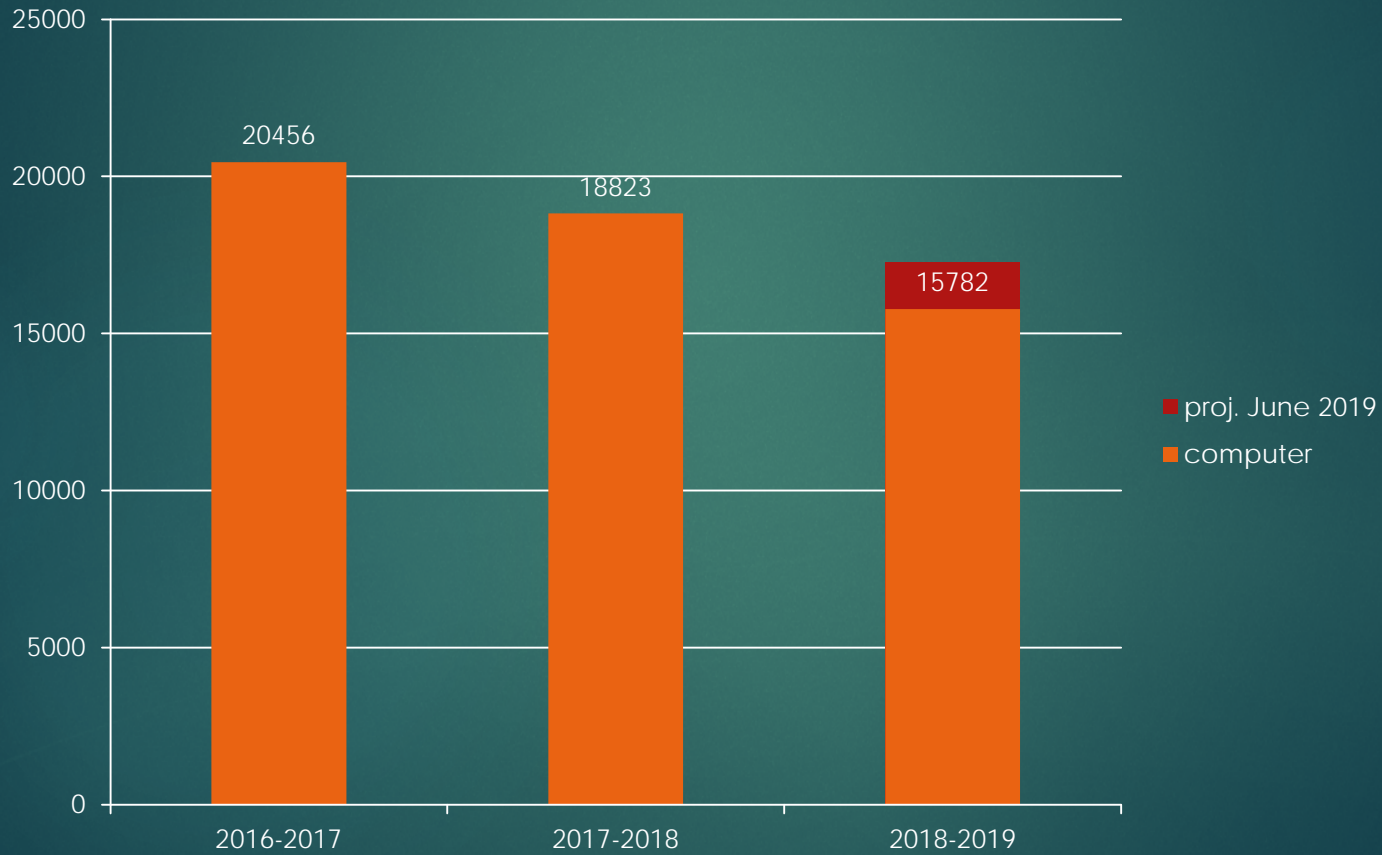
Holdings



Computer Usage Trends

- ▶ Easy access (no wait times) to unlimited use
- ▶ Considerable increase in time spent online by at both computer stations and on personal devices

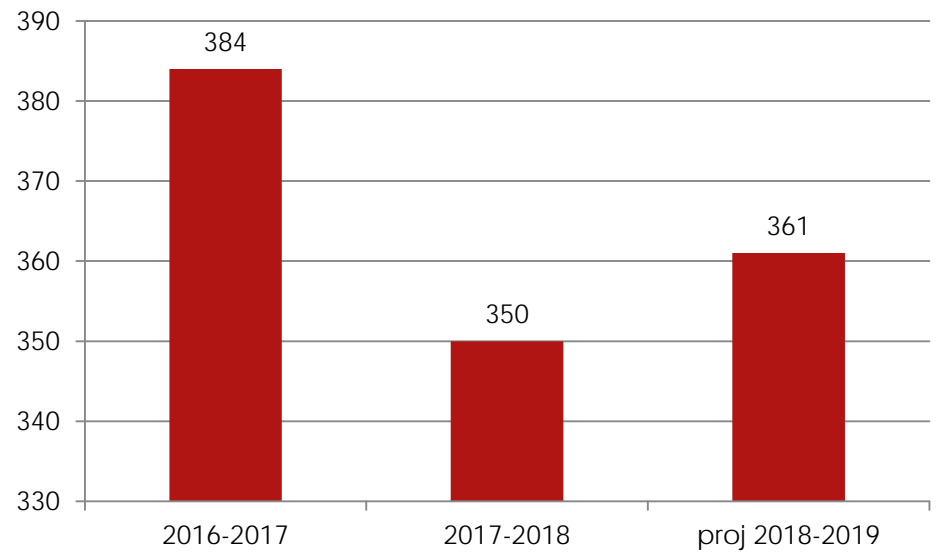
Computer Sessions

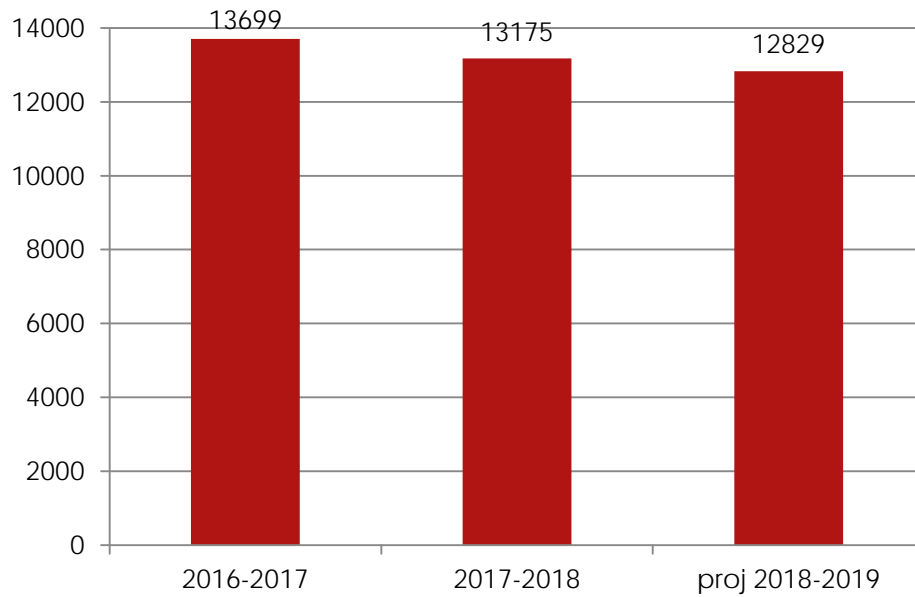


Programming Trends

- ▶ STEAM and technology focused programs have become increasingly popular, challenging staff to keep their knowledge, skills and abilities current. Just last month we began offering both a Tech Café and Discover Tech program twice monthly and already the attendance has exceeded our expectations.
- ▶ Any programming that we have done for adults recently has been well received, particularly historical programs, so we hope to expand our offerings in this area for 2020.
- ▶ Some traditional programs have seen attendance declines or are now considered meeting room usage rather than WCLS sponsored programs.

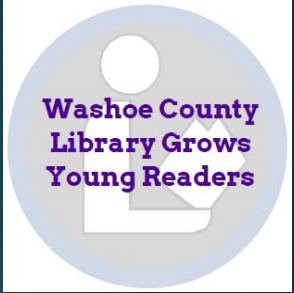
Programs Held





Program Attendance

Program Highlights



Family Story Time with Jamie
3-20-19



Robin is Story Time Ready!
5-1-19

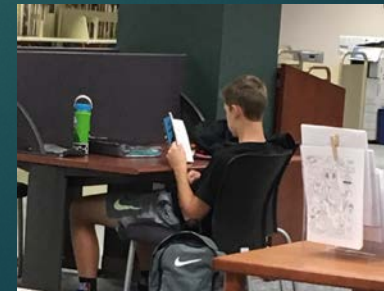
Verdi Pirate Program
9-15-18



Let's Go Camping!
9-1-18

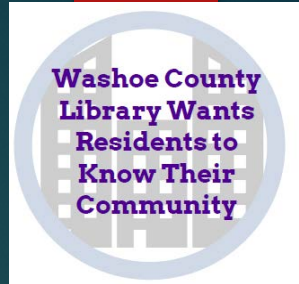


Mother's Day Tea
5-11-19



An actual teen caught reading!

Program Highlights



HRPS: History of LGBTQ Reno
1-16-19



Ballet Folklórico Flor de Castilla
10-6-18

Living History Ladies
3-30-19



Pinwheels for Prevention
4-5-19



HRPS: Model Dairy
3-20-19

Program Highlights

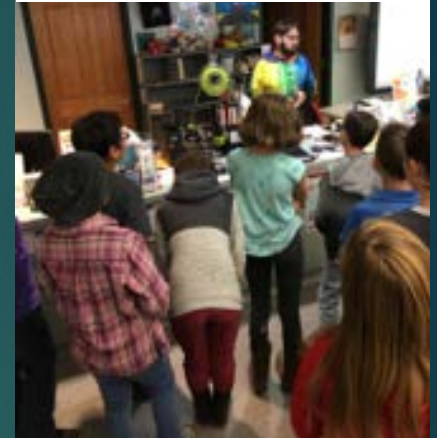


Boredom Busters: Stikbots!
3-6-19



Verdi STEAM
4-24-19

3D Printing at Verdi
10-10-18



SRP 2018 Wrap Up
Rock Party 8-25-18



Code With Toad
1-3-19

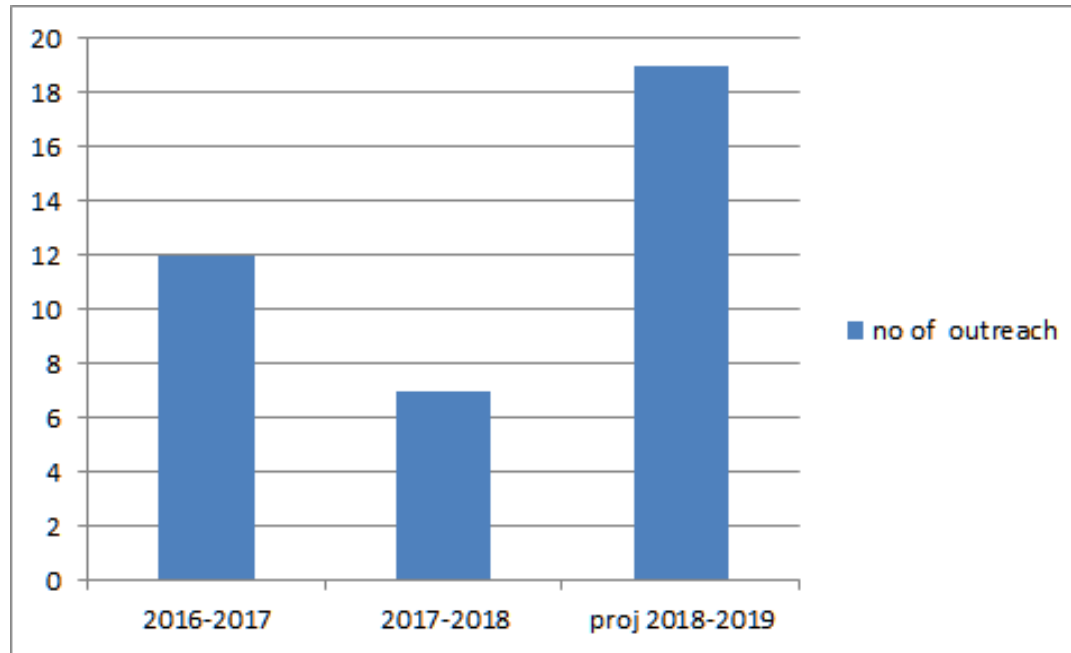


Teen Tech Week:
Make Your Own VR Headset
March 2019

Discover Tech!
5-9-19



1885 connections made this year!



Outreaches Conducted

Outreach Highlights



Verdi Reading Week
2-26-19 to 3-1-19



Swope Middle School
January 2019



Meadowood Mall Community Fair
4-27-19



St. Albert's
3-2019

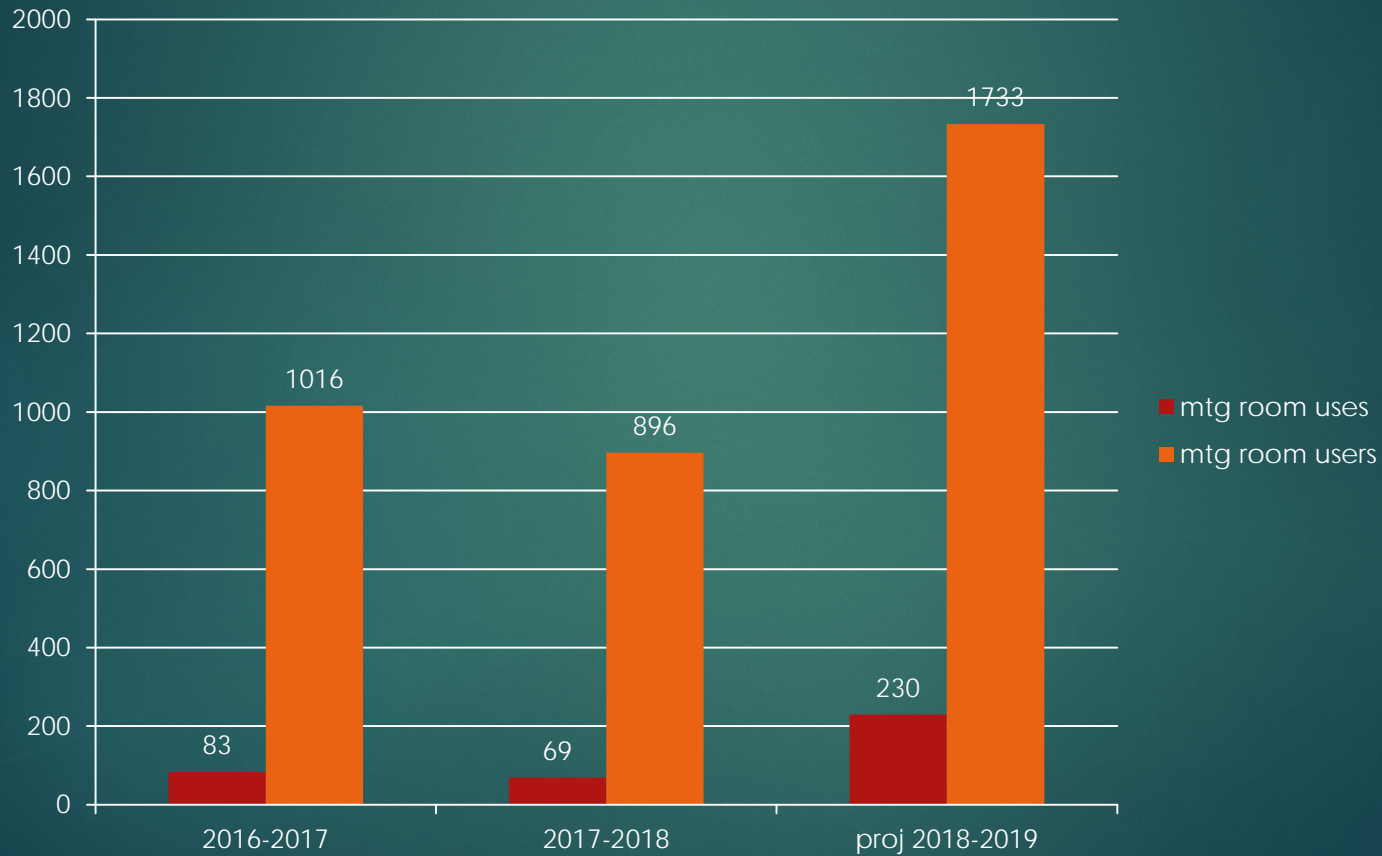


McQueen HS Health Fair
12-7-19

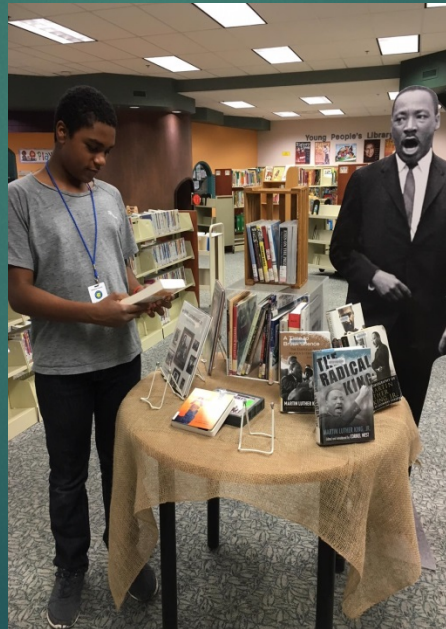
Meeting Room Usage Trends

- ▶ Removal of the \$20 meeting room charge in January 2019 has resulted in a dramatic increase in meeting room usage by small businesses, organizations, study groups, and clubs. In the first 6 months of FY 18-19, our three rooms were reserved 49 times. In the last 5 months, or since the fee was removed, the rooms have been reserved 141 times.
- ▶ We are looking at ways to create more meeting spaces during, or even before our refresh, to help meet this community need.

Meeting Room Users



Displays



What's New

- ▶ After Secondhand Prose closed at the end of 2018, we converted the store location into a makerspace area we've named...

Tinkertorium

- ▶ Virtual Reality
- ▶ 3D printing
- ▶ Coding
- ▶ planned Art and Music workspaces

What's New

- ▶ The Northwest branch book sale has made \$ 2675.19 in just under 5 months!
- ▶ We've used this added revenue for...
 - ▶ Refresh of juvenile games and toys
 - ▶ New reading couches
 - ▶ Tinkertorium purchases
 - ▶ New fridge



TO: Washoe County Library Board
FROM: Nancy Keener, Systems and Access Librarian
RE: Monthly Technology Report
DATE: June 19, 2019

Update on Technology at WCLS June 2019

Office 365

The roll-out of Office 365 on June 8 went fairly smooth. Library staff are experiencing slowness when using online services. This is being addressed by the county by increasing the bandwidth at the data center. Both Office 2010 and Office 365 will be available until October 2020, when we will have Office 365 only.

Public PCs

End of fiscal year spending allowed the Library to purchase 60 Dell PCs that will be used to replace older public internet stations.

RN Children's Area

Thanks to the Friends of Washoe County Library, we were able to purchase a 75 inch touchscreen interactive display board. This device can play DVDs, mirror activities on a tablet and allow digital drawing.



TO: Library Board of Trustees
FROM: Debi Stears, Collection Development Manager
RE: Collections Update
DATE: June 19, 2019

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



DUNCAN TRANER LIBRARY
GOAL 5,000 POINTS



INCLINE VILLAGE LIBRARY
GOAL 😊 12,000 POINTS



Branch Displays

SUMMER READING 2019

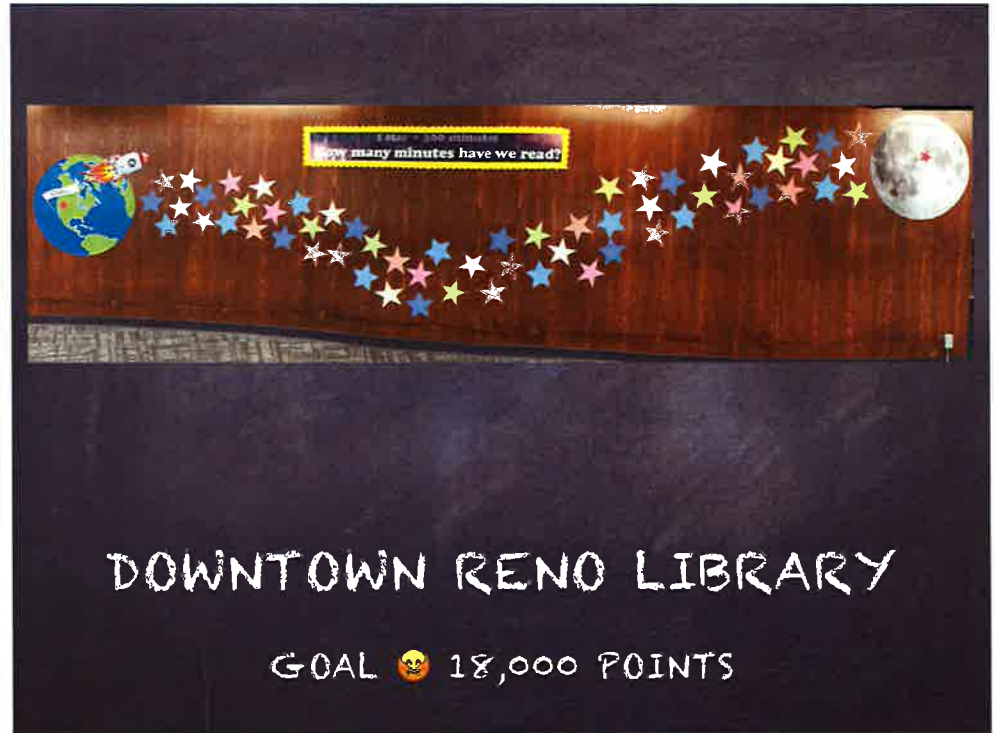
"Rocket to the Moon"

Connect, Gather, Explore

YOUBOS COUNTY LIBRARY SYSTEM washco-countylibrary.us

SUMMER READING PROGRAM 2019

The poster features a dark blue background with a rocket, planets, a UFO, and stars. The text is in white and yellow. The website URL is in small white text.



How many minutes have we read?

DOWNTOWN RENO LIBRARY

GOAL 🤖 18,000 POINTS

The display is on a wood-paneled wall with a trail of colorful stars leading from a globe to a moon. A yellow sign at the top asks 'How many minutes have we read?'. The goal is written in white chalk-style text.



NORTH VALLEYS LIBRARY

GOAL 🍌 200,000 POINTS



NORTHWEST RENO LIBRARY

GOAL 🍌 20,000 POINTS




A UNIVERSE OF STORIES

UPCOMING

Help our astronaut get to the Moon by participating in the Summer Reading Program. Goal 20,000 points!

SIERRA VIEW LIBRARY
GOAL 🤖 20,000 POINTS



HELP OUR CREW REACH 75000 POINTS

SOUTH VALLEYS LIBRARY
GOAL 😊 75,000 POINTS





VERDI COMMUNITY LIBRARY
GOAL 🤖 2,000 POINTS

A UNIVERSE OF STORIES



TO: Washoe County Library Board
FROM: Jeff Scott, Library Director
RE: Tacchino Trust Expenditure Update
DATE: June 19, 2019

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.

Expenditures for the month of May 2019 included: \$140,150.62 for Downtown Reno and \$66,969.21 for Downtown Reno Library Children's Materials.

To date, Tacchino Trust funds has expended a total of \$450,936.01 with \$97,203.47 of those funds spent on Children's Materials.

The total Tacchino Trust funds available the beginning of June 2019 is \$461,313.99.

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

LIBRARY BOARD OF TRUSTEE TASK RECORD/FOLLOW-UP

ITEM 6g

FY2018/19

DATE ASSIGNED	TRUSTEE	TASK / AGENDA ITEM REQUESTED	ANTICIPATED COMPLETION	DATE COMPLETED
2/20/19	Not Applicable	Assistant County Manager Solaro to return to Board in June 2019 to report progress upon Leadership Training	June 2019	
2/20/19	Trustee Parkhill	UPDATE: Request update on Security Report from February Meeting for update and proactive trainings for Library personnel in light of shooting at library in Sacramento	None provided – After beginning of FY19/20	
12/19/18	Chair Alderman	Tracking of children using issued children’s cards is a great start to building metric for Growing Young Readers Strat Plan Initiative – added on request to Board Task Record for tracking (Nancy/Debi)	June 2019	
12/19/18	Chair Alderman	Chair Alderman requested baseline metrics for Downtown Reno from now through completion of renovation for comparisons	June 2019	
12/19/18	Trustee Holland	Requested a future agenda item on how change of public hours is progressing	None provided – July or August 2019	
11/15/18	Chair Alderman	Debi Stears to bring report with System/branch circulation numbers – request from NV circulation slide (no time to add to January Agenda)	January 2019 – moved to Apr May 2019	
3/20/19	Chair Alderman / Trustee Parkhill	Request Director Scott to provide general budget comparison (Salaries/benefits to total budget) for regional or similar sized Library system	Before May 2019	5/20/19 – LBOT
3/20/19	Chair Alderman / Trustee Holland	Budget and Expansion discussion and update after Washoe County FY19/20 Budget approved by BCC	May 2019	5/20/19 – LBOT
2/20/19	Trustee Stoess	UPDATE: agendize discussion and possible action item for March 2019 Board meeting item to discuss decreasing frequency of board meetings (Items from per Trustee Stoess at 12/19/18 & 2/20/19 meetings)	Mar 2019 - Tabled until Apr 2019	4/17/19 - LBOT

LIBRARY BOARD OF TRUSTEE TASK RECORD/FOLLOW-UP

ITEM 6g

FY2018/19

12/19/18	Chair Alderman	Requests more thorough reporting for Tacchino Trust expenditures and balances specific to associated projects	January or February 2019	2/20/19 - LBOT
9/19/18	Not Applicable	Assistant County Manager Solaro to return to Board in January 2019 to report upon training progress (no time to add to January Agenda)	January 2019 – moved to Feb 2019	2/20/19 - LBOT
9/19/18	Trustee Parkhill	Requested Board Task Record to be included in agenda	November Meeting	11/15/18 - LBOT
7/18/18 – LBOT Meeting	Chair Alderman Trustee Parkhill	Non-cash donations be set in a grid vs a list for the Board to see how the programs were attended in the branches - WCLS will work with all in October for layout of quarterly report for reporting at November mtg.	November Meeting	11/15/18 – LBOT 11/6/18 – Trustee Alderman met with Director Scott
7/18/18 – LBOT Meeting	Chair Alderman Trustee Parkhill	See financial report consolidated so that the Board can see where the donations and grants in the Donation report correspond in the Financial Report - WCLS will work with all in October for layout of quarterly report for reporting at November mtg.	November Meeting	11/15/18 – LBOT 10/30/18 - Trustee Parkhill and Holland met with Director Scott
7/18/18 – LBOT Meeting	Chair Alderman	Would like statistical reports to quantify results to Strategic Plan so that the Board can see the impact - WCLS will work with all in October for layout of quarterly report for reporting at November mtg.	November Meeting	11/15/18 – LBOT 11/6/18 – Trustee Alderman met with Director Scott
8/15/18	Trustee Stoess	Resignation as FWCL liaison, appointment of Trustee Holland to FWCL liaison	September meeting	9/19/18 - LBOT
8/15/18	Trustee Parkhill	To meet with Director Scott and discuss financial report	Meeting scheduled 9/20/18	9/20/18 – Director Office
7/23/18 – Chair one-on-one	Chair Alderman	Library Director mandatory Leadership Training – Director Scott showed the Chair the webinar/training list provided by WCHR. Both agreed on something on-going. Jeff to contact trainer at UNR to provide one-on-one continuous coaching. Chair Alderman requested to	September Meeting	9/19/18 - LBOT

LIBRARY BOARD OF TRUSTEE TASK RECORD/FOLLOW-UP

ITEM 6g

FY2018/19

		Speak with her also.		
7/23/18 – Chair one-on-one	Chair Alderman	Overall Team report for YLSE – Director Scott noted that programming information is included in every monthly update of the Director’s Report	---	---
7/18/18 – LBOT Meeting	Chair Alderman	Agendize discussion for Financial report in August LBOT meeting - WCLS will work with all in October for layout of quarterly report for reporting at November mtg.	Meeting scheduled 9/20/18	9/20/18 – Director Office
7/18/18 – LBOT Meeting	Chair Alderman	Return Financial report to September LBOT meeting - WCLS will work with all in October for layout of quarterly report for reporting at November mtg.	Meeting scheduled 9/20/18	9/20/18 – Director Office
7/18/18 – LBOT Meeting	Chair Alderman	Agendize dissolution Partnership Advisory Committee next Board meeting	August Meeting	8/15/18
7/18/18 – LBOT Meeting	Trustee Parkhill Chair Alderman	Would like to see a running list of accountability	August Meeting – TG	