

**LIBRARY BOARD OF TRUSTEE MEETING MINUTES
WEDNESDAY, JUNE 17, 2020
4:00 PM**

The Board met in regular session virtually via Zoom Webinar

Chair Holland called the meeting to order at 4:01 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 County Manager David Solaro, Assistant District Attorney Lindsey Liddell

Public Present: Project Safe Spaces Kimberly Hargrove

2) PUBLIC COMMENT

None

3) APPROVAL OF MEETING MINUTES

a. APPROVAL OF MINUTES FROM THE LIBRARY BOARD MEETING OF FEBRUARY 19, 2020

On motion by Trustee Stoess, seconded by Trustee Ghilieri, motion which duly carried, the Board approved the meeting minutes for the February 19, 2020. All in favor, none opposed.

4) OLD BUSINESS

none

5) NEW BUSINESS

a. STAFF RECOMMENDATION TO BOARD OF COUNTY COMMISSIONERS FOR RE-APPOINTMENT OF JEAN STOESS EFFECTIVE JULY 1, 2020 THROUGH JUNE 20, 2024

Director Scott noted this agenda item is informational as it will be approved by the Washoe County Board of County Commissioners (BCC) for re-appointment per Nevada Revised Statutes. He stated this agenda item has been included in the June 23, 2020 BCC meeting.

b. ELECTION OF CHAIR FOR LIBRARY BOARD OF TRUSTEES FOR FISCAL YEAR 2020-2021

Trustee Stoess nominated Vice Chair Marsh for Board Chair.

On motion by Trustee Stoess, seconded by Trustee Ghilieri. motion which duly carried, the Board elected Zanny Marsh as Chair of the Library Board of Trustees for fiscal year 2020-2021. All in favor, none opposed.

c. ELECTION OF VICE-CHAIR FOR LIBRARY BOARD OF TRUSTEES FOR FISCAL YEAR 2020-2021

On motion by Vice Chair Marsh, seconded by Chair Holland, motion which duly carried, the Board elected Jean Stoess as Chair of the Library Board of Trustees for fiscal year 2020-2021. All in favor, none opposed.

d. APPROVAL OF LIBRARY BOARD OF TRUSTEE BYLAWS FOR FISCAL YEAR 2020-2021

Trustee Stoess questioned the purpose for changing verbiage from “approve” to “acknowledge” regarding the annual budget.

Chair Holland explained the Library Board has no input to the Library budget set by Washoe County.

Board Secretary Tami Gaston also noted removal of the work “by” on page 3 in the last sentence under IV. Meetings/B. Meeting locations.

On motion by Trustee Stoess, seconded by Trustee Ghilieri, motion which duly carried, the Board approved the changes noted in the staff report and by Secretary Gaston for the Library Board of Trustee Bylaws for fiscal year 2020-2021. All in favor, none opposed

e. APPOINTMENT OF ONE LIBRARY BOARD TRUSTEE AS FRIENDS OF WASHOE COUNTY LIBRARY LIAISON

Trustee Stoess nominated Chair Holland to remain liaison between the Library Board and Friends of Washoe County Library (FWCL) if he was interested. She also noted she would be willing to be backup liaison when Chair Holland was unable to attend any meeting.

Chair Holland stated he was good with the nomination.

Trustee Ghilieri noted future interest in this liaison opportunity.

Chair Holland noted that any Trustee could attend a FWCL meeting should they choose.

On motion by Trustee Stoess, seconded by Trustee Ghilieri motion which duly carried, the Board elected Chair Holland to continue as liaison with Trustee Stoess as back up liaison to FWCL for fiscal year 2020-2021. All in favor, none opposed

f. UPDATE ON WASHOE COUNTY LIBRARY COVID 19 RESPONSE AND REOPENING PLAN

Director Scott provided an overview of the Washoe County Library COVID 19 Plan after closures in mid-March 2020, noting it mirrors the plan set forth by the Governor’s Office. He stated that the State of Nevada is currently still in Phase II, but that the remaining libraries (North Valleys, Sparks, Sierra View, and Downtown Reno Libraries) will continue to open for Grab N Go Express services as planned on July 6, 2020. He stated that most library services are virtual, and we are offering TeleReference.

- Upon questioning by Trustee Stoess, Director Scott explained that express Grab N Go services opened at four branches (Incline Village, Northwest Reno, Spanish Springs and South Valleys Libraries) starting on June 15, 2020.

Upon questioning by the Board:

- Spanish Springs Branch Manager Jana MacMillan stated Spanish Springs elected to provide express services using the meeting room rather than that drive up window as it is a safer option for staff as well as allowing staff to complete tasks that are normally done at the drive up window and do not impede operations.
- Director Scott confirmed that Northwest Library is using the drive-up window.
- Director Scott stated that for most branches, the drive-up window option was the easiest and safest for staff. He noted the longest wait in line was around 15 minutes and that the lines moved well. He also noted that all the library branches have staff that identify as vulnerable which limits staffing levels and ability to provide physical services along with vacancies that cannot be filled due to the hiring freeze.
- Director Scott noted the library is providing reader advisory options for placing holds and availability of virtual services for patrons who call regarding limited interest and browsing options.
- Director Scott stated the Library System is looking at mail service for senior services but that it would not be launched in this phase due to the variety of things happening at this time. He noted the availability to access digital services with the digital library card, but also recognized that the vulnerable populations who are unable to access the internet and other services do not benefit from this.
- Director Scott stated that virtual services are doing well and more digital and ebooks access may be the future of some library services.
- Director Scott noted that the Library System is down numerous positions and can request to fill manager positions so that buildings can remain open to the public through the County request process. He stated the Library System has been approved to fill Library Assistant III vacancies and Nancy Keener's pending vacancy. He also noted we have been approved to purchase smart chutes which should help with the 72-hour quarantine turnaround period on returned materials.

Board comments included:

- Director Scott has done a tremendous job putting this plan together and it is thorough.
 - Director Scott stated it was a team effort through biweekly meetings occurring since March and that we have a great team.
- The digital offerings are exceptional along with the physical location pick up options.
- Compliments to all as there was a lot of thought by Director Scott and his staff in putting this plan together.

g. APPROVAL OF PROJECT SAFE SPACES AGREEMENT BETWEEN WASHOE COUNTY LIBRARY SYSTEM AND THE CHILDREN'S CABINET, INC.

Director Scott noted this agenda item was in the packet for the cancelled March 2020 Board meeting. He explained the agreement was presented for Board review to include Washoe County Libraries as a location for Project Safe Spaces when open to the public. He stated this is an opportunity to provide more support for the vulnerable population.

Kim Hargrove of Project Safe Spaced attended the meeting and posted the following comment within the chat feature of Zoom: “Thank you Everyone for supporting the Safe Place program. We are excited about this partnership!”

On motion by Trustee Stoess, seconded by Trustee Ghilieri, motion which duly carried, the Board approved of the collaboration with Project Safe Spaces. All in favor, none opposed

Chair Holland agreed to sign the agreement and send it to Secretary Tami Gaston via USPS.

*Later in the meeting during the YSLE Presentation, Youth Services and Library Events Beate Weinert noticed Ms. Hargrove leaving the meeting and verbally thanked her for approaching the Library System for the opportunity to reach an agreement with Safe Spaces.

h. LIBRARY DIRECTOR STATEMENT ON BLACK LIVES MATTER

Director Scott stated the Washoe County Library System placed a statement in response to the George Floyd incident and protests, so our black community members are aware the Library System continues to move towards more inclusive communities.

Upon questioning by Chair Holland, Director Scott stated there has not been much feedback from the public, but mostly positive. He also noted this is something we have been moving towards and doing for a number of years and that the Library System maintains a cultural calendar for special event celebrations for each month. The Library System has also enhanced its ebook collection with more anti-racist materials available.

6) REPORTS

a. LIBRARY DIRECTOR’S REPORT

Director Scott reviewed the information provided in the Library Director’s Update Staff Report

b. YOUTH SERVICES AND LIBRARY EVENTS (YSLE) VIRTUAL SERVICES UPDATE

Youth Services and Library Events Beate Weinert and Judy Hansen directed accolades to Internet Librarian John Andrews for all his work in getting the Library System to where it is virtually during the COVID-19 pandemic and closures of physical locations and services. Together the three of them presented this report.

Ms. Weinert started with the information provided in the infographic page (first page of the report) created by Ms. Hansen and Mr. Andrews. She noted the infographic provided overall information and provided the following breakdown:

- Virtual programs included: Incline Village Book Group, South Valleys Book Group, 2 HRPS events (150th Anniversary of the Transcontinental Railroad-What a Difference it Made and Westside Slugger: Joe Neal’s Lifelong Fight for Social Justice), Incline Village Tahoe Treks, virtual story times, Virtual Maker Lab: Pamper Yourself, First Chapter Fridays, Bats of Late Tahoe, Wild Wednesdays and Summer Reading Adventure kickoff.
- WCLS has hosted 142 Virtual Storytimes.
 - *These event recordings can be viewed upon demand. (cumulative views on infographic)
- New platform for Summer Reading Adventure (SRA) “Image your Story”

- 11,000 of the SRA logs were distributed through Washoe County School District and 2,000 were distributed through PBS activity books from the Food Bank Kids Café.

For the #Librarians at Home/#Librarians at Work page of the presentation, Ms. Weinert stated library staff had to adapt to a new workplace reality from home and the virtual tools to stay connected with our communities.

Internet Librarian John Andrews noted that the virtual programming has been a success due to phenomenal staff stepping up and adapting to virtual platforms. In the beginning, there was a limited pool of employees available to do this many were not tech savvy, but they figured out how to work in the platforms. He noted that some staff were recruited to edit videos and specifically identified Jamie Hemingway from Northwest Reno Library, Jen Cole from Sierra View Library, and Tim Prentiss of Technical Services as well as the programming team at the North Valleys Library. He stated that the North Valleys Library programming team were the first to record the virtual programs: Fairy gardens and Virtual Maker Lab.

Ms. Weinert also noted Jen Cole and Jamie Hemingway created and posted passive activities through social media posts and Tim Prentiss created and maintains the virtual Library newsletter.

Upon questioning by Vice Chair Marsh regarding storytime materials and recordings:

- Mr. Andrews stated publishers create their own rules and the Library System has some stories that can only be viewed up to 24 hours, some we can keep and there are some publishers the Library System does not work with at all.
- Ms. Hansen stated the Library System is actively reaching out to all publishers with hopes they will extend their deadlines.
- Ms. Weinert stated virtual programming has always been a desire, but that frontline services are high priority. She stated she believes virtual programming will continue to be supported as it fills a need within the community.

Board comment regarding virtual programming included:

- With the pandemic thrusting change upon us without any advance notice, Vice Chair Marsh wondered how the Library System would continue to deliver service. She stated she is grateful for all staff has done.
- It is a positive sign that the Library System recognizes staff is great.
- The private sector is also grappling with changes like the public sector and believes it could be encouraging

Ms. Weinert referred to the remainder of the provided report, highlighting the Summer Reading Adventure new platform and activity pages. She noted the activity sheets will only be pushed out the PBS this summer.

Chair Holland thanked Ms. Weinert, Ms. Hansen and Mr. Andrews for the report

Development Officer and PIO Andrea Tavener commended and thanked the presenters and the YSLE team for their determination and ability to implement these programs as quickly as they did.

c. **TACCHINO TRUST EXPENDITURE UPDATE**

Director Scott noted there were no updates for Downtown Reno Library expenditures, but that Washoe County approved the Capital Improvement Budget (CIP) requests submitted for the Northwest Reno and Sparks Libraries. He informed the Board that each branch would receive around \$200,000 for carpeting with the remaining balance left over for other associated expenditures.

Upon questioning by Chair Holland, Director Scott confirmed the Library System would be able to expend funds from the Trust within the required time frame. He clarified that FY 2020-2021 was the last year of the terms set for expending funds.

d. **BOARD TASK REPORT**

Director Scott noted some of the Board Task report items have been delayed due to the COVID-19 pandemic and library closures.

Trustee Stoess noted that her task item regarding bareness of garden level bookshelves can be eliminated as she has received follow-up.

Upon questioning about the Tax Initiative item, Director Scott stated this item has been delayed. He said the Library System needs to start messaging by November of 2021, which provides a 3-year time frame for a summer 2024 decision. He stated this will be part of strategic plan which has been delayed due to the pandemic and the need for a sustainable plan from the CDC on how to provide services safely.

Regarding the public hour changes and baseline metrics for Downtown Reno Library, Director Scott noted the pandemic has interruption the gathering of data when the Library System planned on providing a full clean year of comparisons. He noted the Library System will not be opening with limited access to the public until Phase IV of the State's Reopening Plan and will compare as best as able after reopening.

Vice Chair Marsh stated this would be a good time for the Library System to reimage what data collection will look like and will need to determine relevant statistical information. She stated she looks forward to what Director Scott and his team identify as relevant statistics and how that measuring of the data may not look the same as has been collected up to now.

Vice Chair Marsh noted that the Library's move to create a hub for electronic access to resources is now more relevant now than ever due to high unemployment rates and Library Systems can celebrate its accomplishments while charting the future.

The Bylaws update item was approved this meeting and is now completed.

Vice Chair Marsh stated that she would communicate with Assistant County Manager David Solaro as the elected Board Chair effective July 1, 2020, to work on the process for the Library Director's Annual Review. She stated her intention has been to move forward as quickly as possible but the pandemic halted progress. She noted that she will delay this Task item until the library opens in Phase IV for a physical meeting of the Board rather than a virtual meeting.

Chair Holland noted no new tasks were added.

7) STAFF ANNOUNCEMENTS

Director Scott announced Library Technology Manager Nancy Keeners retirement. He commended her tenure in Washoe County Library and noted this meeting was her last. He offered congratulations on her retirement.

8) PUBLIC COMMENT

None

9) BOARD COMMENT

Chair Holland referred to an email received from Trustee Parkhill complimenting the Incline Village Branch Manager John Crockett and staff for the ease and set up of their Express Services.

Chair Holland thanked Director Scott, noting he has done a good job hosting the Library Board Virtual Zoom meeting.

Chair Holland congratulated the newly elected Trustees to their officer positions starting in July.

10) ADJOURNMENT

Chair Holland adjourned the meeting at 5:43 pm.