

**LIBRARY BOARD OF TRUSTEE MEETING MINUTES
WEDNESDAY, JULY 15, 2020
4:00 PM**

The Board met in regular session virtually via Zoom Webinar

Chair Marsh called the meeting to order at 4:03 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 Lindsay Liddell

Public Present: None noted

2) PUBLIC COMMENT

None

3) APPROVAL OF MEETING MINUTES

APPROVAL OF MINUTES FROM THE LIBRARY BOARD MEETING OF JUNE 17, 2020

On motion by Trustee Holland, seconded by Trustee Ghilieri, motion which duly carried, the Board approved the meeting minutes for June 17, 2020. All in favor, none opposed.

4) OLD BUSINESS

None

5) NEW BUSINESS

a) ACKNOWLEDGEMENT OF 3RD QUARTER FISCAL YEAR 2019/2020 CASH AND NON-CASH DONATIONS RECEIVED BY THE LIBRARY SYSTEM BETWEEN JANUARY 1 AND MARCH 31, 2020 FOR A COMBINED TOTAL OF \$10,655.07

Development Officer and PIO Andrea Tavener reviewed the information provided in the staff report of the Board packet.

Upon questioning by Trustee Holland, Ms. Tavener explained that although the Library System has not been able to receive in branch donations during the closure for April, May and June 2020, there have been donations that will be reported at the next meeting during the 4th Quarter Donation report. She also thanked Trustee Holland for his monthly donation to the Library System.

On motion by Trustee Holland, seconded by Trustee Ghilieri, motion which duly carried, the Board acknowledged the 3rd quarter fiscal 2019/2020 donations.

6) **REPORTS**

a) **LIBRARY DIRECTOR'S REPORT**

Director Scott reviewed the staff report provided in the Board packet.

Board Comment included acknowledgement and thanks to Director Scott and the Library System staff for the ability to provide service during a worldwide pandemic and the ease in which Grab and Go services were accessed.

b) **MAKER SERVICES PRESENTATION**

South Valley Branch Manager Julie Ullman reviewed the staff report provided in the Board packet.

Board comment included:

- Impressed that staff was able to use technology already available to provide support to the community
- Thanks to staff for all their effort
- Commend staff on looking ahead towards 2022

c) **REFERENCE, TRAINING, AND TECHNOLOGY TEAM PRESENTATION**

Assistant Library Director Joan Dalusung referred the staff report provided in the Board packet.

Upon questioning by the Board, Ms. Dalusung stated the following:

- Back to Work pages: She has not heard of many calls or responses at this time. She clarified that many of the library patrons come to the Library to use public computers and access the internet to search for work and suspects access to these resources will climb when the library opens to the public. Ms. Dalusung noted that library staff are aware that workforce development and restoration will be big moving forward and they are continuing to look at ways to provide these services.

During the report, Ms. Dalusung provided a shout out to various staff members for their instrumental rolls in these projects to include: Librarian Theresa Trainer (North Valleys Library), Library Assistant III Toni McLaughlin (South Valleys Library), Sparks Manager Corinne Dickman and all 35 staff members who learned and are using technology to provide Storytimes and Telereference to the community. She noted that both projects appear to be long term and are sustainable.

Board Comment included thanking Ms. Dalusung for providing a wonderful report and provides another great example of Washoe County Library System taking the library to the people.

d) **COLLECTIONS UPDATE**

Collection Manager Debi Stears referred to the staff report provided in the Board packet. She provided the following detail:

- The Library System is trying to meet demand for Black Lives Matter (BLM) movement and that each title on slide have simultaneous use and currently have between 100-300 checkouts.

- Tumblebooks expanded products and granted the Library user free access to their AudioBookCloud, RomanceBookCloud and TeenBookCloud; however, there will not be any statistical information available.

Upon questioning by Trustee Ghilieri, Ms. Stears stated that audio books are still popular, however they are the most expensive format and publishers have shortened licenses making it difficult to meet demand. Ms. Stears noted the Library System has gained 5,000 new users on Overdrive since COVID closure of the Library System.

e) **TECHNOLOGY UPDATE**

Department Systems Specialist Max Conelly provided an oral report for the Board. He provided the following updates:

- Budget: The Library System will not be getting the annual Friends of Washoe County Library (FWCL) allocation which will hinder system technology purchases this fiscal year due to cancellation of FWCL book sales for the remainder of 2020.
 - The FWCL allocation funds projects like the public PC refresh project. He said that the Systems office has replacement hardware to complete some updates; however, it will be very little. He reminded the Board that South Valleys, Northwest Reno and Incline Village Libraries have been refreshed.
 - Smart Chutes purchase: He informed the Board that final payment funding thought to have been purchased from last fiscal year was held up and the remaining balance will now come from the current year budget.
- Aspen: The Library System is looking at catalog overlay software that will create ease across the catalog and digital database searches. Mr. Conelly stated there will be costs associated with installation as well as annual maintenance fees.
- KOHA: The Library System continues to update the KOHA catalog system and has two annually.
- Printing: Systems is looking at reducing printing costs (\$800 per branch annually) by looking at other printing options for staff and public computers as the return on investment of the current software is minimal.

Internet Librarian John Andrews had lost computer connection and made a request to provide a quick update on digital library cards. Mr. Andrews stated there are approximately 6,300 digital cards as of today since the launch of them on March 20, 2020.

Trustee Holland stated it is wonderful that staff has been able to anticipate needs of the community and have gotten there first.

f) **TACCHINO TRUST UPDATE**

Director Scott referred to the staff report provided in the Board packet. He stated the Library System is working with Washoe County to attempt to complete the associated capital improvement project for Sparks and Northwest Reno Libraries while the Library System is closed.

g) QUARTERLY FINANCIAL REPORT

Director Scott noted that the gift fund balance is in good shape at this time. He stated the Library System has been conservative since the COVID closures and that we are planning for the worst even as we have had no word of any cuts at this time. He stated the Gift Fund balance being in good shape is an asset to the branches who may utilize them towards completion of projects.

h) QUARTERLY STATISTICAL REPORT

Chair Marsh noted she was interested to see how future statistical data may collected and measured in the changing environment.

Upon questioning by Chair Marsh, Director Scott stated he wants to be able to show digital usage measures from the pre-COVID environment to post-COVID closures. He also staff have done a great job maintaining personal connections to their patrons as part of the Library System's marketing campaign and programming efforts

Chair Marsh stated she wanted to thank all those who provided a report for the depth of information provided and ability to update the Board on events from the last six months. She specifically thanked, Julie Ullman, Joan Dalusung, Max Conelly, Debi Stears, and Jeff Scott.

i) BOARD TASK REPORT

Board discussion concluded items listed on the Board Task report will remain incomplete indefinitely during the pandemic closure phases as noted in the report.

7) STAFF ANNOUNCEMENTS

None

8) PUBLIC COMMENT

None

9) BOARD COMMENT

None

10) ADJOURNMENT

Chair Marsh adjourned the meeting at 5:41 pm.