

**VIRTUAL LIBRARY BOARD OF TRUSTEES MEETING MINUTES
WEDNESDAY, NOVEMBER 18, 2020
4:00 P.M.**

The Board met in regular session virtually via Zoom Webinar

Chair Marsh called the meeting to order at 4:00 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 District Attorney Lindsay Liddell, Assistant District Attorney Keith Munro, Assistant County Manager David Solaro

Public Present: None noted

2) PUBLIC COMMENT

Assistant District Attorney Lindsay Liddell introduced her replacement to the Library Board of Trustees, Assistant District Attorney Keith Munro.

3) APPROVAL OF MEETING MINUTES

a. APPROVAL OF MINUTES FROM THE LIBRARY BOARD MEETING OF OCTOBER 21, 2020

On motion by Trustee Holland, seconded by Trustee Ghilieri, motion which duly carried, the Board approved the meeting minutes for October 21, 2020. All in favor, none opposed.

4) OLD BUSINESS

a. APPROVAL OF THANK YOU LETTER TO SENATOR CORTEZ-MASTO FOR NOMINATION FOR 2021 INSTITUTE OF MUSEUMS AND LIBRARY SERVICES MEDAL

Chair Marsh thanked Trustee Ghilieri for her work on creating the letter.

Upon questioning by Trustee Holland, the Board agreed to have Trustee Ghilieri include a bullet point about 58% of election voters using Washoe County Library Systems to cast their votes.

On motion by Trustee Holland, seconded by Trustee Ghilieri, motion which duly carried, the Board approved the addition of voter information to the letter and for Trustee Ghilieri to print, sign the letter on behalf of the Library Board of Trustees, and sent it to Senator Cortez-Masto's office.

5) NEW BUSINESS

None noted

6) REPORTS

a. **LIBRARY DIRECTOR'S REPORT TO INCLUDE ADMINISTRATION, COLLABORATIONS, PROGRAMS AND ACTIVITIES**

Director Scott referred to the report provided in the packet.

During the review of the election portion, Director Scott noted that Assistant Library Director Joan Dalusung had written an essay for the Nevada Humanities Project regarding the voting within the libraries. He stated he would provide a copy at the next meeting for the Library Board.

b. **QUARTERLY YOUTH SERVICES AND LIBRARY EVENTS TO INCLUDE UPDATES FROM JULY, AUGUST AND SEPTEMBER 2020**

Youth Services and Library Events (YSLE) Manager Beate Weinert introduced herself and Librarian Judy Hansen for the PowerPoint presentation. Ms. Weinert noted that the Youth Services and Library Events Team has moved to reporting quarterly.

Ms. Weinert noted the following from the slide show:

- The link on the first slide is a Public Service Announcement (PSA) video that can be shared with community partners.
- YSLE Judy Hansen stated she has already been contacted for some Washoe County School District outreaches who plan on using this PSA.
- The slide show includes all the Libraries for an overview of the Library System
- The slides break down how to access the catalog, get a library card, where to find databases and resources on the website, etc.

Upon questioning by the Board, Ms. Weinert explained that the Library System's lead time for programming was between 9 months to 1½ years planned out which was where the Explorer booklet came into play. Once COVID hit, the Library System had to redetermine timelines along with figuring how to provide programming. Ms. Weinert clarified that the Library System returned to advance planning and is finalizing programming for December 2020 and January 2021. The deadline for the February/March 2021 programming is January 5, 2020.

During the monthly slide portion, YSLE Judy Hansen mentioned the addition of the Mindful Movement Storytime in September and Break with Baby and Early Learner features to programming in October 2020.

Ms. Weinert and Development Officer and PIO Andrea Tavener both commended staff in attaining the skills needed to move programming and marketing to a new level of service.

Ms. Weinert and Trustee Ghilieri noted that Trustee Ghilieri will have an online presence in December programming showcasing her talents. Ms. Weinert also offered to provide the slide show and PSA announcement to the Board Trustees that can be pushed out to any organization or groups.

c. **TACCHINO TRUST UPDATE TO INCLUDE EXPENDITURES AND BALANCE**

Director Scott noted there were no expenditures from the Tacchino Trust in October and that the collection purchases are ready for when the carpet and furniture upgrades are completed at Sparks and Northwest Reno Libraries.

d. **QUARTERLY STATS REPORT TO INCLUDE STATISTICS FOR JULY, AUGUST AND SEPTEMBER 2020**

Director Scott noted the revised statistical report remains similar in format to the normal quarterly report. He stated the revised report more accurately reflects library operations since COVID closures in March 2020.

Upon questioning by the Board, Director Scott stated he believes that staff feels good about the numbers reflecting the positive impact library services show. He stated the safety of staff and community is his utmost priority while providing services to the community as able.

e. **QUARTERLY FINANCIAL REPORT TO INCLUDE GIFT FUND EXPENDITURES FOR JULY, AUGUST AND SEPTEMBER 2020**

Director Scott noted there was little movement of funds in the Gift Fund report. He explained the Library System was being conservative with all sources of funding (Gift Funds, General Funds and Expansion Funds). He informed the Board that the State of Nevada has proposed a 12% cut and, although Washoe County has not indicated cuts to the County budget, he anticipates it will come when review of the budget begins.

f. **BOARD TASK REPORT TO INCLUDE BOARD TASKS TO BE FOLLOWED UP**

Chair Marsh reviewed the completion of the letter to Senator Cortez-Masto effectively moving it to a completed item and thanked Trustee Ghilieri for her work on this.

Director Scott stated he hoped to deliver a new strategic plan by the end of 2021.

Secretary Tami Gaston stated she would include the addition of Assistant Library Director Joan Dalusung's essay to the Board Task Report for the December 2020 Board meeting.

7) **STAFF ANNOUNCEMENTS**

Development Officer and PIO Andrea Tavener thanked Director Scott for working with the County and allowing her to hire a Library Assistant III to assist her. Ms. Tavener informed the Board that Jamie Hemingway, a Library Assistant III at the Northwest Reno Library was selected to move into the Administration Library Assistant III position to support administration marketing.

Collection Manager Debi Stears informed the Board she was recently contacted by LibraryAware, the software from which the newsletters are pushed from to patrons, and they stated they were extremely impressed by the newsletters sent out and the response for the community during the pandemic. They requested permission to share them to inspire other libraries. She said it is quite a compliment for a vendor to take our work to share for inspiration to others.

8) **PUBLIC COMMENT**

None

9) **BOARD COMMENT**

Upon questioning by Trustee Holland, Director Scott stated the Library System has not been hit heavily by COVID infections and attributes that to the safety protocols in place. He noted there have been some exposures (not from library work) but no positive cases. He said the Library Staff are all part of a team and have adapted well to changes in the work environment to provide service. He stated that each employee has an obligation to do what it takes to do things the right way. Trustee Holland noted appreciation of the uplifting expression of teamwork throughout the library system as well as staff following the safety protocols put in place.

Chair Marsh stated she appreciated the protocols put into place and staff abiding by them.

10) **ADJOURNMENT**

Chair Marsh adjourned the meeting at 5:21 pm.