



**LIBRARY BOARD OF TRUSTEES MEETING MINUTES  
WEDNESDAY, FEBRUARY 16, 2022  
4:05 P.M.**

**The Board met in regular session in a hybrid format via Zoom webinar and in person.**

Chair Holland called the meeting to order at 4:05 pm.

**1) ROLL CALL**

Board Members Present: Wayne Holland, Jean Stoess, Frank Perez, Zanny Marsh,  
Amy Ghilieri

Board Members Absent: None

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

Public Present: None noted

**2) PUBLIC COMMENT**

None

**3) APPROVAL OF MEETING MINUTES**

**a. Approval of Minutes from the Library Board Meeting of January 19, 2021**

On motion by Trustee Stoess, seconded by Trustee Perez, which motion duly carried, the Board approved minutes from the January 19, 2021 meeting. All in favor, none opposed.

#### **4) OLD BUSINESS**

None

#### **5) NEW BUSINESS**

##### **a. Presentation on Washoe County Library System 2022-2025 Strategic Plan**

Library Director Jeff Scott reviewed a PowerPoint presentation regarding the 2022-2025 Strategic Plan, a copy of which had been provided in the agenda packet. He discussed the first month of the strategic plan activities, including grants for new book machines and progress on the Bookmobile van. He provided an update regarding book promotion activities similar to the On the Shelf radio program.

He noted there would be a ribbon cutting ceremony for the reopening of the Northwest Reno Library in March. The date of the reopening for the Sparks Library was still uncertain due to the need for asbestos remediation. He noted Director's Updates were being provided to the Board members and staff weekly. He shared photos of recent renovation activities and the Sparks library being prepared for carpet installation.

Director Scott reviewed the Workforce Building partnerships with Washoe ACT, the Northern Nevada Literacy Council, and American Job Center at Sierra View Library. He mentioned plans to renovate the Senior Center library and discussed homebound services delivery. He discussed the pause of the homework help tutoring program a switch to focus on the BrainFuse program.

Chair Holland asked how the Library System was recruiting volunteers; Director Scott explained the volunteer program was in the process of being reorganized and more updates would be provided in the future.

Director Scott discussed the ways in which the Washoe County Library System was working to celebrate and promote diversity, and shared brief updates regarding marketing activities related to the 2024 tax renewal initiative.

#### **6) REPORTS**

##### **a. Library Director's Report**

Director Scott reviewed the Library Director's Report, noting mask mandates had been relaxed by the State of Nevada; masks were now recommended but not required for patrons. COVID testing at the South Valleys branch had recently concluded. Spanish Springs branch manager Jana MacMillan estimated

approximately 20 percent of patrons were wearing face coverings on any given day. Director Scott discussed the updates to signage and new procedures implemented after the mask mandate repeal.

Director Scott briefly highlighted the ordering of Summer Reading Program 'swag'. He also noted there had been some changes in the Library System's hiring processes, which would allow staff to waive interviews more than three times without being removed from the hiring list. This would help save time by avoiding unnecessary interviews of staff who wanted to remain on a list, but who were not interested in a particular branch or vacancy.

He discussed various updates and changes related to digital library cards through the Overdrive system and the transferring of those card accounts to physical library cards.

He explained plans and updates for a new volunteer program and new ways to recruit volunteers. He discussed the Washoe Stars employee recognition program and noted staff members Lori Talarico and Marie Sevier-Dyer had been nominated for the previous quarter.

**b. Spanish Springs Library Report**

Spanish Springs Library Branch Manager Jana MacMillan reviewed a PowerPoint presentation, copies of which were provided to the Board. She discussed notable events at the Spanish Springs Library including a staff member who received a drone pilot license for aerial photography, the branch staff's involvement in assisting the community during the COVID pandemic, and a UPS truck that had crashed into the branch in May 2020. Thankfully, due to the shutdown, no one had been injured during the crash; if the branch had been open at the time, two employees whose workstations were right on the other side of the wall the truck crashed into could have been injured.

Ms. MacMillan discussed Grab-and-Go pickups implemented in June 2020 and the cleanup and reconstruction of the damaged wall in August 2020. She shared a humorous 'love story' of two Library Lizards who entered the branch during construction (and their resulting progeny); she also detailed the use of the Spanish Springs Library as an early voting location in Fall 2020. In Winter 2021, drive-through book pick-ups had been implemented, and by May 2021, the branch reopened to patrons.

Tour groups returned in August 2021, with story and toddler times as well as meetings of the Friends of the Washoe County Library System following in September 2021. By October 2021, new expanded branch hours had been implemented, and the branch had since been open six days per week.

Ms. MacMillan shared photos of teen outreaches, toddler time activities, and a virtual story time being provided for the Pyramid Lake tribal community. A Lego Robotics kickoff occurred in December 2021 and had been very popular, along with Dungeons and Dragons outreach at Shaw Middle School and maker services events during the holidays. A new coding program had begun in February 2022, and a \$10,000 grant had recently been received from the Board of County Commissioners, with staff currently working to plan how the new funds would be utilized.

**c. Reference and Technology Team Report**

Assistant Library Director Joan Dalusung reviewed a PowerPoint presentation, a copy of which had been provided in the agenda packet. She noted how the Reference and Technology Team (RTT) hoped to implement the strategic plan with goals including providing training for staff, developing a training calendar, and providing employees with the tools needed to be well-informed and welcoming for patrons.

A training needs survey had suggested several topics staff were interested in, including technology, community resources, and new-to-library staff trainings to help new employees understand the Washoe County Library System's mission and be better prepared to handle sensitive topics as they came up.

Ms. Dalusung reviewed a list of other possible training topics including how to engage an audience, technical skills to include Office 365 and Sharepoint training, de-escalation strategies, and equity, diversity, and inclusion. She noted a Library Aware training was scheduled for the following week, and more outreaches could be done in the future. Staff also planned to provide recorded trainings on Sharepoint.

**d. Quarterly Stats Report to Include Statistics for October, November, and December 2021**

Director Scott noted the quarterly report would look different soon as the current format was based on the previous strategic plan. He reviewed library utilization statistics, noting utilization had increased to approximately 80 percent of pre-COVID levels. DVD checkouts were one area where utilization had not returned; he attributed this to the community's increasing use of streaming services. Book checkouts had remained strong and were increasing. Program participation numbers were also increasing, particularly for story times. Individual use of Library services had remained strong, though there had been a shift toward more virtual versus physical or in-person use of the libraries. The report would be modified to better match the new strategic plan initiatives for the next quarter.

**e. Quarterly Financial Report to Include Gift Fund Expenditure for October, November and December 2021**

Director Scott provided a brief overview of the Quarterly Financial Report for October, November, and December 2021. Chair Holland inquired regarding the impact of the COVID pandemic on the gift funds and requested Director Scott provide further detail for the benefit of the newest Board member, Trustee Frank Perez.

Director Scott explained there were separate gift funds the branches could use to provide targeted services to the public; some of these funds came from donations provided by the Friends of the Washoe County Library System (WCLS), some came from donations from members of the community, and other funds were generated by book sales. He explained that donations were sometimes intended to be used by a particular branch and other times could be used by the WCLS as a whole.

Director Scott noted the Library System had recently received two large donations of \$7,000 and \$5,000 which would be used to help purchase children's books to give away and other materials for the Summer Reading Program (SRP) The WCLS could not use County tax dollars for such programs; funding for the SRP came from donations and proceeds from book sales. He also explained any gift fund expenditures over \$5,000 were required to be approved by the Library Board of Trustees (LBOT), and though each library branch had local funds that could spend at their discretion, those expenditures still required approval by either the LBOT or the Library Director. He noted the Tacchino Trust funds had almost been fully utilized, with renovations to the Senior Center Library to be some of the final expenditures.

**f. Board Task Report**

There were no recent changes or updates to the Board Task Report.

**7) STAFF ANNOUNCEMENTS**

None

**8) PUBLIC COMMENT**

None

**9) BOARD COMMENT**

Trustee Perez thanked the Spanish Springs Library for their presentation and stated he hoped to see them again soon.

Trustee Stoess requested information regarding the dates of her term; Director Scott stated he would need to check to be certain, but thought her appointment was scheduled to last through 2024. Trustee Stoess indicated her desire to work as a volunteer after she was no longer on the Library Board of Trustees.

Trustee Marsh expressed appreciation for the Spanish Springs Library presentation and said the branch had been nicely showcased. She thought the Washoe County Library System was doing extraordinary work and said it was nice to see credit being given where it was due. Chair Holland agreed and gave his compliments to staff.

**10) ADJOURNMENT**

Chair Holland adjourned the meeting at 5:18 p.m.

Pending Board Approval