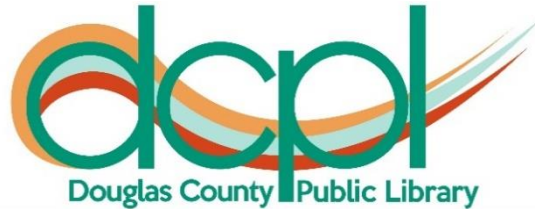


Minden Branch:
1625 Library Lane
Minden, NV 89423
P:775.782.9841
F:775.782.5754



Lake Tahoe Branch:
233 Warrior Way
Zephyr Cove, NV 89448
P:775.588.6411
F:775.588.6464

P.O. Box 337 • Minden, NV 89423

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APPROVED 1/25/2022
LIBRARY BOARD OF TRUSTEES MINUTES
December 14, 2021

ATTENDEES

Library Board Members: Vice Chairperson Heather Martin Maier; Trustees Jill Harper, Kate Garrahan, Elizabeth Tattersall

Library Staff: Interim Library Director Julia Brown; Library Supervisor Laura Treinen; Administrative Services Manager Veronica Hallam, Clerk to the Board

County Staff: Chief Financial Officer Terri Willoughby

Absent: Chairperson Bonnie Rogers

THE MEETING CONVENED AT 9:06 A.M.

1. PUBLIC COMMENTS.

Vice Chairperson Heather Martin Maier asked for public comment.

There being no public comment, public comment was closed.

2. APPROVAL OF PROPOSED AGENDA.

MOTION/VOTE:

Trustee Elizabeth Tattersall made a motion to approve the agenda. Trustee Jill Harper made a second.

Vice Chairperson Martin Maier suggested the board move agenda item #4 to item #3 as Chief Financial Officer Terri Willoughby is currently at the meeting to discuss this item. Agenda item #3 will now be item #4. Trustee Tattersall commented that she supports this amendment to the agenda.

Vice Chairperson Martin Maier made a motion to reverse the order of items #3 and #4 on the agenda and proceed accordingly. Trustee Harper made a second and the motion carried unanimously with a 4-0 vote.

3. DISCUSSION OF BUDGET PRIORITIES, IN PREPARATION FOR FISCAL YEAR 2022-2023 BUDGET PLANNING PROCESS INCLUDING ADJUSTED OPENING FUND BALANCE, PROVIDING DIRECTION TO THE INTERIM LIBRARY DIRECTOR ON DISTRIBUTION OF FUNDS. [Action]

CFO Willoughby stated that the Adjusted Opening Fund Balance Finance projected a beginning fund balance for 21-22 when they started the budget process last year and now Finance has audited actual financial statements. It's the difference between the audited amount and what Finance projected and in the library's case it is positive. She noted that the county has a new policy in place that took effect this fiscal year and it states that the Adjusted Opening Fund Balance cannot fund new capital projects. It is to be used for something that perhaps the library couldn't live without until the end of this fiscal year. It has to be an emergency. She stated that in the library's case there were two capital projects that were approved as part of the budget cycle but were not funded. The agreement at that point was that the board would have a sufficient opening fund balance, which the library has, to fund those two capital projects. She suggested that the costs for the strategic plan which was not budgeted should also come out of the Adjusted Opening Fund Balance because it is a one-time purchase. Vice Chairperson Martin Maier asked by funding the two projects at \$220,000 combined and the \$10,000 for the strategic plan will that deplete the fund balance and CFO Willoughby answered no and indicated that she could come back after putting together a financial policy plan where the library would have to maintain fund balances at a certain level. Keeping a reserve in case of economic downfall.

MOTION/VOTE:

Trustee Garrahan made a motion that the library fund two capital projects, as already included in the CIP for carpeting and shelving for \$220,000 and \$10,000 for the strategic plan out of the Adjusted Opening Fund Balance. Trustee Harper made a second and the motion carried unanimously with a 4-0 vote.

CFO Willoughby noted that she plans to take the augment to the Board of County Commissioners at their first meeting in January. She stated that the next step is the budget for the next fiscal year. The board can start off by thinking about supplemental requests any time during the year and the strategic plan should be the board's guide for what those supplemental requests are. She explained that a budget is a plan of expenditures that should fund the library's goals and priorities and with the goals in the strategic plan the board should think about how to fund those goals out of the budget.

Vice Chairperson Martin Maier asked for public comment.

There being no public comment, public comment was closed.

4. DISCUSSION ON THE ANNUAL PERFORMANCE EVALUATION OF INTERIM LIBRARY DIRECTOR, JULIA BROWN, INCLUDING BUT NOT LIMITED TO: PERFORMANCE, JOB DESCRIPTION(S), COMPETENCIES, ACHIEVEMENTS, JOB DUTIES AND SETTING FUTURE GOALS. PURSUANT TO NRS 241.031(1) AND NRS 241.033, THE BOARD MAY CONSIDER AND DISCUSS THE PROFESSIONAL COMPETENCE, CHARACTER, ALLEGED MISCONDUCT OR PHYSICAL OR MENTAL HEALTH OF MS. BROWN. [Action]

Vice Chairperson Martin Maier stated to the board that the board will go through each item and each board member will give a rating on that item, a score of 0-3, and then later the ratings will be tallied and averaged to give the ultimate weighted score. Chairperson Bonnie Rogers was not in attendance but Vice Chairperson Martin Maier noted that Chairperson Rogers did mail her the ratings and asked if Deputy District Attorney Cynthia Gregory could read them on Bonnie's behalf.

The evaluation began and the scoring and comments were transcribed into these minutes.

Chairperson Bonnie Rogers = BR
Vice Chairperson Heather Martin Maier = HM
Trustee Kate Garrahan = KG
Trustee Jill Harper = JH
Trustee Elizabeth Tattersall = ET

Integrity

JH – Score: 3

Comment: Julia stepped up to keep our library functioning. I don't know how we could have done this without her. I know it wasn't necessarily her choice to become the interim but she stepped up because she saw the need.

ET – Score: 2

Comment: I don't have any concerns in this area but I don't have above and beyond.

KG – Score: 2

Comment: Julia's always been very approachable and given honest responses when asked anything and the staff respect her and enjoy working with her.

HM – Score: 3

Note: Did not give individual comments but will give an overall comment summarizing everything at the end.

BR – Score: 2

No comment.

Accountability

JH – Score: 3

Comment: She keeps extensive records reporting to the board in a timely manner plus do her regular duties which I can't get over; doing both duties at the same time.

ET – Score: 2

Comment: I appreciate the good atmosphere and the relationship the board has with Julia and a lot of that is the way she approaches her work.

KG – Score: 3

Comment: She took responsibility for the bookmobile service interruption the one time there was not enough staff. She made sure that that would not happen again. She acknowledged that she needs to educate herself on the new aspect of her duties and has found the information she needed to take the appropriate actions once she does do that.

HM – Score: 3

BR – Score: 1

No comment.

Customer Service

JH – Score: 3

Comment: She continues to improve our library's reputation and services.

ET – Score: 2

Comment: She seems to always have a positive attitude even when difficulties come up.

KG – Score: 2

Comment: Julia's been very efficient fulfilling both positions since taking over as interim director. The return of the in-person programs and the return of all normal service hours and operations has been excellent. The staff and patrons respect Julia and she has created a positive atmosphere.

HM – Score: 3

BR – Score: 1

Comment: Sometimes when there is criticism or there is a negative response Julia's response is that it is not warranted, i.e. some people are never happy, and is dismissive of the public concern.

Leadership

JH – Score: 3

Comment: She took over without a hitch. She's great with the staff and the bookmobile and she even took over some of the shifts.

ET – Score: 2

Comment: From everything I see she seems to have a great relationship with the staff and also with the board.

KG – Score: 3

Comment: Julia works well with the staff and they have a positive attitude with Julia as interim director. Her programs and activities have been received well and are running very smoothly.

HM – Score: 3

BR – Score: 2

Comment: Julia has worked well with the staff to maintain library operations.

Communication

JH – Score: 3

Comment: She's taking classes on effective communication, discipline and documentation, legal and liability issues and she's trying to communicate all that with the staff.

ET – Score: 2

Comment: Julia provides regular reports to the board and ensures the information goes out to the community as needed.

KG – Score: 3

Comment: Julia is approachable and seeks staff input, staff are appreciative and the morale has greatly improved with the limited time she's been filling both positions. She has met the needs which have been shared and requested like the bookmobile and she has also been open and provides information to the Library Board of Trustees as needed.

HM – Score: 3

BR – Score: 1

Comment: Julia did two weekly reports to the board early in the position and stopped with no indication to the board as to why.

Teamwork

JH – Score: 3

Comment: She continually works as a team member as well as a leader working with everyone on the strategic planning. When I went around and talked to employees before she was chosen everyone had nothing but wonderful things to say about how much they like working with Julia and what a team player she is.

ET – Score: 2

Comment: She's been very involved in the strategic planning process and I have seen nothing adverse or exceptional.

KG – Score: 3

Comment: The return of the programs to the building, the respect of the county officials and the interaction she has with them, the interaction with the Library Board of Trustees, the greatly improved staff morale and the hard work she's put in on the long range plan.

HM – Score: 3

BR – Score: 0

Comment: I have serious concerns about her attitude toward library volunteers and her willingness to enact decisions of the former library director in the treatment of volunteers.

Goals

1. Complete two professional development courses one for herself and one for staff
2. Continue working on the long range plan
3. Community outreach

There are no timelines set for these goals.

Previous Evaluation Goals

Trustee Garrahan's comments:

Goal 1 – For the long range plan Julia took over in August and has been active in all aspects of it. The bookmobile scheduling she has taken over that and has expanded that program. Programs in-person and out in the community and here at the library she's done an excellent job with those.

Goal 2 – She completed two professional development courses and went to conferences and Douglas County management sessions.

Goal 3 – She has developed relationships with other county departments which had been severely lacking in the last few years. She learned budget and finance, HR maintenance and all aspects of the interim director duties.

Chairperson Rogers' comments:

Did not receive previous goals. Julia said she would send them out after the November board meeting. 12/6 when I saw her in the library she said they would be ready this week and this does not give the board members time to assess her accomplishments.

Overall Comments

KG – Julia has shown great leadership and dedication to her duties. The improvement of staff morale and implementation of programs and scheduling have been well received by patrons. There is a positive energy palpable in the library for the past 4 month. I feel this can be partially attributed to Julia's leadership, clear expectations of staff and team player attitude.

JH – Julia has been exceptional in taking over when needed and continues to keep the wheels of the library on the road. I applaud her tenacity, creativity and hard work and we couldn't have done this without her.

ET – Julia has done a commendable job of taking on the interim director in addition to her library supervisor duties. I appreciate that the board meetings have a much lower feeling of tension.

HM – Ms. Brown has not only risen to the occasion but has surpassed every goal and challenge the Library Board of Trustees has set for her in the past year in her role as library supervisor as well as the interim library director. She has the knowledge and skills to manage the library's day to day business efficiently and effectively as well as the leadership know how to motivate and aspire a team toward unity. My only regret is that she currently has no interest in applying for the full-time library director position.

Chairperson Rogers did not have any overall comments.

Vice Chairperson Martin Maier asked for public comment.

Deputy District Attorney Cynthea Gregory's comments:

I think it was a very tumultuous time in July when the former director left. I think Julia Brown who I didn't really know stepped in and provided a level of stability to staff as well as communication with other departments within the county. She reached out to the county manager's office which I think established a good relationship where there were some questions before. She also reached out to the HR director and seeing that side I know she has Ms. Lang's respect as the HR director and has really stepped up in that function as well. Personally as far as the DA and for the library I know that she is more than willing to reach out and ask questions and learn and recognize that she doesn't know everything as any of us don't know everything but she is really willing to ask questions and take that information and move forward. I never made a comment on another employee but I just felt that it was important to see how Ms. Brown interacts with other county departments and employees. I've enjoyed working with her and look forward to working with her in the future. I think she has really stepped up and provided a level of stability that was needed.

Laura Treinen, Library Supervisor's comments:

I wanted to say from the staff side it's been really inspiring to watch Julia go from essentially the two of us doing the same job on different sides but to see her doing my job and to rise above, and like what Cynthea said anything she didn't know she would reach out and learn. Staff morale has been up and it's been really inspiring to watch her do all that and she makes everybody feel important and valued. I know it's been hard and she's just kicked down every obstacle that has been put in her path. I'm really proud to have her as a boss.

Vice Chairperson asked if there was further public comment. There being no further public comment, public comment was closed.

Overall Rating

2.37

MOTION/VOTE:

Trustee Garrahan made a motion to approve the aggregated score of 2.37 and that Julia receive the merit raise equal to that and that the board go with the three goals that were outlined which were to complete two professional development for herself and for staff, continue her work on the long range plan and any community outreach she can do, with no timeline, and in addition to the merit increase approve three additional administrative leave days. Vice Chairperson Martin Maier made a second and the motion carried unanimously with a 4-0 vote.

5. DISCUSSION AND POSSIBLE ACTION TO ADOPT A SCHEDULE ESTABLISHING THE DAYS THE LIBRARY WILL BE CLOSED FOR HOLIDAY OBSERVANCE IN 2022, CONSISTENT WITH THE LIBRARY'S WORK WEEK AND HOLIDAYS POLICY. [Action]

MOTION/VOTE:

Trustee Garrahan made a motion to approve the holiday calendar for 2022. Trustee Harper made a second. There being no public comment, the motion carried unanimously with a 4-0 vote.

6. DISCUSSION AND POSSIBLE ACTION TO ADOPT A SCHEDULE OF BOARD MEETING DATES, TIMES AND LOCATIONS IN 2022. [Action]

MOTION/VOTE:

Trustee Garrahan made a motion to approve the meeting dates for 2022. Trustee Tattersall made a second. There being no public comment, the motion carried unanimously with a 4-0 vote.

7. CLOSING PUBLIC COMMENTS.

Vice Chairperson Martin Maier asked for public comment.

Trustee Harper commented that Vice Chairperson Martin Maier did an excellent job running the meeting today.

There being no further public comment, public comment was closed.

8. MEETING ADJOURNED AT 10:15 A.M.