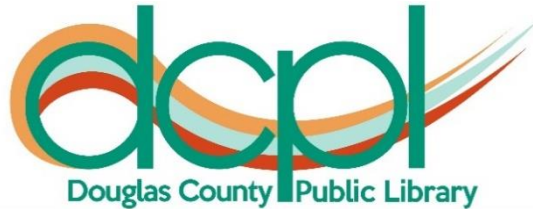


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APPROVED 2/22/2022
LIBRARY BOARD OF TRUSTEES MINUTES
January, 25 2022

ATTENDEES

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

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

County Staff: Human Resources Director Wendy Lang; Human Resources Analyst Cindy McMurry

Absent: Trustee Kate Garrahan

THE MEETING CONVENED AT 10:07 A.M.

1. PUBLIC COMMENTS.

Chairperson Bonnie Rogers asked for public comment.

Kurt Hildebrand with the Record Courier commented that he noticed the web archive had been updated with new software and found it interesting that it changed. He needs to speak with Julia about getting the next two years in because it stops at the end of year 2019 and the 2020 and 2021 books are available for upload. He stated that he finds the web archive to be the best historical tool that he uses and looks at it at least 3 to 4 times a day.

2. DISCUSSION ON ELECTION OF CHAIR AND VICE CHAIR OF THE LIBRARY BOARD OF TRUSTEES FOR 2022.

MOTION/VOTE:

Trustee Jill Harper made a motion to nominate Vice Chairperson Heather Martin Maier as Chairperson. Chairperson Bonnie Rogers made a second and the motion carried unanimously

with a 4-0 vote. Trustee Elizabeth Tattersall made a motion to nominate Trustee Harper as Vice Chairperson. Trustee Rogers made a second and the motion carried unanimously with a 4-0 vote.

3. DISCUSSION ON APPROVAL OF PROPOSED AGENDA.

Trustee Tattersall made a motion to approve the agenda and move items 8 and 9 to the top of the agenda so the board can release the HR representatives. Vice Chairperson Jill Harper made a second.

Chairperson Heather Martin Maier asked for public comment.

Kurt Hildebrand commented that it was fine with him.

All were in favor and the motion carried unanimously with a 4-0 vote.

Agenda items 8 and 9 were discussed here.

8. DISCUSSION ON THE APPOINTMENT OF A LIBRARY BOARD OF TRUSTEES REPRESENTATIVE TO WORK WITH HUMAN RESOURCES AND CPS HR CONSULTING THROUGHOUT THE LIBRARY DIRECTOR RECRUITMENT AND HIRING PROCESS.

Trustee Rogers volunteered to represent the board during the recruitment and hiring process. Chairperson Martin Maier asked for some clarity as to the role of the hiring manager for CPS and the board representative. Whether it is a dual role or one individual. Human Resources Director Wendy Lang explained that it would be a dual role where a representative from the board and HR would be in contact with CPS. There would be minor decisions and updates that would occur along the way. She noted that there is a kick-off call today with CPS to introduce them to the library and what the board is seeking based on the board's feedback that HR has received and what occurred in the first round of the recruitment and try to initiate CPS' efforts on the project. Those type of communications and decisions is what will take place during the recruitment process between the board representative, CPS and HR. The role of the board representative and HR is to keep the board informed and up to date on the process and if any decisions need to be made the board can have that discussion. Trustee Rogers noted that the board will have a better understanding on how the recruiting and hiring process will work and what can be decided on that process after the introductory work with CPS. Director Lang stated that the discussion of the candidates will have to be at a minimum until the final stages of the process because the candidates' information is confidential. She noted that any discussion the board wants to have in review of interview questions will be disclosed to the public which includes the candidates if the discussion is had during a meeting. The board may not want the candidates to know the questions before the interviews. This is something Director Lang wanted the board to keep in mind when making decisions.

MOTION/VOTE:

Trustee Tattersall made a motion that Bonnie be the board’s representative on the hiring manager committee. Vice Chairperson Harper made a second. There being no public comment, the motion carried unanimously with a 4-0 vote.

9. DISCUSSION ON RECRUITMENT FOR THE DOUGLAS COUNTY LIBRARY DIRECTOR POSITION, INCLUDING AUTHORIZING BOARD CHAIR TO SIGN AND EXECUTE A CONTRACT WITH CPS HR CONSULTING FOR EXECUTIVE RECRUITMENT SERVICES AND AUTHORIZE THE USE OF LIBRARY GIFT FUNDS IN AN AMOUNT NOT TO EXCEED \$25,000.00 FOR THE CONTRACT.

Deputy District Attorney Cynthea Gregory stated that she drafted the contract and that if the fees were to exceed the contracted amount of \$25,000 it would have to come back in front of the board. It would have to be an amendment to the contract.

MOTION/VOTE:

Trustee Tattersall made a motion to authorize the chair to sign the contract provided the cost does not exceed \$25,000 and the fees to come from library gift funds. Trustee Rogers made a second. There being no public comment, the motion carried unanimously with a 4-0 vote.

The board resumed with the remaining items on the agenda here.

4. DISCUSSION ON APPROVAL OF THE MINUTES OF THE NOVEMBER 23, 2021 REGULAR MEETING, THE MINUTES OF THE DECEMBER 14, 2021 SPECIAL MEETING AND THE MINUTES OF THE JANUARY 11, 2022 SPECIAL MEETING.

Trustee Rogers noted that on page 2 of the January 11, 2022 minutes, the word “judiciary” should be “fiduciary”.

MOTION/VOTE:

Trustee Rogers made a motion to approve the minutes of the November 23, 2021 regular meeting, the minutes of the December 14, 2021 special meeting and the minutes of the January 11, 2022 special meeting with the correction. Vice Chairperson Harper made a second. There being no public comment, the motion carried unanimously with a 4-0 vote.

5. CONSENT CALENDAR.

a. Approval of Gift fund claims

- i. November 2021
- ii. December 2021
- iii. January 2022

*DoCo Procurement Program	Items for Murder Mystery Game	03892	\$ 123.98
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*Amazon	Items for Murder Mystery Game	03910	\$ 123.09
*DoCo Procurement Program	Items for Murder Mystery Game	03922	\$ 36.09
*DoCo Procurement Program	Items for TAB meeting	03923	\$ 35.85
*DoCo Procurement Program	Items for Adult Crafters' Club	03925	\$ 49.52
*DoCo Procurement Program	Frozen costumes for Frozen Sing-Along	03933	\$ 89.98
Petty Cash	Employee Recognition	03937	\$ 35.34
*DoCo Procurement Program	Items for Knit & Crochet Club; The Council; Baby Lap-sit	03949	\$ 499.19
*Amazon	Items for Baby Lap-sit; Dresslerville STEAM kits	03950	\$ 320.85
*DoCo Procurement Program	Weekend Warriors Appreciation Gathering	03955	\$ 55.45
*DoCo Procurement Program	Prizes for Lego Build Contest; items for Frozen Sing-Along	03957	\$ 884.32
*DoCo Procurement Program	Items for Tween Art; Frozen Sing- Along & Baby Lap-sit	03959	\$ 151.45
*Demco	Bags for Dresslerville STEAM Kits	03961	\$ 122.07
*Ingram	Tamarack Fire book replacements	03962	\$1,033.60
*Midwest Tape	Tamarack Fire book replacements	03963	\$ 277.55
*Baker & Taylor	2 nd Wednesday Book Group	03964	\$ 110.28
*Becky Spratford	Readers Advisory Training – all staff	03977	\$ 350.00

*Funding/partial funding by Friends of the Library

MOTION/VOTE:

Trustee Tattersall made a motion to approve the consent calendar. Trustee Rogers made a second. There being no public comment, the motion carried unanimously with a 4-0 vote.

6. DISCUSSION AND REVIEW OF BUDGET PERFORMANCE REPORT SUMMARY AND GIFT FUND SUMMARY.

a. 12/31/2021

Trustee Rogers noted that in Services and Supplies the library has spent \$10,395 under professional services and nothing was budgeted for that line item. Interim Director Julia Brown stated that those fees are from the strategic planning consultant and explained that there was an augmentation made to the library's budget at the board of commissioners meeting on December

16th to move the funds from the gift fund to professional services. Trustee Rogers noted that nothing was budgeted for small projects and the library has spent \$559.87 under that line item and wanted to know what that was for. Julia stated that the expense more than likely came from office supplies or an unexpected expense but that she and Veronica Hallam will look it up and let Bonnie know.

7. DISCUSSION ON THE FINANCE BUDGET CALENDAR AND THE LIBRARY'S FISCAL YEAR (FY) 22-23 TENTATIVE BUDGET INCLUDING:

- a. Base budget**
- b. Supplemental requests**
- c. Capital Improvement Projects**

Base Budget – Referring to the county's budget building calendar included in the packets Julia went over important dates that relate to the library in regards to budget submission and review. Also included in the packets is the FY 22-23 proposed budget for the library and Julia discussed this with the board and explained that this year the county is basing the budget in Services and Supplies on FY 20-21 actuals plus 5%. She noted that this is an issue for the library because that was the year the library's budget was cut by 16% which was the highest cut of all departments in the county. She has been working with Finance to work on the library's five year averages and the contractual expenses the library is obligated to pay to try and come up with a good base budget for the library. The budget Julia is proposing from the base budget and the 5% is a difference of 18%. Julia explained why in some line items the proposed budget is lower than previous years and that the funds reduced from one line item will increase in other line items where the additional funds are needed, such as a decrease in circulation supplies and an increase in processing materials. Trustee Rogers asked that the proposed library materials budget be increased by 10%. It is possible that the budget will be declined but it's important the library at least ask for any increases where needed. Chairperson Martin Maier recommended that when the budget is presented to the commissioners the library needs to have something compelling to share that has to do with people and the community the library serves. A narrative with data and stats that perhaps Dr. Steinmann could help put together with staff and the board.

Supplemental Requests – Julia stated that she would like to request upgrades to the library's computers and painting the interior of the main branch as one of the board members suggested. She noted that painting the interior of the building is not capital because it is maintenance and not adding value. The book lockers that were discussed in the past the board agreed they do not want to add as supplemental. There are no improvements needed for the Lake Tahoe branch.

Capital Improvements – Trustee Rogers stated that she would like to request a remodel and extension of the main branch. She commented that she is concerned the public spaces inside the library are being used for other purposes now. She would like the meeting room at the main branch to be upgraded and would like a large storage shed on-site to store tables and other items that are cluttering the meeting room.

Julia noted that she will make the updates and bring the budget back to the February meeting for final approval.

Agenda items #8 and #9 were moved up on this agenda for earlier discussion.

10. INTERIM LIBRARY DIRECTOR'S MONTHLY REPORT ON LIBRARY OPERATIONS AND STATISTICAL REPORTS FROM STAFF.

The interim director's monthly report and statistical reports are attached and made a part of these minutes.

11. CLOSING PUBLIC COMMENTS.

Chairperson Martin Maier asked for public comment.

Trustee Rogers commented that there was a feature in the Record Courier about a portable InfoLoop assisted hearing device that was donated to the library from Sertoma. She stated that she is interested to learn more about how the device works and if it could be used in meetings to help seniors who are hard of hearing.

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

MEETING ADJOURNED AT 11:04 A.M.