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APPROVED 5/24/2022
LIBRARY BOARD OF TRUSTEES MINUTES
April 26, 2022

ATTENDEES

Library Board Members: Chairperson Heather Martin Maier; Vice Chairperson Kate Garrahan; Trustees Elizabeth Tattersall, Bonnie Rogers, Starla Doughty

Library Staff: Interim Library Director Christine Vido; Library Supervisors Laura Treinen, Vanna Bells; Administrative Services Manager Veronica Hallam, Clerk to the Board

County Staff: Deputy District Attorney Cynthea Gregory; Human Resources Director Wendy Lang

THE MEETING CONVENED AT 10:00 A.M.

1. PUBLIC COMMENTS.

Chairperson Heather Martin Maier asked for public comment.

There being no public comment, public comment was closed.

2. DISCUSSION ON APPROVAL OF THE AGENDA.

Trustee Bonnie Rogers made a motion to approve the agenda. Vice Chairperson Kate Garrahan made a second. There being no public comment, the motion carried unanimously with a 5-0 vote.

3. WELCOME AND INTRODUCTION OF STARLA DOUGHTY, NEWLY APPOINTED LIBRARY BOARD OF TRUSTEE, AND DISCUSSION ON NEW TRUSTEE TRAINING. [Discussion]

Chairperson Martin Maier welcomed Trustee Starla Doughty to the board. Trustee Doughty introduced herself and described her background and interest in becoming a board member. Vice Chairperson Garrahan explained the public library trustee online training board members

are to take through the Nevada State Library, Archives and Public Records. Chairperson Martin Maier stated that she doesn't expect the training to be completed within a week but maybe within six weeks. Once the training is complete Trustee Doughty will receive a certificate of completion and that certificate will be given to Veronica Hallam for filing.

4. DISCUSSION AND OVERVIEW ON THE LIBRARY DIRECTOR RECRUITMENT PROCESS AS WELL AS AN UPDATE ON CANDIDATES, SCHEDULING OF AN OPEN HOUSE AND INTERVIEWS, INCLUDING BUT NOT LIMITED TO HOLDING AN EVENT OPEN TO THE PUBLIC AT THE LIBRARY ON MAY 3RD, AND SCHEDULING INTERVIEWS BY THE BOARD OF TRUSTEES ON MAY 4, 2022, AND OTHER CANDIDATE EVENTS AS APPROPRIATE. [Action]

Andrew Nelson and Susan Hildreth with CPS Consulting were present at the meeting by Zoom to give the board an update on the applicants and where the process stands thus far. Andrew is the primary recruiter and Susan, a former library director assisted with the screening. Andrew explained that CPS received 18 applications and 9 moved through to the initial selection and screening process. They interviewed five applicants and selected three finalists. One of those finalists withdrew which left just two moving forward. Of the two one of them couldn't attend an in person interview and was hoping the board would consider conducting a Zoom interview and an in person interview at a later date. He noted that this finalist initially withdrew as he/she didn't think he/she would be a good fit, but after speaking with the finalist, he/she agreed to meet the board and have a conversation about what they expect. He explained that the other candidate that withdrew had much of the same issues as the other finalist who initially withdrew which were questions about the budget allocated for training, the board's interaction with staff and the director and decisions made by the director. Susan indicated that she did the initial preliminary interview with this person and this person did express concern about the diversity situation even though she and Andrew had assured candidates that the library is moving beyond that. This person was concerned about the turnover of the director and the turnover of the interim director and the situation leading to that departure and statements made in the Moss Adams report. This person is coming from a volatile situation and fears he/she would experience the same unstable environment here. Deputy District Attorney Cynthia Gregory stated that the board went with CPS to ensure there were at least three candidates and a minimum of two. The board is down to two candidates. She noted that there are a number of options on the table. The board can take a step back and reevaluate where the board is at in this process and how they want to move forward or are there other candidates who met the qualifications and might be brought forward. The board can consider doing a Zoom meeting for both candidates and then move forward from there. She stated that it is up to the board how they want to move forward in this process. Trustee Elizabeth Tattersall suggested that the board conduct the interviews for the two candidates by Zoom on the date scheduled. Human Resources Director Wendy Lang stated that she realizes doing Zoom interviews wasn't a step the board wanted to take and that in person interviews were what the board wanted, but given the challenges of this recruitment taking that additional step to do Zoom interviews and delaying the meet and greet and in person interviews would be beneficial. She noted that because the board is down to just two candidates and may potentially end up with one, the board should consider the applicant pool and reevaluate those candidates that the recruitment team didn't move forward. Andrew stated that there are three additional candidates in the pool that are ready and willing to interview. As far as the minimum

qualifications, two of them don't possess the master's degree and one of them has five years of experience instead of the seven required. Deputy District Attorney Gregory stated that it is her understanding that in the job description it states the person must have an MLS or the equivalent experience. The board can consider an exception and look at candidates in the pool that don't have an MLS but have the equivalent experience. Trustee Rogers stated that the person in this position should have an MLS and Vice Chairperson Garrahan asked Laura Treinen and Vanna Bells who have their MLS how they would feel if the Director did not have an MLS but had the experience. They both agreed that it would depend on what this person's experience was and how they would work with the staff and the public. There are times when an exception would be appropriate. Interim Library Director Christine Vido stated that regardless of which candidate the board selects, the county has a tuition reimbursement policy so if the board did hire somebody that didn't have the education and the board encouraged this person to pursue that, there is an avenue through the county to help pay for that person to receive that education. Vice Chairperson Garrahan asked Andrew and Susan who they think are qualified from the pool to move forward and Director Lang stated that rather than discuss the candidates qualifications on the record the board could ask the recruiting committee to evaluate those candidates, do some screening and bring forward the candidates that they think are eligible to move forward. Andrew stated that they can do the formal screening of the candidates from the pool this week by Zoom and decide who will be moving forward for interviews next week. Going back to the qualifications, the board, with the exception of Trustee Rogers, agreed to interview the strongest candidates from the pool that meet the requirements but may or may not have the MLS degree. Trustee Rogers stated that even though she doesn't agree she will be objective in her review of the qualifications and experience of the candidates. The board discussed dates and times for the screening, Zoom interviews, meet and greet and the in person interviews and they all came to a consensus. It was agreed that this process should take place quickly with the screening this week and the interviews and meet and greet the following week. It was decided that during the pre-interview, about a half-hour before the interviews Andrew would coach the board on responses, go through the questions and what questions are appropriate to ask and answer any questions or concerns the board may have. Christine noted that Human Resources, Deputy District Attorney Gregory and CPS will be at the public meeting and if a line of questioning does veer off the path toward those prohibited topics or areas where there should be redirection they will be there to assist. Trustee Rogers asked about the interview questions and if they would be different in the Zoom interview and the in person interviews and Andrew answered yes. He suggested that the board come up with questions for both interviews. The Zoom questions should be a little more general and the in person questions may be more specific that touch on a particular topic or subject area that are based on the candidates' experience and qualifications. The plan is to allow the candidate to give thoughtful answers and give him/her time to ask questions at the end.

There was no further discussion.

Chairperson Martin Maier asked for public comment.

Barb Wilson commented that she is here to support the library board because the board has an important job in finding a library director. The library has had a lot of challenges over the last few years and now is the time to look toward the future for the library. She noted that creating a new strategic plan has helped the library identify the vision, the mission and the values that are going to carry the library into the future. She stated that Carson City just went through the

process of hiring a new superintendent and on their first attempt with a 4-3 vote they decided on someone but that person rejected the contract and they had to start the process over. It's really important that when the board is doing these interviews and talking to the candidates that the board come to a unanimous decision about who's going to be the next library director. She commented that the last go round was kind of a dismal failure and an embarrassment that the library only had one candidate. She stated that she doesn't want the library to have any more negative press and she wants the paper to be talking about this new director and how the board voted unanimously to offer a contract and that could be the best PR this library has had in a long time. She wants the board to think about the qualities the candidates possess and work very hard to select a candidate that best exemplifies the mission, the vision and the values that have been identified for this library. The community in Douglas County is counting on the board to make a wise decision and she thinks the board will have a successful outcome this time.

MOTION/VOTE:

Vice Chairperson Garrahan made a motion that the meet and greet on May 3rd is going to be delayed, there will be a Zoom meeting on May 4th with additional candidates and there will be a meet and greet on the 13th at the library with in person interviews on the 14th. Trustee Doughty made a second and the motion carried unanimously with a 5-0 vote.

Andrew reminded the board to take a few minutes between now and this Friday to think of interview questions for the interviews on the 4th and the 14th.

RECESSED AT 11:35 A.M.

RECONVENED AT 11:42 A.M.

5. DISCUSSION ON APPROVAL OF THE MINUTES OF THE MARCH 22, 2022 REGULAR MEETING AND THE APRIL 5, 2022 SPECIAL MEETING.

Vice Chairperson Garrahan and Trustees Rogers and Tattersall noted some errors in the March 22, 2022 minutes.

MOTION/VOTE:

Vice Chairperson Garrahan made a motion to approve the minutes of the March 22, 2022 regular meeting with the corrections and the minutes of the April 5, 2022 special meeting. Trustee Rogers made a second. There being no public comment, the motion carried unanimously with a 5-0 vote.

6. CONSENT CALENDAR.

a. Approval of Gift fund claims

- i. March 2022**
- ii. April 2022**

*Amazon	Items for Team Rocket Pokémon Club	04041	\$ 22.04
*DoCo Procurement Program	Refreshments for The Council Meeting	04048	\$ 43.00
*DoCo Procurement Program	Items for Adult Crafters' Club & Dresslerville STEAM Program	04049	\$187.64
*Amazon	Items for Summer Reading Program	04057	\$ 503.80
*Baker & Taylor	Items for Baby Lap-Sit Program & 2 nd Wednesday Book Group	04060	\$ 389.70
*Baker & Taylor	Items for Baby Lap-Sit Program	04063	\$ 246.54
*Swank Movie Licensing	Copyright Compliance Site License	04070	\$ 445.00
*Baker & Taylor	Items for Baby Lap-Sit Program	04075	\$ 74.94
*Petty Cash	Items for Knit & Crochet Club & Employee Recognition	04080	\$ 24.96
*Amazon	Employee Recognition	04081	\$ 54.97
*Baker & Taylor	Items for Baby Lap-Sit	PO0068	\$ 74.94

*Funding/partial funding by Friends of the Library

MOTION/VOTE:

Trustee Rogers made a motion to approve the consent calendar. Trustee Doughty made a second. There being no public comment, the motion carried unanimously with a 5-0 vote.

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

a. 3/31/2022

Chairperson Martin Maier asked for public comment. There was no public comment.

Referring to the budget performance report included in the packet, Christine noted that she reached out to Finance to get clarification on the expenditure of \$18,746 under the grants budget line but she did not receive the information in time for this meeting. Trustee Rogers asked why the library material budget is in deficit and Christine explained that it is due to the encumbered funds for the purchase orders that the library had to request for the purchase of library material. An estimated dollar amount was given for the purchase orders based on previous purchases but the purchase orders may not be fulfilled to that amount and those unused funds can go back into the budget. The \$10,000 expense in professional services is for the strategic plan fee.

8. DISCUSSION AND UPDATE ON THE LIBRARY'S TENTATIVE BASE BUDGET, SUPPLEMENTAL REQUESTS AND PROPOSED CAPITAL IMPROVEMENT

**PROJECTS AS APPROVED BY THE BOARD OF COUNTY COMMISSIONERS
FOR FISCAL YEAR 2022-2023. [Action]**

Christine stated that the tentative base budget for FY 22-23 was approved by the commissioners at the end of March. The library material budget was approved for \$126,000 but the \$104,000 supplemental request for additional funding for that budget was not approved. She talked with Finance about ways to offset the budget for next year and she was reminded that the library has not been reimbursed yet for the books that were damaged in the flood and when the check comes in those funds will be used to replace material. She noted that later in the meeting the board will consider approving a grant award where funds will be used to purchase digital material. There was a small adjustment of approximately \$12,000 made in the PALS reimbursement that will be reviewed later next fiscal year and additional monies may be forthcoming to the library. She stated that ARPA funds have increased the amount of grants that are available for all organizations but specifically for libraries. She would encourage staff to look into those grant possibilities to help offset the library materials budget. She noted that line items in Services and Supplies can be moved around to offset any funds that may be needed in other budgeted line items as well. She stated that three capital improvement project requests were submitted for the commissioners to consider and the meeting to hear those requests began this morning. One request was for \$1.1 million for an expansion to the building. The other two requests were for \$25,000 for painting and \$20,000 for bathroom renovations at the Minden branch. CFO Terri Willoughby said the commissioners will likely approve the projects but not the funding. The board would have to go to the commissioners to request the funding as it becomes available either from greater than anticipated fund balance or greater than anticipated revenues. In regards to the new director's salary, Christine stated that as the board goes into the final interviews the board needs to consider the salary offer. The approved tentative budget for director salary is \$140,403 for FY 22/23 and if the board elects to increase more than the budgeted salary amount there will have to be a rebalancing of the budget in the next fiscal year. She noted that there are two funded capital projects that were approved by the commissioners and those are \$100,000 for metal shelving and \$120,000 for new flooring.

Chairperson Martin Maier asked for public comment. There was no public comment.

**9. DISCUSSION ON THE PROGRESS OF THE LIBRARY'S LONG RANGE PLAN
BY THE UNR DEPARTMENT OF ECONOMIC DEVELOPMENT, INCLUDING
AN UPDATE ON WHEN A DRAFT PLAN IS ANTICIPATED TO BE SUBMITTED
TO THE BOARD OF TRUSTEES. [Discussion]**

Christine stated that she spoke with Dr. Fred Steinmann and he was very apologetic that he could not attend this meeting. He anticipates having the draft report ready to present to the board at the next regularly scheduled meeting.

**10. DISCUSSION ON ACCEPTING THE 2021 AMERICAN RESCUE PLAN
COLLECTION DEVELOPMENT GRANT AWARD IN THE AMOUNT OF \$16,200.
[Action]**

Christine stated that Julia submitted the application for this grant prior to her departure. This grant will be used to purchase digital material and if the board approves the grant money it will be taken to the commissioners for the adoption of a resolution.

MOTION/VOTE:

Trustee Rogers made a motion to approve the grant of \$16,200. Vice Chairperson Garrahan made a second. There being no public comment, the motion carried unanimously with a 5-0 vote.

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

Library Supervisors Laura Treinen and Vanna Bells provided updates to the board about both branches and the current activities. With the collection at the Zephyr Cove branch Vanna stated that they added additional shelving to Young Adult books, rotated the children's Wonderbooks with the Minden collection, ordered newspapers and additional magazines, moved Reference books and added a study carrel on the floor. She noted they had a scavenger hunt during the schools' spring break with 10 in attendance and will be hosting an upcoming May the 4th Be With You Star Wars Day program. The Minden branch will be hosting the same program. Laura stated that at the main branch they have rotated the children's collection to give the area more room for the newly added adult cushion chairs. They are showing Oscar movies throughout the months of April and May and so far those movies have been well received. Adult Librarian Luise Davis and Youth Services Librarian Kira Frederick will be representing the library at the upcoming Carson Valley Business Showcase. She noted that the library has two new programs; Japanese Club and Science Club. Christine explained that the bookmobile is still out of service as Ford is still waiting on a part and that she follows up weekly with fleet on the progress of the bookmobile.

12. CLOSING PUBLIC COMMENTS.

Chairperson Martin Maier asked for public comment.

Kurt Hildebrand from the Record Courier stated he has the missing discs from the 2020 newspaper. Those discs were given to Laura for upload.

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

MEETING ADJOURNED AT 12:18 P.M.