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***APPROVED JUNE 28, 2022***  
**LIBRARY BOARD OF TRUSTEES MINUTES**  
**May 24, 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 Supervisor Vanna Bells; Administrative Services Manager Veronica Hallam, Clerk to the Board

**County Staff:** Deputy District Attorney Cynthea Gregory

**Absent:** Library Supervisor Laura Treinen

**THE MEETING CONVENED AT 10:03 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.**

**MOTION/VOTE:**

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

**3. DISCUSSION ON APPROVAL OF THE MINUTES OF THE APRIL 26, 2022 REGULAR MEETING, THE MINUTES OF THE MAY 4, 2022 SPECIAL MEETING, AND THE MAY 11, 2022 SPECIAL MEETING.**

Chairperson Martin Maier and Trustee Rogers noted some errors.

MOTION/VOTE:

Trustee Garrahan made a motion to approve the April 26, 2022 minutes with corrections, the May 4, 2022 minutes as is, and the May 11, 2022 minutes with corrections. Trustee Elizabeth Tattersall made a second and the motion carried unanimously with a 5-0 vote.

**4. CONSENT CALENDAR.**

**a. Approval of Gift fund claims**

**i. April 2022**

**ii. May 2022**

*Petty Cash	Items for Knit & Crochet Club; Employee Recognition	04080	\$24.96
Amazon	Employee Recognition	04081	\$54.97
*Amazon	Items for Science Club and May the 4 <sup>th</sup> Event	04084	\$ 196.84
*Amazon	May the Fourth Event	04091	\$ 75.79
*Amazon	May the Fourth Event	04094	\$ 82.79
*Amazon	Summer Reading Merchandise	04097	\$ 55.32
*Collaborative Summer Library Program	Items for Baby Lap-Sit Program	04106	\$ 516.74
*Amazon	Tahoe Film Club	04107	\$ 971.21

\*Funding/partial funding by Friends of the Library

MOTION/VOTE:

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

**5. DISCUSSION AND REVIEW OF BUDGET PERFORMANCE REPORT  
SUMMARY AND GIFT FUND SUMMARY.**

**a. 4/30/2022**

MOTION/VOTE:

Trustee Garrahan made a motion to approve the budget performance report. Trustee Rogers made a second. There being no public comment, the motion carried unanimously with a 5-0 vote.

**6. UPDATE AND ACKNOWLEDGEMENT OF LIBRARY BOARD TRUSTEE STARLA DOUGHTY'S PROGRESS IN COMPLETING THE NEVADA STATE LIBRARY'S ON-LINE TRUSTEE TRAINING COURSE.**

Trustee Starla Doughty noted that she completed the training but did not receive a certificate. Some of the trustees commented that they did not receive a certificate as well. Chairperson Martin Maier stated that as long as the training was completed that is what is important.

**7. DISCUSSION AND UPDATE ON THE LIBRARY DIRECTOR RECRUITMENT INCLUDING BUT NOT LIMITED TO ONBOARDING OF THE NEW DIRECTOR, HOLDING AN INTRODUCTION/WELCOME EVENT, AND POSSIBLE EXTENSION OF THE INTERIM LIBRARY POSITION TO ASSIST IN THE TRANSITION PROCESS.**

Christine Vido noted that she will be inviting Tim DeGhelder, the library's new director, to the June 16<sup>th</sup> commissioners meeting. She will introduce him to the board during public comment which will take place about 15 minutes after the meeting begins. Once Tim meets the board he can choose to extend an offer to the commissioners to come visit the library at a later date. The trustees have been wanting this invite for a while. Christine stated that during the meeting the commissioners will be presented with two grants from the library for their approval which will be a good opportunity for Tim to see how the process works. Chairperson Martin Maier asked about Mr. DeGhelder's final offer and Christine explained that Tim signed the final offer letter with a negotiated hourly rate of \$50.29 which is approximately \$6,000 higher than what was budgeted but \$6,000 lower than the midrange. The 7% salary increase plus the additional 2% COLA will apply to Tim's salary as well. She noted that Tim indicated that he plans to start on June 13<sup>th</sup>. As recommended by Trustee Tattersall, HR added the language in the offer letter that he will start no later than July 1<sup>st</sup> just in case there are moving issues. In regards to his wife and leave time, Christine indicated that Mr. DeGhelder does not anticipate that he will require more than 7 days to bring his wife to the states from Thailand. In the offer letter HR negotiated 2 weeks of leave and that he notify the board before making any travel plans. She noted that his background check is nearly finalized and by the time he starts his background should be fully complete. She stated that when onboarding new directors it is important to give as much contact resources as possible. She noted that she has drafted a memo to the new director with relevant contacts which include all the directors and department heads, specifically County Manager, Human Resources, and Finance who will provide training in regards to budget and financial reports. He will also be given the contact resources for Facilities to continue the development of the approved capital projects for the library which is the \$210,000 for new flooring and new shelving. She stated that there is no formal onboarding within the county and that Human Resources will conduct their standard onboarding process which contains an overview of policies and procedures, benefits paperwork, and the completion of legally required tax documents. She noted that at the pleasure of the board she will remain with the library not in an interim capacity but rather a working above classification capacity for however long the board chooses to provide guidance to the new director throughout the transitioning process. Chairperson Martin Maier stated that she is in support of Christine staying on for a month into Tim's start date. Trustee Garrahan added that as part of Mr. DeGhelder's onboarding process

she would like him to take the courses required for the county's leadership program. Christine stated that she will speak with the County Manager and inform him that it is the wish of this board that Tim be enrolled in the next leadership training.

MOTION/VOTE:

Trustee Garrahan made a motion to extend Christine for four weeks after Tim begins working above her classification to assist him. Trustee Tattersall made a second. There being no public comment, the motion carried unanimously with a 5-0 vote.

Chairperson Martin Maier stated that she will work with the county's PIO, Melissa Blosser, to put out a press release upon Tim's arrival. After the board's thoughts and discussion on ideas to introduce Tim to the community and county officials with a welcoming event, it was decided that the board will wait to plan details of the event until Tim starts and he can provide input.

**8. DISCUSSION ON THE PROGRESS OF THE LIBRARY'S LONG RANGE PLAN BY THE UNR DEPARTMENT OF ECONOMIC DEVELOPMENT AND PRESENTATION OF A DRAFT PLAN.**

Interim Library Director Vido stated that she had reached out to Dr. Steinmann several times with no response. He did finally contact Christine to let her know that he has been out for personal reasons and hasn't moved forward with the plan but that he hopes to circle back next week with an update. She commented that she anticipates having a better update for the board at the next meeting.

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

Vanna Bells updated the board on current programs taking place at the library. She explained the Summer Reading Program and how to register on Beanstack to earn prizes for all age groups. The Summer Reading Program runs from June 4<sup>th</sup> to July 30<sup>th</sup>. Other programs she mentioned were Board Game Night at Minden for adults, the Tahoe Film Club for teens and the 3D Pen Art program at the Lake for adults and children accompanied by adults. Weekly storytime will begin in June at the Lake and storytime at Ranchos Aspen Park in Minden with the bookmobile will start on June 24<sup>th</sup>. Vanna stated that the library has partnered with UNR Cooperative Extension for National Pollinator Month in June. All storytime reads will be pollinator themed and there will be a Lego contest that will have a pollinator themed story. Christine Vido explained to the board the salary adjustments of a 9% increase that all staff will be receiving effective in July. In April all county staff received a 2% COLA increase which brings the total increase in salary to 11%. She noted that the bookmobile is in full service and all scheduled stops are on the calendar on the library's website. She stated that the insurance claim to replace the books that were damaged in the flood has been approved but she was not advised whether the library will receive a lump sum check or if the library is to purchase replacements and then get reimbursed. She will have a more detailed update at the next meeting. One staff member resigned and there was a three day internal recruitment for that open position. Interviews will be conducted this week.

Christine updated the board on the approved 22-23 fiscal year budget. She noted that the library material budget is significantly lower but she is confident the new library director will look at grants and other outside funding to help with that budget. In the current budget there is \$77,000 encumbered in library material that is tied to purchase orders. She noted that she and Veronica Hallam will work to release some of the encumbered funds to put back into the budget which will help with some of the deficit in Services and Supplies. There are two grants that will be going to IRC next month and then to the Board of County Commissioners to accept the funds. One is for \$16,000 for digital material and the other is for \$25,000 for new children's computers at both branches and for the purchase of digital material.

## **10. CLOSING PUBLIC COMMENTS.**

Barbara Smallwood commented that she came to the meeting to hear an update on the long range plan and was disappointed that an update wasn't ready for this meeting. She thanked everyone for all the hard work and dedication and she is looking forward to meeting the new director and welcoming him to Douglas County. She commented that she appreciates the library for keeping up with all the technology and is excited the bookmobile is back. She loves the children's programs in the parks and commented that it will be interesting to see how that works with all the running around. She commented that she is excited about the reading program event that is taking place at CVIC Hall and thanked the friends for funding that event.

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

**MEETING ADJOURNED AT 11:01 A.M.**