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APPROVED 8/2/2022
LIBRARY BOARD OF TRUSTEES MINUTES
June 28, 2022

ATTENDEES

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

Library Staff: Library Director Timothy DeGhelder; Administrative Services Manager Veronica Hallam, Clerk to the Board

County Staff: Human Resources Analyst Senior Christine Vido; Deputy District Attorney Cynthea Gregory

Absent: Chairperson Heather Martin Maier; Library Supervisors Laura Treinen, Vanna Bells

THE MEETING CONVENED AT 10:03 A.M.

1. PUBLIC COMMENTS.

Vice Chairperson Kate Garrahan asked for public comment.

There being no public comment, public comment was closed.

2. DISCUSSION ON APPROVAL OF THE AGENDA.

MOTION/VOTE:

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

**3. DISCUSSION ON APPROVAL OF THE MINUTES OF THE MAY 24, 2022
REGULAR MEETING.**

MOTION/VOTE:

Trustee Rogers made a motion to approve the May 24, 2022 minutes. Trustee Tattersall made a second and the motion carried unanimously with a 4-0 vote.

4. CONSENT CALENDAR.

a. APPROVAL OF GIFT FUND CLAIMS

i. May 2022

ii. June 2022

*Baker & Taylor	Second Wednesday Book Group	PO0068	\$ 172.61
*Do Co Procurement Program	Single Event Movie License	04098	\$ 118.00
*Do Co Procurement Program	Summer Reading Book Incentives	04099	\$ 196.19
* Do Co Procurement Program	Items for Adult Crafters' Club; Items for Business Showcase	04100	\$ 47.48
* Do Co Procurement Program	Items for Arts and Crafts; The Council Meeting	04101	\$ 86.96
* Do Co Procurement Program	Items for Weekend Warriors; Summer Reading Teen Prizes; Employee Recognition; May the 4 th supplies	04102	\$ 871.62
Amazon	Board Games and Prizes for Summer Reading Program	04117	\$ 214.77
*Town of Minden	CVIC Hall Rental for Summer Reading Performances	04118	\$ 100.00
Collaborative Summer Library Program	Summer Reading Program Staff Shirts	04121	\$ 142.80
*Pioneer Center	Summer Reading Kick-Off Performances	04123	\$ 800.00
*Do Co Procurement Program	Items for Adult Crafters' Club; Tri-Conference Registration	04128	\$ 350.48
*Do Co Procurement Program	Items for May the 4 th , Science Club; The Council Meeting; Tri-Conference Flight Tickets	04129	\$ 854.90
*Amazon	Items for Science Club	04130	\$ 59.07
*Town of Minden	CVIC Hall Rental for Summer Reading Performances	04140	\$ 50.00

*Funding/partial funding by Friends of the Library

MOTION/VOTE:

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

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

a. 5/31/2022

Human Resources Analyst Senior Christine Vido stated to the board that she had a conversation with CFO Terri Willoughby regarding the areas of concern on the current fiscal year budget where many categories in the Services and Supplies line items were overspent, and CFO Willoughby said the Services and Supplies for budgeting purposes is looked at as a whole and not by line item. As long as the library is not overspent collectively in that grouping of line items, the library is okay for this fiscal year. She noted that the grants were approved by the commissioners at the last board meeting, the augments have been made and all the paperwork has been sent to Finance. Vice Chairperson Garrahan asked what the \$395.00 expenditure is under professional services and Christine stated that she would follow up. Vice Chairperson Garrahan asked why postage was so over budget and Veronica Hallam explained that the postage is for the library's interlibrary loan and at the end of the fiscal year the library will be reimbursed for up to \$2,000 for postage.

6. DISCUSSION AND UPDATE ON THE PROGRESS OF THE LIBRARY'S LONG RANGE PLAN BY THE UNR DEPARTMENT OF ECONOMIC DEVELOPMENT AND POSSIBLE PRESENTATION OF A DRAFT PLAN. [Discussion]

Dr. Fred Steinmann, Assistant Research Professor with the College of Business at the University of Nevada, Reno, provided the board with an update on the progress of the strategic plan. He noted that he is in the process of finishing the two technical reports. The first technical report he explained contains a comprehensive summary of the community survey that was completed at the end of last year, the various socio demographic, economic and housing data that was collected and analyzed for Douglas County, individual communities within the county and then for the region and the state as a whole, and finally the one on one interviews and discussions and stakeholder meetings he facilitated prior to the start of the strategic planning workshops. The second technical report contains a summary of all the organizational and environmental assessment work that was done within the strategic planning workshops, as well as an evaluation of the existing expiring strategic plan, and the actual elements of the new strategic plan moving forward. This will include the updated revised new core values and general guiding principles, as well as the new mission statement, the new vision statement, the new goals and objectives, and the actionable items themselves. He noted that the drafts of those technical reports will be provided to the board and the director and library representatives by the end of the week. He indicated that the latter part of July he will look into doing another short, one, maybe two or three hour workshop to present the strategic plan as a whole and give everyone an opportunity to nitpick and refine the plan. After that presentations can be discussed and finally the adoption of the new 5-year long range plan. In addition, he thanked the library and the trustees for their letters of support which assisted the Economic Development Administration to receive additional funding that will allow him to further assist the library with program development and the implementation of the new strategic plan.

Vice Chairperson Garrahan asked for public comment. There was no public comment on this item.

7. DISCUSSION AND INTRODUCTION OF TIM DEGHELDER, LIBRARY DIRECTOR, INCLUDING AN OUTLINE OF HIS PRIORITIES AS DIRECTOR OVER THE NEXT 90 DAYS AND IDENTIFYING HIS EXPECTATIONS FOR WORKING WITH LIBRARY BOARD OF TRUSTEES. [Discussion]

Director Tim DeGhelder noted that the board's responsibility is to support and develop long term goals, acknowledge status reports and give feedback. He commented that the board is like the captain of the boat steering the direction of the library as the library works together and then the staff gets things done on a day to day basis. He stated that he will be giving the board a bi-weekly update and keep the board informed of what is going on in the library so that there are no surprises. Aside from just meeting with the board every 30 days for board meetings, Tim stated that he would like to build a rapport with the board by meeting individually for coffee or lunch or just to meet to get to know one another and discuss library operations. He's developing that relationship with staff by seeing them every day and he would like the same experience with the board and working together as a team. Tim explained that over the next 90 days he would like to become familiar with the library handbook and library policies. He stated that the other items he would like to become familiar with are the budgeting software, the timesheet software, the library's webpage and marketing strategies, and the digital apps the library offers. He's worked with the county's NeoGov system to create a position for the youth library supervisor position. It's been approved and waiting to be posted. He noted that the library is hoping for an August hiring date which will give the library enough time to review the applications and conduct interviews. He stated that he will be having monthly staff meetings and weekly meetings with supervisors to discuss items that were brought to them by the staff they supervise and updates on library operations. He would like to meet individually with staff as well and ask them about their job and how things are going, encouraging them and helping to keep staff's morale up. Tim mentioned at the request of the board he will be attending a leadership program that begins in 2023. He will be attending Chamber meetings and events, Kiwanis meetings and Rotary Club meetings to publicize the library and share what the library is currently doing and what the library would like to do for the community. Tim stated that he would like to become more familiar with the Lake Tahoe branch, the demographics surrounding the branch, the building itself and what will bring the community in and make the library better. This is the same for the Minden branch and the bookmobile as well. Tim mentioned that he went through the county process and is now a volunteer, as a citizen, for the county. This will allow him to become more acquainted with other county departments and take on a more supportive role on behalf of the library. He noted that he will become more involved with the Friends of the Library by attending meetings and supporting their fundraising activities. He will concentrate on developing a good working relationship with the friends and show them the library appreciates them and their efforts to support the library. He noted that he will attend the Department Head meetings and become more familiar with other departments and staff within the county, and learn more about the county's strategic plan and how the library fits in with that plan. He has created a grant portal with the state to stay informed on funding that may become available for the library. He stated that he will stay focused on the claim for the flood damage and the replacement funds and have a plan of action in place when the money is released to the library. He will make sure that the CIP funding for the shelving and carpeting moves forward and that it is in the library's budget cycle. He noted that with all the responsibilities he would like to fulfill, it will probably take more than 90 days and an extension of 365 days. Vice Chairperson Garrahan commented

that she appreciates all the time Tim put into thinking about his plan and how ambitious it is and agreed that it will probably be more of a longer term plan. She stated that she appreciates Tim's willingness to bring the departments of the county and other service groups in so the library is not an island anymore on its own. It is phenomenal that he is doing that.

Vice Chairperson Garrahan asked for public comment. There was no public comment on this item.

8. DISCUSSION ON HOLDING AN INTRODUCTION/WELCOME EVENT FOR THE NEW LIBRARY DIRECTOR. [Action]

Director DeGhelder stated that he would like to have a tiny art show which would include providing the public with little canvases and paint supplies to create their own art to display at the library. His thought is to market the art show in August, provide the material to the public of all ages and groups in September with 30 days to create their art, bring their artwork to the library with their name and age in October, and then in November the library will display their art and have an open gallery event for the community to congregate and enjoy the various art, and meet the new library director. Vice Chairperson Garrahan stated that the trustees should wait for Chairperson Martin Maier to be present before taking action on this item. She commented that she likes the idea of doing the event in this time frame because it gets the project out into the community and it shows people what the library is doing so they can come and meet the new director. Trustee Tattersall noted that the length of time to get to the actual event will give the library the opportunity to create a brochure that outlines the new strategic plan to handout to the public during the gala in November.

Vice Chairperson Garrahan asked for public comment. There was no public comment on this item.

9. DISCUSSION ON RECOGNIZING AND THANKING CHRISTINE VIDO FOR HER WORK AS INTERIM LIBRARY DIRECTOR.

Vice Chairperson Garrahan read from a letter she prepared thanking Christine for her willingness to assist the library with professionalism and acknowledging the excellent job she did while serving as the interim library director. Christine thanked the board for the opportunity and that she found this to be a wonderful experience and a huge professional growth experience within the county. She thanked Trustee Doughty for stepping in in her absence to introduce Tim to the Board of County Commissioners and to thank staff and supervisors for their teamwork and their willingness to help her during this process.

Vice Chairperson Garrahan asked for public comment. There was no public comment on this item.

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

Christine stated that the county will be implementing the 9% salary increase to all county staff and that staff will see that salary increase on their July 15th paycheck. She noted that this will be an incredible boost in employee morale and will be extremely helpful in recruiting good qualified candidates for the library moving forward. She mentioned that she has maintained regular meetings with Tim, checking in and giving him everything he needs to know about the county in a nutshell. She has observed Tim's willingness to stop what he is doing to assist patrons and visit with patrons who stop in to introduce themselves and meet the new director. She introduced Tim and Vanna Bells, the new Lake Tahoe branch library supervisor, to and trained them on NeoGov which is a countywide onboarding, recruiting and E-learning software. They will use this software when doing evaluations and course training. She noted that the Library Supervisor position will be posted as soon as the posting is reviewed and approved by HR. She stated that there was a question whether library technicians could run their own program or if they needed senior staff to assist or lead the program. After review of the job description she learned that running a program is part of their essential functions and that if they want to bring forward their own creative ideas and implement the program they are within their classification to do so. She noted that it is a great opportunity for professional growth which Tim has mentioned in several of their meetings that he is very passionate about continuing education and growing his staff. She stated that the library would like to purchase a new camera system as there have been some issues with patrons coming in and taking and damaging books. The camera system was not budgeted for in the 22-23 fiscal year but after reviewing quotes it can certainly be brought up for discussion. She stated that there could be the potential to find money in the budget or request additional funding from the commissioners to support installing a camera system in the building. Another option is to wait until next budget year and add it as a supplemental request. She updated the board on the progress of the insurance claim for the damaged books. She stated that HR has finally received approval for the replacement of the collection. The total reimbursement will be \$117,000 after the deductible of \$50,000. When the check is received which HR is working with the insurance company to find out when that will be, Tim will bring an agenda item forward to the trustees to accept the \$117,000 and then it will be brought to the commissioners so an actual augment to the budget can occur. She noted that it might be several weeks before the money hits the budget and can be spent. A special project number will be created so the library can track the recovery of the collection versus regular library material that is already in the budget.

11. CLOSING PUBLIC COMMENTS.

Vice Chairperson Garrahan asked for public comment.

There being no public comment, public comment was closed.

MEETING ADJOURNED AT 11:10 A.M.