

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

library.douglascountynv.gov

Douglas County Public Library Board of Trustees SPECIAL MEETING Notice and Agenda

April 30, 2021

The Douglas County Public Library Board of Trustees will hold a special meeting at **9:00 a.m.** on **Thursday, May 6, 2021** in the Meeting Room of the Minden Library, 1625 Library Lane, Minden, NV. The meeting will be in-person and will not be simultaneously streamed via YouTube or Zoom®. Below is an agenda of all items scheduled for consideration. All items **For Possible Action** will include a Public Comment period.

Agenda

The Library Board encourages the respectful consideration of all views by members of the public. In order to ensure that every individual desiring to speak before the Library Board has the opportunity to express his or her opinion, it is requested that the audience refrain from disruptive behavior that may interrupt, interfere or prevent the speaker from commenting on items that are for possible action by the Library Board.

1. Public comments. [No Action]

At this time, public comment will be taken on those items that are within the jurisdiction and control of the Library Board of Trustees. Public comment will not be taken on agenda discussion items because a public hearing is not legally required.

Public Comment is limited to five (5) minutes per speaker. No action may be taken on a matter raised under this item of the agenda until the matter itself has been specifically included on an agenda as an item upon which action will be taken.

If members of the public wish to comment on a specific agenda item scheduled for action, please make comments when the Library Board of Trustees considers that item and the item is opened for public comment.

2. For possible action. Approval of proposed agenda. The Library Board of Trustees reserves the right to take items in a different order to accomplish business in the most efficient manner, to combine two or more agenda items for consideration, and to remove items from the agenda or delay discussion relating to items on the agenda.

3. For possible action. Discussion and possible action on the Library's Long Range Plan. Discussion topics may include establishing the goals of the strategic plan process; review of the Library's mission statement, vision statement and key performance indicators; timelines; objectives; and next steps in the development of the Long Range Plan.
4. Closing public comments.
At this time, public comment will be taken on those items that are within the jurisdiction and control of the Library Board of Trustees or those agenda items where public comment has not already been taken.
5. For possible action. Adjournment.

According to the provisions of NRS 241, this notice and agenda has been posted at or before 9:00 a.m. on the third working day before the meeting at the following locations:

Douglas County Library, Minden branch
Douglas County Historic Courthouse
Minden Post Office
Minden Inn
<http://douglascountynv.iqm2.com/>
<https://notice.nv.gov>

Supporting material for the meeting is available at the Minden Library, 1625 Library Lane, Minden, NV. A request for copies of the supporting materials may be directed to:

Veronica Hallam, Administrative Services Manager
Douglas County Public Library
1625 Library Lane, Minden, NV 89423
775-782-9841
vhallam@douglas.lib.nv.us

Reasonable efforts will be made to assist and accommodate members of the public who are disabled and wish to attend the meeting. Please contact Veronica Hallam at 782-9841 before May 6, 2021 for arrangements.



2021 Long Range Plan Development

Timeline

April 27, 2021	Present Timeline to Library Board
May 6, 2021 9:00 AM	<i>Special Strategic Planning meeting of Library Board</i> Internal Planning <ol style="list-style-type: none"> Determine the objectives of the strategic planning process <ul style="list-style-type: none"> Determine the desired outcomes of strategic planning Review Library's Mission Statement, Vision Statement, and Key Performance Indicators (vital signs)
May 25, 2021	Library Board meeting
June 8, 2021 2:30 PM	<i>Special Strategic Planning meeting of Library Board</i> Internal Review <ol style="list-style-type: none"> Review staffing, identify demographics/groups in the community SWOT Analysis #1
June 22, 2021	Library Board meeting
July-September 2021	Listening Tour - Gathering Stakeholder feedback <ol style="list-style-type: none"> Create questions (Meet with State Library, Meet with Board) Outreach to community <ul style="list-style-type: none"> Surveys Focus groups Smaller meetings w/groups
Oct. 2021-Feb. 2022	Build and review the strategic plan <ol style="list-style-type: none"> Review data and feedback (buckets, priorities, themes) SWOT Analysis #2 Craft/draft plan by February Write plan
January 2022	Meet with State Library
March 2022	Present final Long Range Plan to the Library Board

(Timeline subject to change as needs require)