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APPROVED 8/17/2021
LIBRARY BOARD OF TRUSTEES MINUTES
July 20, 2021

ATTENDEES

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

Library Staff: Library Supervisors Julia Brown and Laura Treinen; Administrative Services Manager Veronica Hallam, Clerk to the Board

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

Guest: Dr. Frederick Steinmann with the University Center for Economic Development

THE MEETING CONVENED AT 10:30 A.M.

1. PUBLIC COMMENTS.

Chairperson Bonnie Rogers asked if there was any public comment.

Kurt Hildebrand with the Record Courier introduced himself to the board at Chairperson Rogers' request.

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

2. APPROVAL OF PROPOSED AGENDA.

MOTION/VOTE:

Trustee Kate Garrahan made a motion to approve the agenda. Trustee Elizabeth Tattersall made a second and the motion carried unanimously with a 5-0 vote.

3. DISCUSSION ON ACKNOWLEDGING THE JULY 6, 2021, LETTER OF RESIGNATION BY AMY DODSON AS THE DOUGLAS COUNTY LIBRARY DIRECTOR, WITH AN EFFECTIVE DATE OF JULY 9, 2021.

Chairperson Bonnie Rogers read the letter aloud.

MOTION/VOTE:

There being no public comment Trustee Jill Harper made a motion to acknowledge Amy Dodson's letter of resignation. Trustee Garrahan made a second and the motion carried unanimously with a 5-0 vote.

4. DISCUSSION ON A PROPOSAL BY THE UNIVERSITY OF NEVADA, RENO CENTER FOR ECONOMIC DEVELOPMENT (UCED) FOR STRATEGIC PLANNING SERVICES, INCLUDING UPDATING THE TIMELINE FOR THE MASTER PLAN AND APPROVING A PROFESSIONAL SERVICES CONTRACT AND AUTHORIZING THE CHAIR TO SIGN ALL NECESSARY DOCUMENTS.
[Action]

Dr. Fred Steinmann with the University of Nevada, Reno Center for Economic Development introduced his proposal to the board. Based on the scope of work, Dr. Steinmann noted that the library is looking at a six to eight month time frame to complete the work. He stated that the start date will be determined by representatives of the library with a total cost of \$10,000. Vice Chairperson Heather Martin Maier asked that in terms of other strategic plans Dr. Steinmann has done in the past, is this the full bells and whistles and Dr. Steinmann answered that this is very comparable and based on the size and scale of the organization this proposal is considered to be the full bells and whistles. Dr. Steinmann noted that his department was contracted with the county to complete a comprehensive update to the county's master plan and general land use plan. Their department compiled all the demographic, socio, economic and housing data for the county and they will incorporate that data as appropriate into this project. He noted that he is hopeful that the 2020 decennial census data will be available in September at which case that data will be incorporated as the data that his department will use for this master plan. He stated that by having access to the library's previous long range plan it will give his department a sense of what has been accomplished and what's been the previous direction which will help define any elements that he and the board may want to modify or extend into the next five years of the strategic planning horizon. It will also give him the opportunity to utilize previous strategic planning work in the strategic planning workshops.

MOTION/VOTE:

There being no public comment Trustee Tattersall made a motion to approve the agreement between the Douglas County Public Library and the University of Nevada, Reno Center for Economic Development with the authorization for the chair to sign the contract. Trustee Harper made a second and the motion carried unanimously with a 5-0 vote.

Deputy District Attorney Cynthea Gregory noted that Dr. Steinmann will take the contract to UNR's legal counsel for review and once it is approved they will sign and bring it back for Chairperson Rogers' signature.

5. DISCUSSION ON FILLING THE LIBRARY DIRECTOR POSITION, INCLUDING BUT NOT LIMITED TO MAKING AN APPOINTMENT TO FILL THE VACATED POSITION PURSUANT TO NRS 379.025, FOR AN INTERIM PERIOD, PROVIDING DIRECTION ON THE FUTURE SELECTION PROCESS FOR AN INTERIM DIRECTOR, AUTHORIZING THE CHAIR AND VICE CHAIR TO NEGOTIATE A PROFESSIONAL SERVICES CONTRACT FOR AN INTERIM DIRECTOR WITH THE ASSISTANCE OF HUMAN RESOURCES AND THE DISTRICT ATTORNEY'S OFFICE, OR PROVIDE OTHER DIRECTION DEEMED APPROPRIATE TO FILL THE POSITION. [Action]

Chairperson Rogers distributed one letter to the board from Luise Davis expressing interest in the interim position. Trustee Tattersall received two letters suggesting that Julia Brown would be good in the interim position. The general consensus of the board is to find someone internally to fill the position. There are two internal candidates to possibly consider. Luise submitted a letter and Julia was recommended. Because she was recommended, Julia was asked if she would be interested in the position and Julia stated that if appointed by the board she would fulfill the duties of the interim director, but she is not interested in pursuing it permanently as she prefers working in the front with the patrons. Julia gave the board her background. Trustee Harper stated that she thinks Julia would be a good fit and she could help train the full-time director when hired. Chairperson Rogers referring to the letter Luise submitted noted that Luise is very knowledgeable in all the library positions as well as the county positions. She has good leadership skills and is involved in the community which is important to have in this position. Luise was asked to come in and give the board her background which she did. Luise stated that she would be interested in the full time position. Human Resources Analyst Senior Christine Vido went over the compensation policy with the board and explained that the acting assignment does not vacate the position of the person who is taking on the acting position. This person is still responsible to do his/her own duties but as part of working above classification especially in a manager or director capacity, this person would be permitted to delegate those duties to subordinate staff within the department. She noted that at the director level there are a lot of responsibilities that staff may not have including budgetary and personnel considerations but other county departments are here to help to provide direction in those areas not only to the board but the person fulfilling the interim position. Human Resources strongly encourages the board once the interim is selected to put their expectations in writing. It is important for the person in the interim position to know what is expected of him/her.

There was one public comment from Dianne Deadrich and she commented that that she has been involved in the library for many years and was on the Friends of the Library Board for about 20 years and the last time this happened when Linda Deacy left Linda Wilson who had been with the county for many years filled the interim and did a fine job. She noted that it was really helpful to have somebody with extensive experience with the library. She commented that she

has known Luise for a long time and she could only say good things about her. She's a very quality person and she is very committed to the community.

Chairperson Rogers closed public comment.

Chairperson Rogers asked Julia what she has done in the community, particularly Tahoe. Julia stated that she did a big overhaul of the collection which was very outdated. She updated the library with new carpets, new paint and new furniture which made the library more welcoming and comfortable for the patrons. She stated that she reached out to different community organizations at the lake to build better relationships and now the library has a great relationship with both the schools at the lake as well as a couple pre-schools. She noted that she also attended chamber meetings up at the lake. Vice Chairperson Martin Maier stated that in the library's permanent director it is essential that that person be very involved and active in the community in all shapes and forms, but while the library goes through the selection process over the next six months with the interim director, the onus to reaching out to the community in a PR formal way rather than the daily business of the library and running a good, welcoming library will fall on the trustees and not the interim librarian. She noted that community experience while always good and always a plus is maybe not the key to success in the trades the library is looking for in an interim but rather the strength of knowledge of this person's supervisory skills and the processes that are going on in the day to day business of the library. Chairperson Rogers stated that what is important to her is having respect for the board and providing information to the board that is accurate and information from the county that is accurate and the board is given that information. She noted that this is the opportunity to say to the community that the library is positive and the library is serving them and that the library is looking for someone who is knowledgeable of what the library is and what the library is doing and that county officials can be assured that the person is aware of what is happening in the county. Trustee Garrahan agreed with Vice Chairperson Martin Maier that the interim not be the one to rebuild community relations but rather be the one to keep the operations of the library running smoothly and for staff to be on board with what is going on in the library. Trustee Harper commented that Julia's supervisory skills and experience are extremely important and that it is good that she has been working with staff all this time in a supervisory manner. Deputy District Attorney Gregory stated that moving forward the board has a couple of options. If the board feels comfortable appointing someone now the board can do that or if the board wanted to have more of a formal interview with both the candidates that can be done at the next meeting and she will notice the two candidates. Chairperson Rogers stated that the board should consider this and think about it for a week until the next meeting and then the board can come back and ask one or two of the board members to hold an interview with the two candidates or the board can do a more in depth interview at the next meeting and bring back comments so the board can really consider this. Deputy District Attorney Gregory stated that the board individually can talk with staff but if the trustees are going to base the decision on what staff said then it has to be shared with the board at an open meeting. Christine stated that she could work with Cindy McMurray who is HR's recruiter and draft the interview questions using the Korn Ferry method which is a series of behavior based questions. Human Resources will work with Vice Chairperson Martin Maier in developing the questions. As the board was discussing questions and what type of questions identify character it was determined that it wasn't appropriate as one of the candidates was in the room hearing them.

MOTION/VOTE:

Chairperson Rogers made a motion that the board meet with the two candidates at the July 27th meeting and hold interviews and make the determination of who to appoint for interim Director. Trustee Harper made a second and the motion carried unanimously with a 5-0 vote.

6. DISCUSSION AND UPDATE ON THE TIMELINE, PROCESS, AND STATUS ON RECRUITING AND FILLING THE FOLLOWING POSITIONS: LIBRARY SUPERVISOR, 2 LIBRARY TECHNICIANS AND LIBRARY PAGE. [Action]

Human Resources Analyst Senior Christine Vido stated that the library currently has four vacancies excluding the director position. The library supervisor position has been vacant for over a year mostly due to candidates not completing the process. That position is open and there are some viable candidates in that recruitment. Interviews were completed for the two technician positions, one was made a verbal offer and the other HR has been unable to reach.

Unfortunately, the one who was made a verbal offer backed out. As far as library page goes and potentially the technician positions, HR is moving forward with those positions and pausing on the supervisor position since that position has been vacant for over a year and operations can still continue at the lake branch without a supervisor. She stated that it would be a good opportunity for the new director to come in, look at the operations and organizational structure and understand the objectives of the board. She noted that operationally the technicians and the page may be needed and HR recommends moving forward with those positions, as the technician and page positions are under the purview of the supervisors and they can make the decision to hire. She noted that once an interim director is selected that person can under that appointing authority support the recommendation of the supervisors. There are still 14 viable candidates in the pool for the technician positions. She stated that HR has collected the applications for the page position but they have not been provided to the supervisors as HR is waiting on direction from the board on how to move forward with the vacant positions, whether the board wants to wait on hiring until a new director is selected or do they want to move forward.

MOTION/VOTE:

There being no further discussion, Trustee Tattersall made a motion to put on hold the search for a supervisor until the library has a new permanent library director and that the library proceed with the selection of two library technicians and a page with the caveat that the library won't make any job offers until an interim is selected. Trustee Harper made a second. There being no public comment, the motion carried unanimously with a 5-0 vote.

7. DISCUSSION ON APPROVING PURCHASE ORDERS, NOT TO EXCEED \$210,000 CUMULATIVE, FOR BOOKS, MATERIALS, CATALOGING, AND PROCESSING THROUGHOUT FY21-22 FROM THE FOLLOWING LIBRARY VENDORS: BAKER AND TAYLOR, INGRAM, MIDWEST, OVERDRIVE, HOOPLA AND EBSCO. [Action]

Deputy District Attorney Gregory explained that the purchase requests included in the board packets are what Veronica Hallam brought forward to IRC and IRC approved. The purchase orders are encumbering money to pay for library material purchased throughout the fiscal year.

MOTION/VOTE:

Trustee Garrahan made a motion to approve the purchase orders and authorize the chair to sign the requests. Trustee Tattersall made a second. There being no public comment, the motion carried unanimously with a 5-0 vote.

8. DISCUSSION ON AUTHORIZING THE CHAIR AND VICE CHAIR TO SIGN CONTRACTS UP TO \$10,000, AND APPROVE ACCOUNTS PAYABLE, PAYROLL AND BUDGET TRANSFERS/AUGMENTS IN ACCORDANCE WITH DOUGLAS COUNTY FINANCIAL POLICIES UNTIL THE APPOINTMENT OF AN INTERIM OR PERMANENT LIBRARY DIRECTOR. [Action]

MOTION/VOTE:

Trustee Garrahan made a motion to give the chair and vice chair signature authority. Trustee Harper made a second and the motion carried unanimously with a 5-0 vote.

9. DISCUSSION ON THE BOOKMOBILE SCHEDULE, INCLUDING THE PROCESS FOR NOTIFYING THE PUBLIC OF SCHEDULED OR CANCELLED VISITS OR PLANNED STOPS. [Discussion]

Chairperson Rogers asked for public comment.

Dianne Deadrich commented that the Friends of the Library attended many meetings in the planning of the bookmobile and it was discussed that the bookmobile stops were not to be in Minden because the Minden area was being addressed. She noted that she was thrilled when the schedule for the bookmobile came out because that meant it was making stops again. At all the meetings it was said that the bookmobile's purpose was to provide library service to the underserved and it would be redundant to provide library service in Minden. She stated that she was going to write a letter to Amy but didn't know she was gone. She wondered if there was a bookmobile operating policy. She served as county librarian for Alpine and when they ran the bookmobile they went all around the county and never did they think to go down the street a few blocks and offer service. She stated that she is concerned about the bookmobile's schedule and wanted to know why it isn't serving in other areas like Dresslerville and Gardnerville Ranchos.

Library Supervisor Laura Treinen noted that the library is open to making more stops and Ms. Deadrich stated that there are two schools in the Gardnerville Ranchos. Trustee Garrahan commented that before COVID the bookmobile did visit the schools down there. It was noted that in May the current schedule was brought forward to the board. Trustee Harper agreed that the bookmobile should be out in the places where people can't get to the library. Trustee Garrahan noted that she has no problem with the bookmobile being out at Minden Park or Heritage Park during the farmer's market, but she does agree it should be out at the ranchos and

Dresslerville. She stated that the book mobile is serving north county in Indian Hills and south county in TRE so the library has expanded service but would like to see it expanded more without cutting out any of the current locations. Trustee Tattersall asked if the bookmobile could visit Kahle Park and Julia commented that the library was told not to take the bookmobile to Tahoe because it would cause mechanical issues to the engine. Chairperson Rogers noted that the bookmobile has scheduled visits at TRE and one week the bookmobile wasn't there and if it's scheduled to be there it has to be there. She was told it wasn't at TRE because there wasn't enough staff. She stated that supervisors need to reallocate staff if the book mobile is scheduled to be at a certain location. Julia explained why the bookmobile visit to TRE was canceled that day on the sixth and took full responsibility for not getting it out on social media or putting out a press release stating that the bookmobile visit was canceled. Ms. Deadrich asked if there is a policy for the bookmobile and Julia answered no and Trustee Harper commented that there should be one. Julia stated that the library is not having storytime in the branch and that is why it is scheduled with the bookmobile at the park. Once summer reading concludes the library will bring back storytime in the library. Laura stated that they will take the board's location requests going forward when they do the schedule for the fall.

10. DISCUSSION AND UPDATE ON THE STATUS OF ONGOING LIBRARY PROJECTS BY SUPERVISORS VERONICA HALLAM, JULIA BROWN, AND LAURA TREINEN, PROJECTS INCLUDE BUT ARE NOT LIMITED TO GRANTS, SUMMER READING, BOOKMOBILE, ADULT AND JUVENILE PROGRAMS, CURBSIDE DELIVERY, SUPERVISOR SCHEDULES/CONTACT INFORMATION, AND INTERNAL AUDIT SERVICES. [Action]

Chairperson Rogers asked for the supervisors' schedule so the board would know whether they are here at the library and where they are working. She noted that the schedule that was provided to the board as supplemental doesn't give the location of where the supervisors will be working; Lake Tahoe or Minden. Julia explained that the schedule for Lake Tahoe is a rotating schedule and it changes every week. She commented that the supervisors are always available regardless of their location if the trustees call their direct number or email. One of the three supervisors are always at the Minden location. Deputy District Attorney Gregory noted that there was some issues raised about providing the locations since there is a rotating schedule and the thought was to have a supervisor for the day and Human Resources and the District Attorney's Office suggested to provide a schedule that gives the supervisors contact information so the trustees knew who to contact on that day. Julia gave an update on current grants the library is working on and upcoming grants that the library will be applying for. With the mini grants the library has to have a designated program for the funds granted. Trustee Garrahan suggested digital printers. Julia stated that she has been reaching out to staff for different ideas and one suggested idea would be to update the children's AWE computers. She provided the board with participation and completion numbers for the toddler, children, teen and adult summer reading programs and noted that the reviews are posted in Beanstack. Trustee Garrahan commented that it would be nice to see these numbers and the reviews on the website. Julia mentioned that Reading PAWS has returned to the library and that storytime in the park will continue through August and will resume at the Minden branch in September. She noted that the teen and tween programs are going well. Laura Treinen updated the board on the library's

ongoing and upcoming adult programs and ideas for adult programs in the future. She noted that Homebound is going well with five to eight stops a week. Julia commented that curbside service has slowed down a bit but recommends the library still provide this service for patrons. Chairperson Rogers stated that Moss Adams is continuing the audit and should have something to provide to the board in August.

11. CLOSING PUBLIC COMMENTS.

Vice Chairperson Martin Maier asked if the press release announcing the board's public statement on Amy's departure was formally released and Chairperson Rogers answered that it was formally released and that the Record Courier had a featured story about Amy leaving and within that article was the last sentence of the board's statement. She stated that the Reno Gazette Journal had a front page article regarding the detailed history and the last two paragraphs was the board's press release. The press release is sent to the papers but the paper decides how they want to feature it in the paper. She noted that she met with Melissa Blosser from the county to make sure that the board was following external communication policy and then the county released the press release that week by email. Deputy District Attorney Gregory stated that she received a public records request from a reporter requesting all of Amy's emails from May thru July and the District Attorney's Office is in the process of responding to that request. Chairperson Rogers and Vice Chairperson Martin Maier also requested Amy's email from the last month because the board hadn't been receiving a weekly summary report within the last several weeks and she wanted to make sure nothing was falling through and unattended. Deputy District Attorney Gregory noted that the first set of those emails had been sent to Bonnie and Heather's email in pdf form which Chairperson Rogers is unable to open and that that request is what triggered the update on projects as an agenda item for this meeting. Chairperson Rogers asked the board to bring back the director's job description to the next meeting.

Dianne Deadrich from the public in regards to putting out the director's publication there must be a history of paperwork as to how the process went when Amy was hired because it was quite an extensive process. The interviewees had participation with the public and the board and HR should use that as guide. Human Resources Analyst Senior Christine Vido stated that Human Resources retention for recruitment files is four years from the close of recruitment. She noted that she and Cindy had been involved in the recruitment for a County Manager and three department head recruitments. Cindy had worked twice with the Town of Genoa for the Genoa Town Manager recruitment and the Town of Gardnerville for Town Manager recruitment. She noted that between Cindy and herself they have a wealth of experience working in this public format and are capable doing these recruitments. Ms. Deadrich commented that the publication needs to go out to the American Library Association and the Nevada Library Association and make sure that HR gets out to those organizations.

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

THE MEETING ADJOURNED AT 12:26 P.M.