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APPROVED 3/24/2021
LIBRARY BOARD OF TRUSTEES MINUTES
January 26, 2021

ATTENDEES

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

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

County Staff: Deputy District Attorney Cynthea Gregory; Chief Finance Officer Terri Willoughby

THE MEETING CONVENED AT 10:00 A.M.

1. PUBLIC COMMENTS.

Chairperson Kate Garrahan asked for public comment. Veronica Hallam stated that she received five public comment emails yesterday after 4:00 p.m. and will make those available to the public and the trustees by submitting them as supplemental material.

2. ELECTION OF CHAIRPERSON AND VICE CHAIRPERSON OF LIBRARY BOARD OF TRUSTEES FOR 2021 [Action]

Nomination of Chairperson

MOTION/VOTE:

Trustee Jill Harper made a motion to elect Kate Garrahan as Chairperson. Chairperson Garrahan declined. Chairperson Garrahan made a motion to elect Bonnie Rogers as Chairperson. Vice Chairperson Rogers accepted. Trustee Elizabeth Tattersall made a second and the motion carried unanimously.

Nomination of Vice Chairperson

MOTION/VOTE:

Trustee Kate Garrahan made a motion to elect Heather Martin Maier as Vice Chairperson. Trustee Heather Martin Maier accepted. Chairperson Bonnie Rogers made a second and the motion carried unanimously.

3. APPROVAL OF PROPOSED AGENDA. [Action]

MOTION/VOTE:

Chairperson Rogers made a motion to approve the agenda as presented. Trustee Harper made a second and the motion carried unanimously.

4. APPROVAL OF THE MINUTES OF THE DECEMBER 8, 2020 MEETING AND THE DECEMBER 15, 2020 MEETING. [Action]

MOTION/VOTE:

Trustee Harper made a motion to approve the December 8, 2020 minutes. Chairperson Rogers made a second and the motion carried unanimously.

Trustee Garrahan noted that in the December 15, 2020 minutes on page 8 under Agenda item 14, the sentence that reads in part, "...and that enforced for her...", the word "enforced" should be "reinforced".

MOTION/VOTE:

Trustee Garrahan made a motion to approve the December 15, 2020 minutes with the amendment. Trustee Harper made a second and the motion carried unanimously.

5. CONSENT CALENDAR. [Action]

a. For possible action. Approval of Gift fund claims.

i. December 2020 / January 2021

*Overdrive	Friends of the Library grant funds – Ebooks	03570	\$ 100.50
*Overdrive	Friends of the Library grant funds – Ebooks	03583	\$ 773.84
*Midwest	Friends of the Library grant funds – DVD binge boxes	03584	\$ 525.66
*Midwest	Friends of the Library grant funds – DVD binge boxes	03600	\$ 217.46

*Funding/partial funding by Friends of the Library

MOTION/VOTE:

Chairperson Rogers made a motion to approve the consent calendar. Trustee Harper made a second and the motion carried unanimously.

6. DISCUSSION AND REVIEW OF BUDGET PERFORMANCE REPORT SUMMARY AND GIFT FUND SUMMARY. [Discussion]

a. 12/31/2020

Director Amy Dodson stated that in all categories the library is under budget at the half way point of the fiscal year.

MOTION/VOTE:

Trustee Garrahan made a motion to approve the gift fund summary. Chairperson Rogers made a second and the motion carried unanimously.

7. DISCUSSION AND POSSIBLE ACTION ON THE FY20-21 ADJUSTED OPENING FUND BALANCE. DISCUSSION AND POSSIBLE ACTION PROVIDING DIRECTION TO THE LIBRARY DIRECTOR ON DISTRIBUTION OF FUNDS. DOUGLAS COUNTY CFO TERRI WILLOUGHBY WILL PROVIDE ADDITIONAL INFORMATION ABOUT POTENTIAL ACTIONS THE BOARD MAY TAKE REGARDING THE ADJUSTED OPENING FUND BALANCE. [Action]

CFO Terri Willoughby explained to the board that fund balance is like a personal savings account that the library wouldn't want to spend all of and the library fund should have a cushion because two library sources are relatively volatile and it's uncertain what the economy is going to do right now. The library doesn't want to spend or augment or add budget for operating expenses from that fund balance just like you wouldn't pay for your electrical bill from your savings account. She stated that operating expenses should be driven from the library's operating revenue. She noted that capital projects is a good use of the fund balance but it would be better to have a list of what the library would like to take on, spread them out and do like a five year plan. The county is expecting additional operating revenues so if the library's operating revenue is up then the library would be able to augment its operating expenses from those. She stated that purchasing material for China Spring would be an appropriate use of those funds because that would be a one time and unusual expense. She noted that typical regular ongoing operating library material would not be an appropriate use of fund balance. Referring to the AOFB expenditure options spreadsheet provided in the board packet, Chairperson Rogers asked if the \$90,000 for library material expenses would be part of the ongoing operating library material and CFO Willoughby answered that part of that is for the one-time purchase of material for China Spring and suggested that Amy segregate that component out of the \$90,000 and request an augment from fund balance for that. She said to determine what the most important capital project is rather than just doing an augment for building improvements because the county tracks capital improvements and has to account for those and add them to the county assets. Director Dodson stated that the fund balance does not need to be spent

by the end of the fiscal year. Referring to the spreadsheet, Director Dodson noted that the fund balance can be used toward small equipment and furniture, circulating technology and the portable computer lab. Everything else the library has to wait for its operating revenue to come in. She indicated that she would still like to investigate the possibility of getting a roof over the bookdrop as the weather is causing issues with snow and ice freezing the locks. CFO Willoughby stated that if Amy were to work with building services and get a quote and have a general idea of what it is going to cost then that would be appropriate. Director Dodson noted that she would like to start circulating Kindles because the new platform is compatible with Kindles whereas the last one the library had was not. She anticipates the demand will be very high. She stated that in the next Agenda item there will be a discussion about book lockers and asked the board to keep that in mind when deciding what to use the fund balance for and that book lockers would be a good use of those funds. Trustee Garrahan asked if \$500 can be set aside for Lake Tahoe Juvenile Detention Facility if the demand for material should arise and Director Dodson answered yes or the library can wait and see what comes in in terms of additional revenue. Trustee Garrahan reiterated that the library can keep the \$10,000 for small equipment and furniture, \$1,000 for circulating technology, \$2,000 for library material for China Spring and \$10,000 for the portable computer lab. Director Dodson noted that the board can set aside the purchase of portable computers and revisit later and Chairperson Rogers agreed that the portable computer lab should be set aside until we have more information and a plan for the use of the lab.

MOTION/VOTE:

Trustee Tattersall made a motion to approve, in addition to the book lockers, \$10,000 on small equipment and furniture, \$1,000 for circulating technology and \$2,000 for China Spring material. Trustee Rogers made a second and the motion carried unanimously.

CFO Willoughby clarified that the remaining amount of the Adjusted Opening Fund Balance will roll into the new fund balance next year.

8. DISCUSSION AND POSSIBLE ACTION ON THE PROPOSED PURCHASE OF REMOTE BOOK LOCKER(S) TO PROVIDE BETTER SERVICE AND MORE OPTIONS FOR THE PUBLIC TO PICK UP LIBRARY MATERIALS ON HOLD. DISCUSSION MAY INCLUDE POTENTIAL LOCATION(S) FOR BOOK LOCKER(S). [Action]

Director Dodson noted that the library received one quote from D-Tech which is the same vendor that Carson City Library used for their book lockers and is compatible with the library's integrated library system. She stated that she did request quotes from two other vendors but has only received the one. She explained that a book locker is like a smart parcel locker and similar to an Amazon locker and operates like a branch or a library dispenser. There is a touch screen in the middle of the locker and a scanner for a library card so the patron just scans his/her library card and his/her locker opens with the requested materials inside. She noted that the locker is accessible 24 hours a day and it provides services the library is unable to provide right now especially at the lake. The locker will help expand the library's services and satisfy more customers as well as provide service to those who are unable to come to the library during operating hours. Referring to the quote provided in the board packet, she stated that the initial quote is about \$31,000 which is the same that Carson City

paid for their lockers and that includes the graphics that is put on the lockers. Trustee Garrahan asked if there would be difficulty running internet and electricity at the lake and Director Dodson answered no that everything is up to date and running better than it ever has. Trustee Tattersall asked how soon the lockers can be installed and operational and the influence of weather on the operation. Director Dodson stated that she did not know when they would be installed and operational, possibly a couple months but would learn more after watching the demo this afternoon. As for the weather the lockers are weather resistant but it is probably better to have some shelter over the lockers. Vice Chairperson Martin Maier requested getting more data on the lockers' usage and what it means to patronage at other libraries who have these lockers. Director Dodson noted that if the lockers were put in remote locations it would be difficult to travel and fill the lockers and empty the lockers every day and by having them at the libraries it would be easier and quicker to maintain and easier and quicker to fill when a request for items come in. Chairperson Rogers stated that if the board approves this the library is committing to \$2,500 a year for five years or more and it's coming out of next year's budget. She noted that she thinks it's a good idea but it's important to understand the full costs. Director Dodson suggested to the board that they could vote on a maximum dollar amount so that any other quotes come in the library could immediately reject them or ask for a lower quote and the board wouldn't have to have a special meeting to review any other quotes. She recommended getting one locker for each library to increase services and availability for patrons. She noted the lockers can be moved if the library chooses to place the lockers somewhere else. Chairperson Rogers stated that the exact dollar amount on the quote is \$31,935 so the library would have to set aside \$32,000 and Trustee Tattersall noted that if the library doesn't have the graphics put on the lockers they would save \$750. Director Dodson explained that the library doesn't have to use D-Tech to do the graphics wrapping and can instead find a local vendor who can do it at a far lesser cost. Trustees Harper and Tattersall agree that from an hours of operation stand point the lockers are a good idea to have accessible for the public. Director Dodson stated that if the board approved two lockers it would be roughly \$62,000 and that would be a really good use of the Adjusted Opening Fund Balance. She agrees with CFO Terri Willoughby that some of the funds should be saved into Capital Projects and set aside for the future, but does feel that this purchase is necessary and relevant. Referring to the quote and the first two line items Chairperson Rogers suggested a smaller locker at the lake which would save \$8,495 and the larger locker in Minden referring to the first three line items on the quote.

MOTION/VOTE:

Trustee Tattersall made a motion to approve up to \$55,000 for this project to include installation both at the lake and in the valley. Trustee Garrahan made a second and the motion carried unanimously.

CFO Terri Willoughby reminded the board that this is just a budget and that county purchasing policy will still have to be followed. Director Dodson noted that she will have to take this to IRC and let them know that the board has approved this dollar amount and get their approval to move forward and bring to BOCC.

9. DISCUSSION AND POSSIBLE APPROVAL, OR APPROVAL WITH MODIFICATIONS, OF REVISIONS TO UPDATE THE LIBRARY POLICIES LISTED BELOW. POLICY REVISIONS ARE NEEDED TO ACCURATELY

REFLECT CURRENT TECHNOLOGY, FACILITIES, AND PROFESSIONAL PRACTICES. THE FOLLOWING POLICIES MAY BE DISCUSSED [Action]:

a. Computer and Internet Use Policy - revised at 12/15/20 meeting; third reading

Director Dodson stated that she implemented the changes that the board wanted see.

MOTION/VOTE:

Chairperson Rogers made a motion to approve the changes. Trustee Garrahan made a second and the motion carried unanimously.

b. Library User Suggestions and Grievances Policy - revised at 12/15/20 meeting; third reading

Director Dodson noted that this is the final version that incorporates all of the changes.

MOTION/VOTE:

Trustee Harper made a motion to approve the final version. Trustee Tattersall made a second and the motion carried unanimously.

c. Materials Collection in Detention Facilities - update policy language to describe current practices

Director Dodson stated that this is the first reading of this policy with the suggested changes. She noted that the system that is in place now is incorporated in this policy with the changes. Trustees Tattersall and Garrahan noted some typos and misspellings. Chairperson Rogers suggested on page 4 and 7 changing the word “wishes” to “recommends”.

MOTION/VOTE:

Chairperson Rogers moves to approve the policy with the changes. Trustee Harper made a second and the motion carried unanimously.

d. Policy On Exhibits And Displays - update policy language for clarification and to describe current practices

Director Dodson noted that this policy has been in place for a long time and not many changes were made. Most of the changes were about bulletin boards and facilities. Trustee Tattersall noted some typos. Chairperson Rogers commented that in these policies there are inconsistencies in the spelling of the word “library” with a lower case “l” or an upper case “L” and that the word “library” does not need to be capitalized.

MOTION/VOTE:

Trustee Tattersall made a motion to approve the policy with the changes and the corrections to the typos. Vice Chairperson Martin Maier made a second and the motion carried unanimously.

e. Policy On Gifts - update policy language for clarification

Director Dodson stated that this policy is very out of date and just needed to be cleaned up. She noted that there was a public comment regarding donations being tax deductible and she explained that even though the library is a government library donations are still tax deductible by the IRS. When the library receives donations the patron is given a receipt if requested which does not give any value of the item or items received, just the quantity amount of what was received. She noted that when the library receives cash donations, a thank you letter is sent. Trustee Tattersall noted that the words “county” and “library” shouldn’t be capitalized.

MOTION/VOTE:

Chairperson Rogers made a motion to approve the policy with the changes. Trustee Harper made a second and the motion carried unanimously.

f. Registration Of Borrowers Policy - update policy language for clarification

Director Dodson stated that the changes she made align with the current procedures. Trustee Garrahan noted that the two sentences in regards to replacement cards is repetitive and should be one sentence that reads, “Replacement cards are issued for a \$1.00 fee.” Trustee Tattersall commented that number 4 on page two should just read, “A current telephone number with a United States area code.” Chairperson Rogers noted that sentences that have the words “the Library Supervisor” should read “a library supervisor” now that there are three library supervisors for the library. Trustee Tattersall noted some typos. Chairperson Rogers asked to change “their minor child” to “the minor child”.

MOTION/VOTE:

Chairperson Rogers made a motion to approve the policy with the changes. Trustee Harper made a second and the motion carried unanimously.

10. DISCUSSION AND POSSIBLE ACTION REGARDING IN-PERSON LIBRARY SERVICES, HOURS OF OPERATION, AND CLOSURES IN RESPONSE TO THE COVID PANDEMIC. [Action]

Chairperson Rogers stated that she has been getting comments and the library has been receiving letters from the community about why the library isn’t following Governor Sisolak’s guidelines that gathering in public buildings is at 25% capacity. She commented about Carson City Library’s new programs and what they’ve done for the community throughout the year and how this library should be reaching out to the community and showing them that the library is doing

things to benefit the public. Director Dodson stated that she receives a lot of positive feedback about our online programs and all the things the library offers despite the fact that the library is closed for browsing. Vice Chairperson Martin Maier noted that the library should strongly consider opening to the public and commented that an online catalog does not replicate the experience of coming inside the library and browsing the shelves. She noted that a posting on a community site called Rants and Raves commented that he/she would like the library to open for browsing and that comment ignited a mini fire storm with 41 likes and 55 other comments about the library being closed, one of which saying he/she should get a Kindle and buy his/her own books and work it into his/her budget. She noted that there is a group in the community called COVID-19 Mitigation and Management Task Force and in one of their meetings they had said that the state biostatistician remarked, and she quoted, that it is likely that the state has seen the full impact of Christmas gatherings in the case trends and test positivity. The impact of New Year's will continue to be present through the end of January. The state has seen a much smaller holiday impact than what was anticipated and it is unlikely there will be significant increases caused by the holidays. She stated that there was a report in the Huffington Post where Dr. Fauci said that employees who work closely with the public to start double masking and recommends wearing the kn95 mask as well as a surgical mask. She stated that if the library were to open for browsing the library can use some of its budget to purchase the kn95 masks for extra protection. She reiterated the library should reopen and with the proper protection and the cleaning routines down and setting limits on the amount of people coming in to the library and staff rotations the library could safely open for some browsing. Trustee Garrahan agreed that the library should be open for browsing and with curbside and the online services she doesn't feel that there will be a large influx of people coming in. Director Dodson reminded the board that studies in the library profession show different lengths of time the virus lives on various surfaces. If there is one book sitting on a table the virus only lives one to two days but if there are a stack of books together in a bag or in the return bin the virus lives much longer. Trustee Harper asked what other libraries are doing especially in Northern Nevada and Director Dodson answered that the two closest libraries which are Washoe County and Carson City are doing curbside only and believes that most all libraries are doing curbside only or some kind of pick-up service with maybe one or two exceptions. She noted that she has spoken to staff a lot about this and they feel it would be safer to stay closed and she feels the same way. She stated that libraries are different than other businesses because there are so many things in the library that people can touch or sneeze on or cough on and it's concentrated inside of the building. Staff will be extra cautious and probably a little scared. Trustee Tattersall stated that she thinks the library shouldn't rush to have people in the library and noted that 40% of all the cases that existed in the QUAD county area are active today. Trustee Garrahan stated the Governor's guideline for occupancy is a maximum of 25% so the library could choose to do a lesser occupancy at 10%. Vice Chairperson Martin Maier noted that it would be good word of mouth PR if the library shows they are making an effort to make accommodations especially since it is allowed to have a certain percentage of people inside public places as set by the Governor. Director Dodson stated that the library could set a date or set some other benchmark like when certain statistics are met about positivity rate as a goal for when it's safe to reopen. She noted that the issue is not with sanitizing material or touching books and putting them back on the shelf because a system has been developed for that, it's about human risk and risk factors to the staff. This is an issue of science. She stated the library will continue to find innovative ways to serve the public whether the library is closed or not and that a benchmark needs to be set so the board can decide exactly at what point the library will

reopen. Trustee Tattersall agreed a benchmark needs to be set based on the number of cases or percentage of vaccines in the county rather than just say the library will be opening back up in 2 weeks. The library could set a benchmark that it will open for browsing when 20% of the county has received the first dose of the vaccine. Trustee Harper commented that setting a benchmark is a good idea and it would be helpful to talk to other libraries and understand what their point of view is and that way the library is more consistent with other libraries. Then the library can do a newspaper article or a press release informing the public why the library is making the decisions that they are with facts and statistics. Trustee Garrahan commented that if the bookmobile can get back in service and out into the community that would alleviate some of the browsing hour needs because people can go to the bookmobile and get the items they need there. Director Dodson reiterated that if the board set some kind of concrete benchmark or statistic the community would be more understanding because some of the people who have complained have asked about so many different factors that it is hard to answer those questions. It would be easier to answer those questions if there was some concrete plan in place and at some point the library can say it is going to open for limited browsing or full-time browsing, whatever the board decides, rather than do more research. Deputy District Attorney Cynthia Gregory stated that the county does follow the Governor's directive of 25% or less occupancy if it is a building accessible to the public. She noted that the county does have a public health officer, Dr. Holman, who would be available to talk to the board about whether there is a reason for the library to vary from that 25%. From a policy perspective the direction is going to be made based on the library's mission statement and focusing on that is to provide comprehensive services whether it be going on line, doing curbside or coming into the library. She stated that the board needs to determine what the overall policy is that they would like to see followed and Director Dodson can go from there and figure out the operational aspect of how to put that in place. Trustee Harper commented that she thinks there should be some research and make it based on science. Trustee Garrahan suggested that Amy consult with Dr. Holman and come back to the board with the information he provides so the board can make an informed decision. Vice Chairperson Martin Maier stated that she is in favor of scheduling a special meeting in 2 weeks and Amy can report on any guidelines Dr. Holman has for the board. She stated that at this special meeting the board could look at a decision tree where on one leg of the tree the option is don't open the library until benchmarks are set and the other leg of the tree the option is to do a staged browsing reopening based on the Governor's guidelines. What are the trip points and what data would support that. She noted that it would help the board see the science on both sides of the argument.

{Recording on YouTube at
<https://www.youtube.com/watch?v=2ddA3cPOv7Y&feature=youtu.be> at 2:27:45.}

Transcription of remarks by Heather Martin Maier:

"I would be open to scheduling a meeting in two weeks that where you could report any guidance that Dr. Holman has for us or any colleagues he might then refer us on to and all of us could have a chance to just take in the discussion and debate that we've had this morning and at that point perhaps we could look at a decision tree where one side is, the one side says wait for set agreed upon benchmarks before opening for browsing, and the other leg of the tree says we've got the go ahead from the governor let's do a staged browsing reopening and so what are the trip points and what are the, and what are what data would support that so we kind of have a

two legged decision tree and then that would I think if we could have that a document like that would help us see the science on both sides of the argument and just be a little bit more focused and in the meantime we'll all we'll, you know, I think a lot of, there's been different points of view all of which I think have been beneficial to discuss and, but I hate to see us kick the can down the road for 30 more days. I think we should have an answer any of us should be able to answer to the community if we choose to stay with our current policy it's because X, Y and Z, crisp answer, not just because we're being safe and cautious and on the other hand if we have plans to open when, why, and how will that work. So I think I think we need to be, I think it warrants, I mean it's a big deal right, whether or not to let people in the library in person so I think it warrants a special meeting just to discuss that and I would say 2 weeks should be plenty of time to do the research and plot this out so I make a motion that we have such a meeting."

MOTION/VOTE:

Vice Chairperson Martin Maier made a motion to schedule a special meeting for February 9th to get the information from the public health officer. Trustee Garrahan made a second and the motion carried unanimously.

11. DISCUSSION AND POSSIBLE ACTION REGARDING BOOKMOBILE BUDGET, SERVICES, HOURS OF OPERATION, AND PROGRAMS IN RESPONSE TO THE COVID PANDEMIC. [Action]

Director Dodson stated that during the two on one meeting there was a discussion on ways the library can provide programs through the bookmobile. An idea that was discussed was using the bookmobile for Storytime and having it outside in front of the library depending on the weather. She noted that she has already discussed this with the Youth Services Librarian and they are working on a plan. She stated that for regular operations of the bookmobile there is no money in the budget for operating the bookmobile and that the biggest expense is in gas and maintenance which is roughly \$6,000 a year with \$3,000 to \$4,000 of that going towards gas. If the library has programs at the library through the bookmobile the library would just have a limited amount of people going in the bookmobile. Chairperson Rogers asked if the bookmobile can be taken to the community center and have one or two people in at a time for browsing and Director Dodson answered yes but budget wise money would have to be moved around from one category to another in order to put a budget into the bookmobile line. She noted that it is uncertain if the library will be getting additional revenue. Chairperson Rogers asked if the funds can come out of the gift fund and Amy stated that there is \$74,000 in the gift fund and the funds can come out of that.

MOTION/VOTE:

Trustee Garrahan made a motion to move the \$6,000 from the gift fund into the bookmobile fund. Trustee Harper made a second and the motion carried unanimously.

12. DISCUSSION AND POSSIBLE ACTION TO REVISE LIBRARY BOARD BYLAWS.

[Action]

- a. Current adopted Bylaws (2008)**
- b. Suggested revisions (2019)**
- c. Library Director's recommendations (2020)**

MOTION/VOTE:

Chairperson Rogers made a motion to move this Agenda item to the next meeting and make it the first item of discussion as there is a lot to discuss. Trustee Harper made a second and the motion carried unanimously.

13. DISCUSSION AND POSSIBLE ACTION ON THE LIBRARY'S LONG RANGE PLAN. DISCUSSION TOPICS MAY INCLUDE CONSULTATION OPTIONS, TIMELINE OF CREATING THE NEW LONG RANGE PLAN, AND/OR THE BOARD MEMBERS' EXPECTATIONS. [Action]

Director Dodson stated that Chairperson Rogers and Trustee Garrahan asked her to reach out to UNR's School of Business to learn about their services with helping with long range plans because they had also done the strategic plan for the Carson City Library and the Lyon County Library. The person who would be willing to work with the library on the long range plan is Professor Fred Steinman. The pricing he says varies but is competitive compared to other consultants. He's available to do a presentation on the final plan either to the board or to the commissioners. She noted that other options are using the State Library's consultants to do strategic planning and they will do it at no cost or the board can choose to hire another consultant. Director Dodson stated that the way the budget looks now she is in favor of using the State Library and the only cost the library would incur which would be very low is in marketing and community surveys or focus groups. Trustee Garrahan stated that she is also in favor of using the State Library. Chairperson Rogers agreed but also have the consultants do the community surveys and get the input from the community of what the library's strengths and weaknesses are and what opportunities the library has. Director Dodson stated that she has spoken with the State Library preliminarily to ask about availability and if they would help and they said they would be happy to help. She stated that the timeline for creating the new long range plan would be best set after speaking with the State Library first. Chairperson Rogers suggested that the consultants from the State Library come to a board meeting to set out a plan for what they are going to do.

MOTION/VOTE:

Trustee Garrahan made a motion to direct Amy to reach out to the State Library to have them work on the library's strategic plan and to set up times when they can attend the board's meetings. Trustee Harper made a second and the motion carried unanimously.

14. DISCUSSION AND POSSIBLE ACTION ON SCHEDULING TWICE-MONTHLY NON-QUORUM MEETINGS WITH THE LIBRARY DIRECTOR AND MEMBERS OF THE BOARD. [Action]

Director Dodson stated that it was determined at the last meeting that the two on ones would be the chairperson and rotating members of the board. She asked which days would be best for the twice a month meetings. Trustee Garrahan clarified that the meetings will be once a month. After some discussion Trustee Garrahan suggested that the meetings be the second Thursday of the month at 10:00 a.m. and that Chairperson Rogers would decide which trustee will join her for the meetings. Director Dodson noted that the next meeting will be on February 11th with Chairperson Rogers and Vice Chairperson Martin Maier and that all meetings will be held at the library.

15. LIBRARY DIRECTOR'S MONTHLY REPORT ON LIBRARY OPERATIONS AND STATISTICAL REPORTS FROM STAFF. [Discussion]

The monthly report and statistical reports are attached and made a part of these minutes.

CLOSING PUBLIC COMMENTS.

Trustee Garrahan asked for public comment. Veronica stated that there were three voicemails received. The voicemails were played for the board and Veronica will transcribe them and include them as supplemental material.

THE MEETING ADJOURNED AT 1:04 P.M.

Director's Monthly Report – January 2021

➤ Library Operations

- The curbside pick-up service at both libraries is very popular and successful. From December 7-January 16, which is 32 days of service, we completed 1,392 curbside service transactions. We have received very positive feedback about this service. I plan to keep curbside service in place as a permanent service, beyond the COVID restrictions.
- The annual budget process officially begins on February 1 for the 2021-22 fiscal year. Departments will be given instructions and deadlines for each segment of the process at the first budget meeting on February 1.
- Julia Brown and I visited the Carson City Library on Wednesday, January 6 to see their new remote book lockers and attend their staff training. The lockers are tied to their library system, which is the same as our system. We are exploring the options for DCPL. We are very grateful to Carson City Library for inviting us to their training.

➤ Library Staff

- A staff meeting was held on January 15. We reviewed various library services and procedures. We discussed the current research on Coronavirus in libraries, specifically the latest information about the viral presence on different types of library materials. We also discussed the public information about vaccinations and how to help people find the information they need.
- Maria Pearson is retiring and her last day is January 30. She is a Senior Library Technician and has worked for the Library for 24 years. She will be greatly missed! We are working on cross-training other staff and otherwise preparing for her departure.
- Scott Spangler, our new full time Senior Library Technician, joined the team on Monday, January 4th. He is in training and learning quickly.
- Two supervisors, Laura Treinen and Julia Brown, have been enrolled in Douglas County's Management Training Program. This is a two year program; the first classes begin in February.

➤ Upcoming holidays

The Libraries will be closed for the following upcoming holidays:
February 15, 2021 Presidents' Day

DOUGLAS COUNTY PUBLIC LIBRARY												
Statistical Report												
FY 2019-2020												
	Year-to-Date				November 2019				December 2019			
Circulation	Minden	Tahoe	Bkmobile	Total	Minden	Tahoe	Bkmobile	Total	Minden	Tahoe	Bkmobile	Total
Items Checked Out/Renewed	74,231	4,061	345	78,637	11,352	611	50	12,013	10,970	539	56	11,565
eCheckouts	12,217				2,033				2,008			
New Cards Issued	698	86	99	883	96	14	7	117	86	8	46	140
Patrons	24,815	3,103	118	28,036	24,729	3,086	51	27,866	24,815	3,094	97	28,006
Library Visits	40,165	7,208	1,039	48,412	6,382	894	37	7,313	3,143	934	281	4,358
Bookmobile Stops	37				12				12			
Inventory	110,929	28,853	1,635	141,417	111,031	28,756	1,656	141,443	111,618	28,808	1,643	142,069
Interlibrary Loans Requested	307	8	-	315	35	1	-	36	50	1	-	51
Interlibrary Loans Loaned	120	14	-	134	39	5	-	44	29	4	-	33
Homebound Patrons	20	-	-	20	13	-	-	13	14	-	-	14
Homebound Checkouts	780	-	-	780	137	-	-	137	29	-	-	29
Database Sessions	24,855				3,544				4,324			
Services	Minden	Tahoe	Bkmobile	Total	Minden	Tahoe	Bkmobile	Total	Minden	Tahoe	Bkmobile	Total
Meeting Room Use	207	25	-	232	34	4	-	38	37	3	-	40
Meeting Room Attendance	2,484	270	-	2,754	408	19	-	427	444	38	-	482
Kids' Programs	158	52	-	210	31	10	-	41	28	10	-	38
Kids' Program Attendance	2,352	403	-	2,755	524	80	-	604	265	85	-	350
Teen Programs	31	-	-	31	7	-	-	7	10	-	-	10
Teen Program Attendance	106	-	-	106	23	-	-	23	45	-	-	45
Adult Programs	13	4	-	17	1	-	-	1	1	-	-	1
Adult Program Attendance	340	6	-	346	20	-	-	20	12	-	-	12
Total Programs	202	56	-	258	39	10	-	49	39	10	-	49
Total Program Attendance	2,798	409	-	3,207	567	80	-	647	322	85	-	407
Outreach	24	-	-	24	-	-	-	-	12	-	-	12
Mobile Device Assistance	424	15	-	439	-	-	-	-	367	-	-	367
Public Computer Use	4,380	456	-	4,836	559	57	-	616	762	63	-	825
ADA-pc Use	88	22	-	110	34	2	-	36	44	20	-	64
Wireless Use	17,476	983	-	18,459	1,782	138	-	1,920	1,412	122	-	1,534
Volunteers	112	1	4	117	72	-	3	75	61	-	2	63
Volunteer Hours	1,671	-	14	1,685	458	-	9	467	233	-	5	238

DOUGLAS COUNTY PUBLIC LIBRARY												
Statistical Report												
FY 2020-2021												
	Year-to-Date				November 2020				December 2020			
Circulation	Minden	Tahoe	Bkmobile	Total	Minden	Tahoe	Bkmobile	Total	Minden	Tahoe	Bkmobile	Total
Items Checked Out/Renewed	59,664	4,004	-	63,668	10,387	545	-	10,932	7,836	356	-	8,192
eCheckouts	19,585				2,634				2,594			
New Cards Issued	231	33	-	264	28	7	-	35	27	2	-	29
Patrons	25,356	3,146	-	28,502	25,428	3,164	-	28,592	25,450	3,164	-	28,614
Library Visits	12,867	2,560	-	15,427	2,469	374	-	2,843	661	44	-	705
Curbside Service Pick-ups	2,009	53	-	2,062	356	4	-	360	779	22	-	801
Bookmobile Stops	-				-				-			
Inventory	112,556	29,506	1,721	143,783	112,237	29,466	1,721	143,424	112,556	29,506	1,721	143,783
Interlibrary Loans Requested	225	2	-	227	37	1	-	38	44	-	-	44
Interlibrary Loans Loaned	196	32	-	228	32	5	-	37	32	7	-	39
Homebound Patrons		-	-	-	-	-	-	-	-	-	-	-
Homebound Checkouts	-	-	-	-	-	-	-	-	-	-	-	-
Database Sessions	29,262				4,154				3,151			
Services	Minden	Tahoe	Bkmobile	Total	Minden	Tahoe	Bkmobile	Total	Minden	Tahoe	Bkmobile	Total
Meeting Room Use	-	-	-	-				-				-
Meeting Room Attendance	-	-	-	-				-				-
Kids' Programs	-	-	-	-				-				-
Kids' Program Attendance	-	-	-	-				-				-
Teen Programs	-	-	-	-				-				-
Teen Program Attendance	-	-	-	-				-				-
Adult Programs	-	-	-	-				-				-
Adult Program Attendance	-	-	-	-				-				-
Total Programs	-	-	-	-				-				-
Total Program Attendance	-	-	-	-				-				-
Outreach	-	-	-	-				-				-
Mobile Device Assistance	-	-	-	-				-				-
Public Computer Use	-	-	-	-				-				-
ADA-pc Use	-	-	-	-				-				-
Wireless Use	2,600	639	-	3,239	475	99	-	574	509	88	-	597
Volunteers	-	-	-	-	-	-	-	-				-
Volunteer Hours	-	-	-	-	-	-	-	-				-