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APPROVED 9/28/2021
LIBRARY BOARD OF TRUSTEES MINUTES
August 17, 2021

ATTENDEES

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

Library Staff: Interim Library Director Julia Brown; Library Supervisor Laura Treinen; Administrative Services Manager Veronica Hallam, Clerk to the Board

County Staff: Deputy District Attorney Carey Rosser; Human Resources Director Wendy Lang; Human Resources Analyst Cindy McMurry

Absent: Chairperson Bonnie Rogers; Deputy District Attorney Cynthea Gregory

THE MEETING CONVENED AT 10:04 A.M.

1. PUBLIC COMMENTS.

Vice Chairperson Heather Martin Maier asked for public comment.

There being no public comment, public comment was closed.

2. APPROVAL OF PROPOSED AGENDA.

MOTION/VOTE:

Trustee Elizabeth Tattersall made a motion to approve the agenda. Trustee Jill Harper made a second and the motion carried unanimously with a 4-0 vote.

**3. DISCUSSION ON APPROVAL OF THE MINUTES OF THE JULY 20, 2021
SPECIAL MEETING AND THE JUNE 27, 2021 REGULAR MEETING.**

MOTION/VOTE:

Trustee Harper made a motion to approve the minutes of the July 20, 2021 special meeting and the minutes of the July 27, 2021 regular meeting. Trustee Kate Garrahan made a second. There being no public comment, the motion carried unanimously with a 4-0 vote.

4. CONSENT CALENDAR.

a. Approval of Gift fund claims

- i. July 2021
- ii. August 2021

*Amazon	Prizes for Summer Reading Program	03792	\$ 30.98
*Town of Minden	CVIC rent for Summer Reading Program finale performance (8/26/21)	03793	\$ 50.00
*Do Co Procurement Program	Items for TAB meeting	03807	\$ 33.47
OverDrive	Ebooks – LSTA Evolving Needs Grant	03809	\$ 2,419.60
*Pioneer Center for the Performing Arts	Magic Show for the SRP finale	03812	\$ 400.00
Midwest Tape	Online digital services – LSTA Evolving Needs Grant	03816	\$ 3,030.93
OverDrive	Ebooks – LSTA Evolving Needs Grant	03817	\$ 1,052.84

*Funding/partial funding by Friends of the Library

MOTION/VOTE:

Trustee Tattersall made a motion to approve the consent calendar. Trustee Harper 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. [Discussion]

a. 7/31/2021

Veronica Hallam noted that she had distributed to the board the budget summary with corrections. She stated that the reason the library is at 37% in Services and Supplies is because of the encumbrances from the purchase orders for library material, cataloging and processing. As far as expenditures year to date the library is at 2% in Services and Supplies.

6. DISCUSSION AND UPDATE ON TIMELINE, PROCESS, AND STATUS OF LIBRARY DIRECTOR RECRUITMENT. [Action]

Human Resources Analyst Cindy McMurray passed out the job description to the board and stated that the posting that was done was based on the job description. The job posted on August 10th with all the ads in place and the closing date for the posting is September 13th. She noted that she will be meeting with Trustee Tattersall on the 23rd to discuss the selection of interview questions. Once it closes the review process of the applications will be the week of the 13th. She stated that they have established a phone interview for the ones that are the top qualifying applications for the 24th and tentatively 27th depending on how many are received. She explained that the board and HR need to determine a panel interview, panel members, and applicant presentation going forward. Human Resources Director Wendy Lang explained that when interviewing for a position like this that reports to a public board there are variety of ways to approach it. To narrow down to the top qualifying candidates the board can hold a public mixer where a few staff members, members of the board separately and stakeholders from the community can mingle with the candidates and then provide feedback. They could come to a public meeting of this board and be interviewed by this board. The board might want to identify some other panels that would include internal staff across county departments, someone from HR or the District Attorney's office who work closely with the library. The board could have someone externally who has a similar position who can provide input as a panel member or someone from the friends or other members of the community that the board is involved with. The board had a lengthy discussion about the panel interviews and who should be on those panels. It was determined that there will be two panel interviews the week of the 11th in October and then get together with the board with the top candidates. Trustee Harper asked Trustee Tattersall if she would like to be on a panel and Trustee Tattersall said she would. Trustee Harper added that she would be on a panel if no other board member wanted to. Deputy District Attorney Carrie Rosser reminded the board that there cannot be more than one board member on one panel otherwise the board is in violation of the Open Meeting Law. Only one board member per panel. Vice Chairperson Martin Maier suggested that the board wait to determine who specifically will be on a panel until all board members are present. Wendy asked the board if they will be compensating the travel of the candidates and the board had a long discussion regarding the compensation and whether they should or should not cover travel expenses. Vice Chairperson Martin Maier recommended that once the selection of top candidates is narrowed down to a few the board should compensate travel and Trustee Tattersall agreed. HR Director Lang noted that if the organization covers the travel then the organization is the one who books the travel, the rental car and hotel and typically the organization has access to a negotiated rate.

Vice Chairperson Martin Maier asked for public comment. Dianne Deadrich asked how many finalist there will be and is there a limit. HR Director Lang answered that there will be three to maybe five at the most. More closely to three. Ms. Deadrich asked if that should be included in the motion and Wendy stated that she does not recommend the board lock themselves in to a number because the board does not yet know what the candidate pool is going to look like.

MOTION/VOTE:

Trustee Tattersall made a motion to cover travel expenses for the finalists when they come here with monetary details to be determined later. Vice Chairperson Martin Maier made a second and the motion carried unanimously with a 4-0 vote.

Vice Chairperson Martin Maier noted that she thinks having a mixer for the candidates is a great opportunity for staff to interact with the candidates as well as having the candidates do a presentation for those in attendance at the mixer. If the commissioners would like to meet the candidates it would be a good occasion to get them re-involved in the library and other county officials and community leaders as well.

MOTION/VOTE:

Trustee Tattersall made a motion to have two panels and on each panel there will be one library board member, one library staff member and a minimum of one county staff member. A representative from the Friends of the Library Board will be invited to be on a panel. A representative from the Rotary Club will be invited to be on a panel and there will be a maximum of five people per panel.

Deputy District Attorney Rosser noted that if the panel is appointed today and the panel reports directly back to this board it would be subject to the Open Meeting Law. She recommended that the panel refer their recommendations to Human Resources as Trustee Tattersall suggested and Human Resources can digest the information and make a recommendation directly to the board.

Trustee Harper made a second. Vice Chairperson Martin Maier stated that the panel interview motion has been raised and seconded and all were in favor with 4 ayes.

A date was selected to have the mixer the week of the 25th, in line with the October board meeting on October 26th. HR Director Lang suggested that if the board hold the mixer on the evening of the 25th and anticipate interviews on the 26th the board could invite members of the public that attended the mixer to provide in public comment at the board meeting on the 26th their feedback either written or in person or the board can formally interview and have a discussion about the candidates.

MOTION/VOTE:

Trustee Tattersall made a motion that the board plan to do the final interviews on October 26th at the board's regular Library Board meeting, bring the candidates to town the day before and have a mixer at the CVIC the evening of the 25th inviting the public and inviting public comment on the candidates as part of the meeting on the 26th. Trustee Garrahan made a second. There being no public comment, the vote carried unanimously with a 4-0 vote.

RECESS AT 10:55 AM
RESUME AT 11:01 AM

7. DISCUSSION AND UPDATE ON STRATEGIC PLAN FIRST STEPS, INCLUDING BUT NOT LIMITED TO TIMELINE, EXPECTATIONS AND NEEDS OF LIBRARY STAFF AND TRUSTEES, AND SURVEY AND FOCUS GROUP GOALS. [Action]

Interim Director Julia Brown noted that she and Veronica met with Dr. Fred Steinmann and he stated that in the next two weeks he will be putting together some data points with the basic demographic information. He is anticipating the 2020 census will be available within the next few weeks, possibly by October and he will be including the census report in the demographic summary as well. She stated the next step is to have a survey put out both in hard copy and digital and in English and Spanish by the end of the month. Dr. Steinmann provided Julia and Veronica a copy of Carson City's survey when they did their strategic plan. The library's survey will be very similar to this survey but with questions customized for this library. Interim Director Brown went over the survey with the board and a lengthy discussion was had about the types of questions to ask and where the survey should be distributed. She noted that along with a press release the survey will be posted on the county website and the library website as well as on social media. It was suggested to distribute the survey at the Community & Senior Center, county offices, the museum and the visitor center. Trustee Tattersall recommended having the survey at the schools. She also recommended distributing a flyer with the library's website and a QR code so people can pull up the survey on their phones. Interim Director Brown noted that the survey will be going out within two weeks and the next step in the planning process is to conduct stakeholder interviews which are one on one interviews with Dr. Steinmann. The stakeholders will include staff, board members, representatives from the Friends of the Library, different county offices, the school district in both the valley and the lake. Community stakeholders will include the Zephyr Cove Tennis Association, park staff, preschools, Washoe Tribe, Juvenile Detention Center and China Spring. She noted that Dr. Steinmann is the one who will reach out to the stakeholders to schedule the interviews and will do that in the next two weeks. It was suggested to add the rotary to the list of stakeholders as well as TRE board, Chamber of Commerce and County Commissioner Gardner. She explained that after the stakeholder interviews are done the next step is the organizational workshops which will more than likely start in October. The workshops consist of three groups of ten people who will be asked in depth questions based on what was discussed during the stakeholder interviews. She noted that Dr. Steinmann recommended that board members do not participate in the workshops because it is more difficult for the workshop attendees to open up when the people who are making the decisions are present. She stated that based on the information gathered from the workshops the board will get together to establish the goals and objectives.

Vice Chairperson Martin Maier asked for public comment. There was no public comment.

8. DISCUSSION ON THE BOOKMOBILE SCHEDULE, INCLUDING AN UPDATE ON THE ADDITION OF SOUTH COUNTY STOPS IN GARDNERVILLE RANCHOS AND DRESSLERVILLE. [Action]

Library Supervisor Laura Treinen informed the board that she met with the library's bookmobile coordinator, Karen Myers and Karen has reached out to Curriculum and Instruction for the Douglas County schools and they are working on days to bring the bookmobile to the schools.

She stated that some of the places the library is looking into scheduling in September for the bookmobile is Head Start at Dresslerville, the Washoe Tribal Lands, Ranchos Aspen Park and the Boys and Girls Club at Pau-Wa-Lu for after school programming. She noted that she and Karen are still working on the bookmobile's fall schedule. The farmers market at Heritage Park will be done September 15th and the Minden farmers market on September 28th so there will be no more bookmobile visits to those parks after that. There has been a lot of communication but no final dates.

Public comment from Dianne Deadrich suggested some venues the bookmobile could visit such as the Dresslerville Community Center. After school on Thursdays they have an after school program with tutoring. It was also suggested that the bookmobile visit the Dresslerville Senior Center.

Laura mentioned that the library is providing hotspots and laptops at TRE Community Center for those displaced from the Tamarak and Caldor fires. The library has added an extra stop there as well.

9. DISCUSSION AND UPDATE ON CARPET AND SHELVING PROJECT, INCLUDING BUT NOT LIMITED TO STATUS OF PROJECT QUOTES AND TIMELINE. [Discussion]

Veronica stated that the library will be moving forward with the carpet and shelving project. She noted that the board voted to fund this project using the Adjusted Opening Fund Balance and that the library's audited fund balance won't be available until the audit is finished at the end of November or beginning of December. She stated that once the library knows what the fund balance looks like, the library will start the project and get some updated quotes.

Vice Chairperson Martin Maier asked for public comment. There was no public comment.

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

The interim director's monthly report and statistical reports are attached and made a part of these minutes.

11. CLOSING PUBLIC COMMENTS.

Vice Chairperson Martin Maier asked for public comment.

There being no public comment, public comment was closed.

MEETING ADJOURNED AT 11:30 A.M.



Interim Director's Monthly Report – August 2021

➤ Library Operations

- In accordance with the State of Nevada Emergency Directive 047, all persons, including fully vaccinated, must wear a mask in all indoor facilities. This includes both library buildings and the bookmobile and went into effect on July 30th.
- The Summer Reading program is wrapping up at the end of the month. Participation is up over 2020 numbers, but lower than 2019. Participation includes:
 - Toddlers – 23 active registrants have read 2,574 minutes
 - Kids – 177 active registrants have read 74,361 minutes
 - Teens – 45 active registrants have reviewed 110 books
 - Adults – 65 active registrants have read 589 books
- We partnered with the Pioneer Center and hosted a magic show as part of Summer Reading on July 29th at the Zephyr Cove Park and Minden Park. Both events were well attended with 22 at Zephyr Cove and 87 at Minden Park.
- The wildlife show that was cancelled in June has been rescheduled to Thursday, August 26th. There will be shows at the Lake Tahoe Branch and at the CVIC Hall.
- The week of July 27th, the County began in person assistance for those impacted by the Tamarack Fire at the TRE Community Center. We were able to provide our new hotspots and laptops for those in need of assistance. The Bookmobile is also going to the TRE Community Center now on Friday afternoons with hotspots and laptops to provide additional service to those impacted by the Tamarack Fire.
- The LSTA American Rescue Plan Act Grant award amounts were announced. Douglas County Public Library is eligible for \$25,000 in grant funding. Updated quotes for updating the children's AWE computers and upgrading to bilingual programming has been requested. The grant will go to IRC on Wednesday, August 18th for County approval and then submitted.

➤ Library Staff

- The next staff meeting will be held on August 13th.
- The Library Technician positions have been filled at the Lake Tahoe Branch. Background checks are currently being conducted and we will hopefully have them begin their training in a few weeks.
- Interviews have been completed for the Library Page position and an offer will be made by the end of the day on August 13th.

DOUGLAS COUNTY PUBLIC LIBRARY									
Statistical Report									
FY 2020-2021									
		Fiscal Year-to-Date				July 2020			
Circulation		Minden	Tahoe	Bkmobile	Total	Minden	Tahoe	Bkmobile	Total
Items Checked Out/Renewed		116,700	7,083	811	124,594	9,386	908	-	10,294
eCheckouts		39,200				4,031			
New Cards Issued		555	66	67	688	39	5	-	44
Patrons		25,768	3,197	221	29,186	25,267	3,142	-	28,409
Library Visits		26,441	3,912	746	31,099	1,132	592	-	1,724
Curbside Service Pick-ups		4,939	53	-	4,992	472	15	-	487
Bookmobile Stops		71				-			
Inventory		101,631	29,354	2,030	133,015	110,275	29,080	1,672	141,027
Interlibrary Loans Requested		530	7	-	537	38	-	-	38
Interlibrary Loans Loaned		404	63	-	467	30	3	-	33
Homebound Patrons		8	-	-	8	-	-	-	-
Homebound Checkouts		105	-	-	105	-	-	-	-
Database Sessions		80,965				6,894			
Services		Minden	Tahoe	Bkmobile	Total	Minden	Tahoe	Bkmobile	Total
Meeting Room Use		8	-	-	8	-	-	-	-
Meeting Room Attendance		96	-	-	96	-	-	-	-
Kids' Programs		17	-	-	17				-
Kids' Program Attendance		283	-	-	283				-
Teen Programs		34	-	-	34				-
Teen Program Attendance		179	-	-	179				-
Adult Programs		2	-	-	2				-
Adult Program Attendance		17	-	-	17				-
Total Programs		53	-	-	53				-
Total Program Attendance		479	-	-	479				-
Outreach		-	-	1	1				-
Mobile Device Assistance		-	-	40	40				-
Public Computer Use		412	14	-	426	-	-	-	-
ADA-pc Use		-	-	-	-	-	-	-	-
Wireless Use		7,664	1,173	-	8,837	136	91	-	227
Volunteers		-	-	-	-	-	-	-	-
Volunteer Hours		-	-	-	-	-	-	-	-

DOUGLAS COUNTY PUBLIC LIBRARY									
Statistical Report									
FY 2021-2022									
		Fiscal Year-to-Date				July 2021			
Circulation		Minden	Tahoe	Bkmobile	Total	Minden	Tahoe	Bkmobile	Total
Items Checked Out/Renewed		12,747	694	633	14,074	12,747	694	633	14,074
eCheckouts		3,628				3,628			
New Cards Issued		97	20	7	124	97	20	7	124
Patrons		25,870	3,216	228	29,314	25,870	3,216	228	29,314
Library Visits		3,805	757	276	4,838	3,805	757	276	4,838
Curbside Service Pick-ups		54	-	-	54	54	-	-	54
Bookmobile Stops		31				31			
Inventory		101,750	29,307	2,062	133,119	101,750	29,307	2,062	133,119
Interlibrary Loans Requested		72	-	-	72	72	-	-	72
Interlibrary Loans Loaned		51	2	-	53	51	2	-	53
Homebound Patrons		12	-	-	12	12	-	-	12
Homebound Checkouts		121	-	-	121	121	-	-	121
Database Sessions		19,608				19,608			
Services		Minden	Tahoe	Bkmobile	Total	Minden	Tahoe	Bkmobile	Total
Meeting Room Use		7	-	-	7	7	-	-	7
Meeting Room Attendance		84	-	-	84	84	-	-	84
Kids' Programs		7	1	-	8	7	1	-	8
Kids' Program Attendance		125	22	-	147	125	22	-	147
Teen Programs		9	-	-	9	9	-	-	9
Teen Program Attendance		30	-	-	30	30	-	-	30
Adult Programs		2	-	-	2	2	-	-	2
Adult Program Attendance		5	-	-	5	5	-	-	5
Total Programs		18	1	-	19	18	1	-	19
Total Program Attendance		160	22	-	182	160	22	-	182
Outreach		-	-	-	-	-	-	-	-
Mobile Device Assistance		-	-	-	-	-	-	-	-
Public Computer Use		282	44	-	326	282	44	-	326
ADA-pc Use		24	-	-	24	24	-	-	24
Wireless Use		1,756	139	-	1,895	1,756	139	-	1,895
Volunteers		-	-	-	-	-	-	-	-
Volunteer Hours		-	-	-	-	-	-	-	-

Circulation by Collection

July 2021

Collection	Location		
	Minden	Lake Tahoe	BKM
Adult Audiobook	665	17	29
Adult Biography	104	3	2
Adult CD Non-Fiction	38	1	0
Adult DVD	1169	39	68
Adult Fiction	3378	177	101
Adult Launchpad	3	0	0
Adult Magazines	199	6	0
Adult Music	83	2	3
Adult Non-Fiction	1058	42	34
Adult Spanish	5	1	1
Children's Audiobook	189	10	19
Children's Biography	18	0	0
Children's DVD	387	16	26
Children's Fiction	842	159	70
Children's Launchpad	10	4	0
Children's Magazines	2	0	0
Children's Music	26	0	1
Children's Non-Fiction	981	31	46
Children's Oversize	7	0	2
Children's Spanish	8	1	0
Easy Reader	663	16	79
Equipment	17	4	0
Exam Books	3	0	0
Large Print	856	31	17
Mobile Devices	6	0	0
Nevada	64	4	3
Picture Books	1416	110	113
Video Games	8	1	0
Young Adult	307	16	7
Graphic Novels	228	3	12
Young Adult Launchpad	2	0	0
Young Adult Magazines	5	0	0

Hoopla

eAudiobook	798	Movie	135
Adult Non-Fiction	153	Adult Non-Fiction	29
Adult Fiction	538	Adult Fiction	84
Juv Non-Fiction	3	Juv Non-Fiction	4
Juv Fiction	104	Juv Fiction	18
eBook	369	Television	97
Adult Non-Fiction	63	Adult Non-Fiction	16
Adult Fiction	254	Adult Fiction	79
Juv Non-Fiction	7	Juv Non-Fiction	0
Juv Fiction	45	Juv Fiction	2
Comics	41	Music	34
Adult Non-Fiction	1	Adult	30
Adult Fiction	30	Juv	4
Juv Non-Fiction	0		
Juv Fiction	10	Total Circulation	1,474

Overdrive/Libby

eAudiobook	407
eBook	405
Adult	761
Juv	25
Young Adult	26
Total Circulation	812