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APPROVED 4/26/2022
LIBRARY BOARD OF TRUSTEES MINUTES
March 22, 2022

ATTENDEES

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

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

County Staff: Human Resources Analyst Cindy McMurry

THE MEETING CONVENED AT 10:02 A.M.

1. PUBLIC COMMENTS.

Chairperson Heather Martin Maier asked for public comment.

Chairperson Martin Maier noted that Julia Brown had submitted her letter of resignation to the board on March 17th and her last day will be April 15th. She commented that Julia has been a highly valued staff member of the library during her years as supervisor as well as her recent dual role as supervisor and interim library director. She will be missed but wish her the best in her future endeavors. She noted that with Julia's generous one month notice it will ensure a smooth transition to appoint a new interim library director while the recruitment of a new library director reaches its final stages. She requested the board have a special meeting next week to address this next appointment.

Ruth Rodway commented that she feels the need to speak in support of the staff who in her opinion have been through so much turmoil and upset these past years. She noted that she found that most bosses are well organized and supportive of their staff. The atmosphere in the library while working as a volunteer changed several years ago and staff who were able to make their own decisions because they knew what needed to be done were no longer given that freedom. She commented that once Julia took over as interim library director there was a much more relaxed feeling and that is telling from all the favorable comments from staff as seen on the December 14th, 2021 approved minutes where staff is supporting Julia. Now again there has

been an upheaval and it must be upsetting not to have strong, steady leadership. She noted that many of the employees at the library, in her opinion, never regarded their position as a job but as a career dedicated to what they do and caring for the people they serve. She stated that there used to be a stable staff with very few changes but that has not been the case in recent years and that staff in her opinion had left because they felt they couldn't work under the previous director. She just hopes they appreciate the dedicated and wonderful hardworking staff and that they get the support they need and deserve. She commented that hopefully a search for a new director will come up with someone who will get the library back on track.

Vanna Bells introduced herself as the new Lake Tahoe branch supervisor. She's looking forward to working here.

2. DISCUSSION ON APPROVAL OF THE AGENDA.

Trustee Kate Garrahan suggested that the board swap agenda items eight and nine.

MOTION/VOTE:

Trustee Garrahan 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 ELECTION OF VICE CHAIR OF THE LIBRARY BOARD OF TRUSTEES FOR 2022. [Action]

MOTION/VOTE:

Chairperson Martin Maier moved to appoint Trustee Kate Garrahan as Vice Chairperson. Trustee Rogers made a second and the motion carried with a 3-1 vote. Vice Chairperson Kate Garrahan voted not in favor.

4. DISCUSSION ON APPROVAL OF THE MINUTES OF THE FEBRUARY 22, 2022 REGULAR MEETING.

Vice Chairperson Garrahan noted an error on page 4.

MOTION/VOTE:

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

5. CONSENT CALENDAR.

- a. Approval of Gift fund claims
 - i. February 2022
 - ii. March 2022

*Baker & Taylor	Items for Baby Lap-Sit Program; 2 nd Wednesday Book Group	04004	\$ 221.09
*Amazon	Items for Tween Art Program	04012	\$ 148.31
*Baker & Taylor	Items for Baby Lap-Sit Program	04018	\$ 160.78
*Amazon	Items for Knit & Crochet Club	04019	\$ 62.85
*Amazon	Sensory bins; items for Knit & Crochet Club	04022	\$ 306.54
*Petty Cash	Employee Recognition; items for Knit & Crochet Club	04024	\$ 52.93
*DoCo Procurement Program	Items for The Council meeting	04025	\$ 40.75
*DoCo Procurement Program	Items for Adult Crafters' Club	04026	\$ 154.98
*Demco	Sitting chairs for Children's area	PO0204	\$ 3,298.31
*Amazon	Sensory bins	04038	\$ 51.10

*Funding/partial funding by Friends of the Library

MOTION/VOTE:

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

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

a. 2/28/2022

Referring to the budget summary report included in the packet Interim Library Director Julia Brown stated that the library's budget is at 68% into the fiscal year and at 57% in Services and Supplies. The library is doing well with the budget. She noted that there have been a lot of gift fund expenditures due to the Friends of the Library funding library programs including the Summer Reading Program's prizes and incentives.

MOTION/VOTE:

There being no public comment, Trustee Rogers made a motion to approve the budget performance summary. Chairperson Martin Maier made a second and the motion carried unanimously with a 4-0 vote.

7. DISCUSSION ON RECRUITMENT FOR THE DOUGLAS COUNTY LIBRARY DIRECTOR POSITION, INCLUDING REIMBURSEMENT OF MOVING EXPENSES PER COUNTY ADMINISTRATIVE POLICIES AND PROCEDURES, 200.12. [Action]

Providing an update on the recruitment, Trustee Rogers stated that the correspondence she has had with the consultant was an email from Andrew, the board's consultant, letting her know that at the time of the email there were eight applicants, five were qualified and that he would be making personal contact with people the consultant was aware of that might be interested in applying. The consultant will be attending the Public Library Association conference and applications will be received until April 1st. She noted that she received a letter from Andrew that there was a question from a candidate asking if the friends group was operating as the foundation or is there only a friends group and she replied that there is only a friends group and the foundation disbanded about three years ago. Human Resources Analyst Cindy McMurry informed the board that she has had the same correspondence and that there are no other updates. The board discussed whether or not to approve the reimbursement costs of moving expenses for the selected candidate and what those costs would be. Chairperson Martin Maier noted that she believed that the maximum amount for reimbursement is \$5,000 by the county and Deputy District Attorney Cynthia Gregory confirmed that it is but if the board wanted to go above that amount it is the board's discretion but it would have to be justified as to why. Chairperson Martin Maier stated that Andrew had mentioned that it was hard finding candidates because of the living expenses in the area and that to offer \$5,000 for moving expenses would make a big difference in finding someone who would be willing to move to the area for this position. She commented that she feels Andrew is an honest broker and that he's not trying to sell the board just for the sake of selling. The board is already paying the consultant \$30,000 so the board should trust his suggestion to reimburse moving costs up to \$5,000. She noted that there have been savings in the library budget due to the library director vacancy and that the board can justify to spend that amount to get the right candidate. The board agreed that this recruitment needs to end with the selection of an excellent candidate. Trustee Rogers noted that it is worth paying up to \$5,000 in order to get the best candidate and Trustee Tattersall agreed and that she supports spending the \$5,000 in moving expenses. The board acknowledged that moving to a different area is very costly.

Chairperson Martin Maier asked for public comment on the reimbursement of moving expenses.

MOTION/VOTE:

There being no public comment, Trustee Tattersall made a motion to approve up to \$5,000 of moving expenses for the new library director. Vice Chairperson Garrahan made a second and the motion carried unanimously with a 4-0 vote.

Trustee Rogers received clarification that the candidate does not get paid up front. The candidate will pay for the expenses and then get reimbursed. She noted that this needs to be clear with the candidate. As far as designating a fund for the moving expenses at this meeting, Deputy District Attorney Gregory stated that Julia and Veronica Hallam should consult with CFO Terri Willoughby to determine how to designate a source and then bring it back to the April meeting.

In regards to interview expenses, Trustee Rogers stated that the board should reimburse the candidates that are coming to interview their airfare, car rental, hotel and food at the county's per diem rate. Vice Chairperson Garrahan stated that the mileage back and forth to the airport is the candidates' responsibility but that parking can add up quickly and they should be reimbursed for that cost. She asked if the board should set a cap amount and Human Resources Analyst Cindy McMurry answered that the board should cap up to reimbursement. Trustee Rogers suggested up to \$1,000 for the total reimbursement costs and the board considered current airfare expenses. Vice Chairperson Garrahan commented that \$1,000 all-inclusive isn't a reasonable amount and Chairperson Martin Maier suggested up to \$1,500 for three final candidates. Deputy District Attorney Gregory noted that another option is for Cindy and Bonnie to go back to the consultant with the board's thoughts on the reimbursement costs and get Andrew's feedback. Trustee Tattersall suggested that the board set a tentative amount and if it needs to be adjusted the board can do that later and Chairperson Martin Maier recommended that the board set a target amount of \$1,500 and if there is a rationale that it has to be more or special circumstances the board can revisit.

Chairperson Martin Maier asked for public comment.

Kurt Hildebrand from the Record Courier asked if the library has a human being that they are looking at for this position and Trustee Tattersall answered that the position hasn't closed yet.

MOTION/VOTE:

Trustee Tattersall made a motion to approve up to \$1,500 in travel expenses for the final in person interviews per candidate. Trustee Rogers made a second and the motion carried unanimously with a 4-0 vote.

The board requested to switch agenda items #8 and #9. Agenda item #9 will be discussed here and agenda item #8 will follow.

9. UPDATE ON DOUGLAS COUNTY NEWSPAPER ARCHIVE DATABASE AND MICROFICHE. [Discussion]

Trustee Rogers stated that the month of March she had been in continual contact with Dr. Fisher about the Record Courier and talked with Kurt Hildebrand and Julia about what happened with the archived newspaper. She did some research with the State Library and they only have up to December 31, 2019 and the library's database only has access up to the same date. She asked Julia why the digitizing had stopped and Julia answered that it stopped when the library stopped sending the newspaper off to get the microfiche created. Mr. Hildebrand stated that he just brought Julia the discs of digitized newspapers for 2021 and noted that moving forward he will provide the digitized newspapers to the library and the library only needs to download the discs to the website and then return the discs to the Record Courier. He stated that he does not know where the 2020 discs are but he is doing research to locate those discs and when he finds them he will provide them to the library for download and then the library will be up to date with the archived newspapers. The library will receive the newspapers for 2022 in March of 2023. Trustee Rogers stated that if the Courier can't provide the discs to the library then the library will

find it in the budget to pay to have the newspapers digitized from an outside vendor as well as contacting imaging at the State Library and see what they can do for the library. Mr. Hildebrand commented that the database the library uses on the website for the archived newspapers is one of the most valuable research tools for the history of Carson Valley and Trustee Rogers agreed and that the library needs to continue to add the newspapers to the database. She noted that Dr. Fisher is upset because the library hasn't contacted him in regards to why the database isn't up to date and to help with issues downloading the newspapers and Mr. Hildebrand stated that because he has no trouble downloading he will contact Dr. Fisher to run through the process. Chairperson Martin Maier will contact him as well to let him know that the library is here to serve the community. Deputy District Attorney Gregory noted that Julia did contact Dr. Fisher and she was working with him on the issues he was having with the archive database.

There was no further discussion.

Agenda item #8 was discussed here.

8. DISCUSSION AND 1 YEAR REVIEW OF THE LIBRARY BYLAWS, INCLUDING EVALUATION OF WHETHER SECTIONS SHOULD BE UPDATED OR ADDED, SUCH AS DEFINING THE ROLE OF A TRUSTEE. [Action]

Chairperson Martin Maier stated that the county commissioners had made some changes to their bylaws regarding conduct of county management and county supervisors and what is expected of conduct at public meetings. She noted that the board did a rigorous review of the board's bylaws last year under Trustee Rogers' leadership and that the bylaws stand but thought there would be a possibility that the board adopt a policy that would be consistent with what the county supervisors had adopted in regards to conduct and treating others with courtesy and respect. Vice Chairperson Garrahan commented that she thinks it is perfect timing to update the bylaws since the county commissioners just did theirs. There has always been this divide between the library board as its own entity and the commissioners are separate and this will keep us in line with what the commissioners established by incorporating it into the board's bylaws. She stated that the board needs to be reminded what their role is and that the board is not responsible for the administrative duties of the library. Those duties belong to the staff. Referring to the board's current bylaws included in the packet, Trustee Tattersall noted that on page 3 under Powers and Duties of Trustees, number 2 where it says "dismiss a Librarian", she asked if the board could use library director rather than librarian. Because that is quoting the NRS, Deputy District Attorney Gregory stated that the board could put library director in parentheses but librarian has to remain. Referring to the suggested addition to the bylaws as it relates to conduct that was included in the packet, Deputy District Attorney Gregory explained that the language she used in the proposed amendment for "Role of Trustee" was an example of the language the county commissioners used in their norms and procedures. It is the board's discretion if they want to use the same language as the county commissioners. Trustee Tattersall suggested using "Trustee Code of Conduct" rather than "Role of Trustee" and in the bylaws it should be in Section IX rather than Section XV as it is in the example and move everything else forward. Vice Chairperson Garrahan commented that she is 100% behind this amendment because the way Julia was treated at the last board meeting was unprofessional and unfair. The library director should be approached before the meeting if a trustee has questions or issues rather than blindsiding the director in public comment during a meeting. Trustee Tattersall commented that the board

has not been as courteous and respectful in the time that she has been on the board as she thinks the board should be. Vice Chairperson Garrahan noted that the issue with the newspaper should have been directed to Julia and Julia would have contacted Mr. Hildebrand or others. It shouldn't have been through emails that the board received about contacting various people because that usurps the director's role and it leads to animosity and it's unfair. Trustee Rogers stated that the role of the board is not to operate the library but to see that the community is served and that the resources of the library are maintained. If an issue hasn't been addressed by the library and it is brought to public attention the trustee has the right to bring it to a board meeting and to the director to discuss. Trustee Tattersall stated that if the issue came to a board member's attention and it wasn't agendaized for discussion the board should let staff handle it and then agendaize it if the issue isn't being dealt with. Trustee Rogers stated the concern is that the public isn't being responded to and if people bring things to her she will bring them to the board.

MOTION/VOTE:

There being no public comment, Trustee Tattersall made a motion that the suggested language be titled Trustee Code of Conduct and that it is inserted as Section IX so that it follows Section VIII, Powers and Duties of Trustees and the board keep the suggested language in the document provided to the board. Vice Chairperson Garrahan made a second and the motion carried unanimously with a 4-0 vote.

MOTION/VOTE:

Trustee Tattersall made a motion that under section VIII, item 2 after the words "dismiss a Librarian" the board add in parentheses "In Douglas County this would be a Library Director". Vice Chairperson Garrahan made a second. There being no public comment, the motion carried unanimously with a 4-0 vote.

10. UPDATE ON LONG RANGE PLAN PROGRESS AND TIMELINE. [Discussion]

Julia stated that the third workshop will be held on April 2nd at WNC and that this should be the final workshop. She noted that after this workshop Dr. Steinmann should have a draft of the strategic plan ready to present to the board at the April meeting. May at the very latest.

11. REPORT ON SUBMITTED FY 22-23 BUDGET. [Presentation]

Referring to the budget worksheet report that was included in the packet Julia explained that the report is what was submitted to Finance and what will go to the commissioners with justification in each line for the budget funding. She noted that the budget for library material was too much based on the base budget for the 2023 fiscal year request so it was decided by Finance and Julia that the library would request in the base budget the library's three year average which is \$203,000 and request a supplemental for \$27,887 which amounts to the budget the board approved at the previous meeting for library material. She noted that there are a few line items on the budget worksheet that are a little different than what was approved by the board at the last meeting and those are Finance designated amounts such as admin. overhead, rents and leases and vehicle maintenance. The capital improvement projects have been submitted as well and an

update on that budget will be given at a forthcoming meeting. She stated that Finance or County Manager have not asked the library to give a presentation when the budget is presented to the commissioners but Julia expressed to Finance and the County Manager that based on the board's feedback the board would like the library to give a presentation.

12. 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.

13. CLOSING PUBLIC COMMENTS.

Chairperson Martin Maier asked for public comment.

Deputy District Attorney Gregory commented that the meeting room is available April 5, 2022 at 10:00 a.m. if the board wanted to hold a special meeting on appointing an interim library director. Trustee Tattersall will only be available by Zoom.

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

MEETING ADJOURNED AT 11:30 A.M.