

March 11, 2021

NOTICE

The Douglas County Public Library Board of Trustees will meet at **10:00 AM on Wednesday, March 24, 2021**. Below is an agenda of all items scheduled for consideration.

Douglas County is actively monitoring and managing the COVID-19 level of risk in our community by closing public offices to minimize contact among individuals and to slow the spread of COVID-19. **The Library Board of Trustees will be conducting its meeting electronically to reduce social gatherings and interpersonal contact.** In adherence to Governor Sisolak's Declaration of Emergency and Directive 006 on public meetings, there will be no physical location designated for this meeting.

The public will be able to participate in the meeting by watching the livestream of the meeting. Members of the public may click on the following link to watch the livestream of the Library Board of Trustees meeting: <https://youtu.be/hmzxJwHO3Rs>

To offer public comment before the Board meeting, members of the public may submit public comments online using the Douglas County Public Library website (https://library.douglascountynv.gov/contact_us) or by sending an email to info@douglas.lib.nv.us. Written public comments may also be mailed to the Douglas County Public Library at Post Office Box 337, Minden, Nevada 89423.

To make public comment during the Library Board meeting, the public must call 775-783-6024 and leave a voice message which will be played for the Library Board of Trustees and the public when public comment is announced. Although the public comment phone line can accommodate multiple incoming calls at once, if a member of the public should get a busy signal, please call back. Because of the possibility for a high volume of telephone calls, there could be an increased potential for technical difficulties. Citizens are therefore encouraged to submit their public comments in writing prior to the date and time of the Board meeting.

- When leaving a voice message, members of the public should begin their public comment by stating and spelling their full name and whether he or she favors, opposes or has no opinion on the agenda item under consideration. No more than one voice message/public comment per person will be played to the Library Board and public during each public comment period.
- Public comment is limited to three (3) minutes per speaker and will only occur at the beginning and end of the Board meeting. Public comment will not be taken on each agenda item during the meeting.
- If members of the public desire to comment on more than one agenda item and believe that their comments will exceed the three minutes offered at both the beginning and end of the Board meeting, they are encouraged to submit written public comments to supplement their verbal public comments.

- The Douglas County Library's Public Comment Phone Line 775-783-6024 will become available to take public comment at **10:00 AM** on the day of the meeting for opening Public Comment. When the Chairperson calls for opening public comment, the line will remain open for at least five minutes to allow members of the public to call or until the last caller has finished leaving a voice message on the County's Public Comment Phone Line. Once the Chairperson closes opening public comment, any voice messages received after that time will be considered closing public comment.
- The Douglas County Library's Public Comment Phone Line will remain open to allow for closing public comment to be recorded as the meeting progresses. When the Chairperson calls for closing public comment, the phone line will remain open for at least five minutes to allow members of the public to call or until the last caller has finished leaving a voice message on the Public Comment Phone Line.
- All written public comments that are received prior to 4:00 PM the day before the Library Board meeting will be compiled and will be added as supplemental material for the Library Trustees and the public to review. Please label the written correspondence as public comment to avoid any uncertainty.
- Any written public comment received after 4:00 PM the day before the meeting, or on the day of the Library Board meeting, will be compiled and added as supplemental material to the County's website and distributed to the Library Board of Trustees within 24 hours after the meeting. Please label the written correspondence as public comment to avoid any uncertainty.

Pursuant to Governor Sisolak's Declaration of Emergency, copies of the agenda will not be posted at any physical location. However, members of the public may request an electronic copy of the agenda or the supporting materials by contacting Veronica Hallam at vhallam@douglas.lib.nv.us. Electronic copies of the agenda and supporting materials are also available at the following websites:

- ❖ State of Nevada Public Notices website: <https://notice.nv.gov/>
- ❖ Douglas County Meeting website: <https://douglascountynv.iqm2.com/Citizens/Default.aspx>

AGENDA

Call Meeting to Order

1. Public comments. [No Action]

To make public comment during the meeting, the public must call **775-783-6024** and leave a voice message which will be played for the Library Board of Trustees and the public. Public Comment is limited to three minutes per speaker.

All written public comments that are received prior to 4:00 PM the day before the Library Board meeting will be compiled and will be added as supplemental material for the Library Trustees and the public to review prior to the meeting. Any written public comment received after 4:00 PM the day before the Library Board meeting will be compiled and added as supplemental materials to the County's website and distributed to the Library Board of Trustees within 24 hours after the meeting.

2. For Possible Action. Discussion on approval of proposed agenda. The Library Board of Trustees reserves the right to take items out of order, to combine two or more agenda items for consideration, and to remove items from the agenda at any time. All items designated "for possible action" shall include discussion by the Board of Trustees and they may take action to approve, modify, deny, take "no action," or continue the item.

3. For Possible Action. Discussion on approval of the minutes of the January 26, 2021 and February 23, 2021 meetings.

4. Consent Calendar.

Items appearing on the Consent Calendar are items that can be adopted with one motion unless pulled by a Trustee wishing to have an item or items further discussed. When items are pulled for discussion, they will be automatically placed as the next item for discussion or may be continued until another meeting.

- a. For possible action. Approval of Gift fund claims
 - i. February 2021
 - ii. March 2021

5. For Possible Action. Discussion and review of Budget Performance Report summary and Gift Fund summary.

- a. 2/28/2021

6. For Possible Action. Discussion and possible action to revise Library Board Bylaws. (second reading)

7. For Possible Action. Discussion and possible action on the Library's Long Range Plan. Discussion topics may include development of a timeline for creating the new Long Range Plan, previous goals, and/or the Board members' expectations.

- a. Summary of previous objectives and accomplishments

8. For Discussion Only. Discussion of State Library's online training for Nevada Library Trustees and review of completed modules. [Discussion]

9. For Discussion Only. Update on library-related federal and state legislation in 2021.
10. For Discussion Only. Discussion of annual budget process of FY21-22 Budget.
 - a. Proposed FY21-22 budget
 - b. Capital Improvement Projects
 - c. Tentative Budget Presentations to BOCC: April 5-8, 2021
 - d. Final Budget Hearing: May 20, 2021
11. For Possible Action. Discussion and possible action regarding reopening plans, library services, hours of operation, and bookmobile schedule, in response to the COVID pandemic.
12. For Possible Action. Discussion and possible approval, or approval with modifications, of revisions to update the Library policies or new policies, as listed below. Policy revisions are needed to accurately reflect current technology, facilities, and professional practices. The following policies may be discussed:
 - a. Collection Development Policy (first reading)
 - b. External Communications Policy (new-first reading)
13. For possible action. Discussion and possible action on the format for future Library Board meetings and a discussion of in-person meetings, virtual meetings and hybrid meeting options; review requirements to provide safe access to public meetings for the community and County employees in adherence with State of Nevada directives.
14. For Discussion Only. Library Director's monthly report on library operations and statistical reports from staff.
15. Closing public comments. [No Action]

At this time, public comment will be taken on those items that are within the jurisdiction and control of the Library Board of Trustees. To make public comment during the meeting, the public must call **775-783-6024** and leave a voice message which will be played for the Library Board of Trustees and the public. Any written public comment received after 4:00 PM the day before the Library Board meeting will be compiled and added as supplemental materials to the County's website and distributed to the Library Board of Trustees within 24 hours after the meeting.

Adjournment of Meeting

Supporting material for the meeting is available by request in writing, via US Mail or email. A request for copies of the agenda and supporting materials may be directed to:

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

Notice to Persons with Disabilities: Members of the public who are disabled and require special assistance or accommodations are requested to notify Veronica Hallam at PO Box 337, Minden, Nevada 89423 or via email at vhallam@douglas.lib.nv.us at least 24 hours in advance of the meeting.