

April 27, 2021

Special Joint Meeting



Joint Meeting with the Douglas County Public Library Board of Trustees & Douglas County Board of Commissioners Notice and Agenda

Douglas County is actively monitoring and managing the COVID-19 level of risk in our community by implementing procedures to minimize contact among individuals and to slow the spread of COVID-19 in adherence with Governor Sisolak's Declaration of Emergency and Directive 006 on public meetings.

The Board of County Commissioners will be sitting jointly with the Douglas County Library Board of Trustees. Agenda items may be taken out of order, may be combined for consideration, or may be removed from the agenda at any time. All items designated "for possible action" may include discussion by the County Commissioners and they may take action to approve, modify, deny, take "no action," or continue the item.

To Watch the Meeting: Members of the public may click on the following link to watch the livestream of the joint Board of County Commissioners and Library Board of Trustees meeting: <https://youtu.be/7wnCWDzwrAY>

Written Public Comment: To offer public comment before the joint Board & Library meeting, members of the public may submit public comments online through the County's public comment form by clicking on the following link: https://www.douglascountynv.gov/government/board_of_county_commissioners/public_comment

Public Comment During the Joint Meeting:

Webinar: Members of the public that want to participate in the joint meeting may use the Zoom® registration link or teleconference access listed below:

https://zoom.us/webinar/register/WN_FTxEI-ghRKKjoQjzDPEY3A

Teleconference: Participants that call-in will be muted until it is time for public comment. A moderator will then unmute callers one at a time for public comment.

Phone: +1 669 900 9128

Webinar ID: 919 1181 8366

Passcode: 676331

In Person: Members of the public may attend the joint meeting in person at the following location. Capacity restrictions and procedures to adhere to social distancing will be in place.

CVIC Hall 1604 Esmeralda Ave., Minden, NV

Members of the public may call the County Manager's office at 775-782-9821 to obtain help making public comment using any of the foregoing methods.

9:00 AM

Call to Order

PLEDGE OF ALLEGIANCE

Led by Clerk-Treasurer Amy Burgans

PUBLIC COMMENT (No Action)

Public comment will be taken during the beginning and again at the end of the Board meeting. Additional public comment periods may be allowed on individual agenda items at the discretion of the chairperson. It is requested that members of the public provide public comment on those agenda items when they are considered.

Public comment is limited to three minutes per speaker on matters over which the Board has jurisdiction, supervision or control. It is requested that public comment be respectful of differing viewpoints and that individuals do not engage in personal attacks or become disruptive of the orderly conduct of the meeting.

In addition to opening Public Comment, public comment will also be taken on the following agenda items when they are discussed: Items A & B as presented.

At this time, public comment will be taken on those items that are within the jurisdiction and control of the Board of County Commissioners or the Douglas County Public Library Board of Trustees.

APPROVAL OF AGENDA

For possible action. Approval of the proposed agenda. The Board of Commissioners reserves the right to take items in a different order to accomplish business in the most efficient manner, to combine two or more agenda items for consideration, and to remove items from the agenda or delay discussion relating to items on the agenda.

ADMINISTRATIVE AGENDA

The Chairman of the Board of County Commissioners will read the agenda title into the public record and will have the discretion to determine how the item will be presented. The timing for agenda items is approximate unless otherwise indicated for a specific item. Agenda items may be considered ahead of or after the schedule indicated by this agenda.

**CONVENE AS A JOINT MEETING OF THE BOARD OF COUNTY COMMISSIONERS
AND DOUGLAS COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES**

COUNTY MANAGER

A. For Possible Action. Discussion to approve an amendment to the Fiscal Year 2020-21 Internal Audit Plan to replace the Enterprise Resource Planning (ERP) Efficiency Study project with the proposed Library Review Plan. (Patrick Cates and Terri

Willoughby) 10 minute presentation (approximate). PUBLIC COMMENT WILL BE TAKEN.

B. For possible action. Discussion to approve the Fiscal Year 2021-22 Tentative Budget, Supplemental and CIP Requests for the Douglas County Library. (Jenni Cartwright) 1 hour presentation (approximate). PUBLIC COMMENT WILL BE TAKEN.

ADJOURN THE JOINT MEETING OF THE BOARD OF COUNTY COMMISSIONERS AND DOUGLAS COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES AND RECONVENE NO EARLIER THAN 10:00 A.M. AS THE DOUGLAS COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES AT THE MINDEN LIBRARY, MEETING ROOM.

**DOUGLAS COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES
April 27, 2021
NOTICE AND AGENDA**

The Douglas County Public Library Board of Trustees will meet **immediately following** the adjournment of the joint meeting with the Public Library Board of Trustees and the Douglas County Board of Commissioner, however in no event will the Library Board of Trustees' meeting begin earlier than **10:00 AM on Tuesday, April 27, 2021** in the **Meeting Room of the Minden Library**, 1625 Library Lane, Minden, NV. The meeting will be held at a physical location and via electronic means as set forth below.

Douglas County is actively monitoring and managing the COVID-19 level of risk in our community by implementing procedures to minimize contact among individuals and to slow the spread of COVID-19 in adherence with Governor Sisolak's Declaration of Emergency and Directive 006 on public meetings. The Library Board of Trustees will be conducting its meeting electronically and in person to reduce social gatherings and interpersonal contact.

To Watch 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/WGDI2GXUgMk>

Written Public Comment: 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. 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. 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.

Public Comment by Phone: To make public comment by telephone 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. Members of the public are therefore encouraged to submit their 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.

In Person: Members of the public may attend the meeting in person at the Minden Library Meeting Room, 1625 Library Lane. Capacity restrictions and procedures to adhere to social distancing will be in place.

**LIBRARY BOARD OF TRUSTEE'S
AGENDA
April 27, 2021**

**The following items will not be heard before 10:00
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 March 24, 2021 regular meeting.

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. March 2021
 - ii. April 2021

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

- a. 3/31/2021

6. For Possible Action. Discussion and possible action on the Library's Long Range Plan. Discussion topics may include a timeline for creating the new Long Range Plan, next steps in the development of the plan, and assistance from the NV State Library and Archives.

7. For Possible Action. Discussion and possible action on the FY20-21 Adjusted Opening Fund Balance and distribution of funds.
8. For Possible Action. Discussion and possible action regarding COVID-19 reopening plans, including a discussion of progress and preparations to return to full hours of operation at the Minden Library and for the Bookmobile schedule.
9. For Possible Action. Discussion and possible action on establishing a notification process to advise the Library Trustees of library-related items placed on the Douglas County Board of County Commissioners' meeting agenda, including providing copies of related back-up materials.
10. 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. Confidentiality of Library Records Policy (first reading)
 - b. Reading History Retention Policy (first reading)
 - c. Unattended Children Policy (first reading)
 - d. Work Week & Holidays Policy (first reading)
11. For Possible Action. Discussion and possible action on including links to media articles and announcements that mention or feature the Douglas County Public Library.
12. For Discussion Only. Library Director's monthly report on library operations and statistical reports from staff.
13. 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 by telephone 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

According to the provisions of NRS 241, this notice and agenda has been posted at or before 9:00 a.m. on the third working day before the meeting at the following locations:

Douglas County Library, Minden branch
Douglas County Courthouse
CVIC Hall
Minden Post Office
<http://douglascountynv.igm2.com/>
<https://notice.nv.gov>

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, or at the Minden Library, 1625 Library Lane, Minden, NV.

Reasonable efforts will be made to assist and accommodate members of the public who are disabled and wish to attend the meeting. Please contact Veronica Hallam at 782-9841 before April 27, 2021 for arrangements.