

Minden Branch:
1625 Library Lane
Minden, NV 89423
P: 775.782.9841
F: 775.782.5754



Lake Tahoe Branch:
233 Warrior Way
Zephyr Cove, NV 89448
P: 775.588.6411
F: 775.588.6464

P.O. Box 337 • Minden, NV 89423

library.douglascountynv.gov

APPROVED 3/24/2021
LIBRARY BOARD OF TRUSTEES MINUTES
February 23, 2021

ATTENDEES

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

THE MEETING CONVENED AT 10:00 A.M.

1. PUBLIC COMMENTS.

Chairperson Bonnie Rogers asked for public comment. Veronica Hallam stated that there was no public comment.

There being no public comment, public comment was closed.

2. APPROVAL OF PROPOSED AGENDA. [Action]

Trustee Kate Garrahan made a motion to approve the agenda as presented. Trustee Jill Harper made a second and the motion carried unanimously with a 5-0 vote.

3. PROCLAMATION 2021PL-01, A PROCLAMATION RECOGNIZING TWENTY-EIGHT (28) YEARS OF DEDICATED SERVICE TO DOUGLAS COUNTY BY SENIOR LIBRARY TECHNICIAN MARIA PEARSON. (Trustee Kate Garrahan)

Chairperson Rogers noted that Maria could not attend the meeting. Trustee Garrahan read aloud the proclamation. Some of the board members provided positive comments about Maria and their experience following her career. Director Amy Dodson stated that although Maria appreciates the thought she does not want the physical proclamation.

4. APPROVAL OF THE MINUTES OF THE JANUARY 26, 2021 AND THE FEBRUARY 4, 2021 MEETINGS. [Action]

January 26, 2021 minutes

Vice Chairperson Heather Martin Maier stated that under Agenda item 10 she feels there were things that she discussed in the meeting that were not recorded in the minutes. She noted that in the minutes it records Amy's statistical discussion but it omits the statistical discussion she provided to the meeting and it should be balanced evenly. She stated that she asked Amy to bring to the next meeting a decision tree which Amy did not and she wanted that on the record. At the suggestion of Chairperson Rogers she will meet with Veronica to listen to the recording and then make what recommended changes she would like to see in the minutes and then the board can approve them at the next meeting. Chairperson Rogers noted on page 7 under e. she would like the sentence that reads in part... "the patron is given a receipt at their request..." be reworded to read... "the person is given a receipt if requested..."

February 4, 2021 meeting

MOTION/VOTE:

Trustee Elizabeth Tattersall made a motion to approve the February 4, 2021 minutes. Trustee Harper made a second and the motion carried unanimously with a 5-0 vote.

5. CONSENT CALENDAR. [Action]

a. For possible action. Approval of Gift fund claims

i. January / February 2021

*Overdrive	Friends of the Library grant funds – Ebooks & Eaddio books	03611	\$ 103.00
Center Point	Helen Roso Memorial donated funds – large print books	03626	\$ 158.21
*Baker & Taylor	Friends of the Library grant funds – books for China Spring	03627	\$ 1,123.20

*Funding/partial funding by Friends of the Library

MOTION/VOTE:

Trustee Harper made a motion to approve the consent calendar. Chairperson Rogers made a second and the motion carried unanimously with a 5-0 vote.

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

a. 1/31/2021

Referring to the budget performance report spreadsheet, Director Dodson stated that the library is about at the half-way mark in Salaries and Benefits which is right on target. She noted that in Services and Supplies there is a large deduction for Admin. and Overhead - these are the cost allocations that the library has no control over or when the funds go through. The Finance Department does a cost projection at the beginning of the year and they projected \$174,481 for Admin. and Overhead. She noted that \$84,000 has already been charged to the library's account which is a lot more than last month which would explain the jump in percentage. Director Dodson explained that a larger amount in one line item will balance out with a smaller amount in another line item. Just the larger categories like Salaries and Benefits and Services and Supplies have to balance out at the end of the fiscal year. Chairperson Rogers stated that after looking over the deficit she is concerned that the library won't have enough money in other line items to balance those line items that are over because the library doesn't have a lot of money in those accounts. Director Dodson stated that she will speak with the CFO to see if any unexpected revenue has come in that can be applied. She noted that she is not concerned with the line items that are over because some of it is recoverable by the CARES Act which the library hasn't received yet. Meaning that if there is one area that is overspent and doesn't look like it's going to balance she can adjust purchases for another line and it will balance out.

MOTION/VOTE:

Chairperson Rogers made a motion to approve the budget performance report summary. Trustee Harper made a second and the motion carried unanimously with a 5-0 vote.

7. 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)**

Chairperson Rogers discussed the history of the bylaws and stated that the board started working on the revisions to the bylaws in the fall of 2018 with a subcommittee which consisted of Lisa Foley and herself. In the spring of 2019 she and Lisa met with DDA Cynthea Gregory and Chief DDA Doug Ritchie and also spoke with a representative from the state library and they reviewed several different library bylaws to see how they should be written. She noted that the board was going to present the bylaw revisions in early 2000 but it never got on the agenda for approval with other items needing to be on the agenda instead. Referring to the red marked bylaws provided in the packets, Chairperson Rogers stated that those are the recommended revisions done by the subcommittee in 2019 and red marked by DDA Ritchie. She noted Amy's recommended revisions marked in yellow which was done in 2019 and was also included in the packets. From there the board went through the revised bylaws and had a lengthy discussion of what changes or corrections should be made to the bylaws and revisions.

Trustee Harper had to leave the meeting and that was at approximately 10:39 A.M.

MOTION/VOTE:

Chairperson Rogers made a motion to approve the bylaws. Vice Chairperson Martin Maier made a second.

Trustee Garrahan asked for clarification on the vote and if the motion is to approve the bylaws with the suggested changes as is or to bring the bylaws back with the changes without any red marks, which is what she would recommend.

MOTION/VOTE:

Having withdrawn her motion, Chairperson Rogers asked if the board has a motion to have the bylaws be brought back to the board for action at the next meeting with the revisions. Trustee Tattersall made the motion. Vice Chairperson Martin Maier made a second and the motion carried unanimously with a 4-0 vote.

8. 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. [Action]

Director Dodson stated that at the last two on one meeting with Chairperson Rogers and Vice Chairperson Martin Maier it was suggested that she bring to the board the previous goals and achievements throughout the long range plan starting in 2011. Vice Chairperson Martin Maier stated that in the two on one Amy had mentioned that there are existing records of objectives for each of the two goals and there are achievements against those objectives. She noted that it is useful to see what the library signed up for in the past and what the library delivered. If some of the things the library signed up for were postponed or abandoned for whatever reason, it's a good jumping off point for determining what the library's future goals and objectives will be as the board moves forward with the planning process so essentially it is a postmortem. Chairperson Rogers stated that each year she believes in August the board gets a list of what was accomplished under the goals and it would be interesting to see the records of the past 10 years achievements as the library prepares for the next five years. Trustee Garrahan asked if the board could get the objectives that were put in place for the new year and the list of accomplishments so that the board could compare the two and Amy answered yes.

MOTION/VOTE:

Vice Chairperson Martin Maier made a motion that the board request Director Dodson to prepare objectives and achievements against objectives representing the past ten years from 2011 and present to the board in March. Trustee Garrahan made a second and the motion carried unanimously with a 4-0 vote.

Chairperson Rogers called for a recess at 11:17 A.M.

Chairperson Rogers resumed the meeting at 11:23 A.M.

9. DISCUSSION OF STATE LIBRARY'S ONLINE TRAINING FOR NEVADA LIBRARY TRUSTEES AND REVIEW OF COMPLETED MODULES. [Discussion]

Chairperson Rogers stated that in 2019 the state library developed a training manual for trustees and all of the trustees at that time completed the modules. Vice Chairperson Maier stated that she received the modules from Amy and she will have them completed in a couple of weeks. Trustee Tattersall noted that she is part way through and believes she is on module four. Chairperson Rogers noted that even for current trustees it's good to go back and look through them. Director Dodson stated that Trustee Harper has completed eight out of the twelve modules so far.

10. DISCUSSION AND POSSIBLE ACTION REGARDING APPROVAL OF FY21-22 BUDGET. {Action}

- a. Base budget**
- b. Supplemental requests**
- c. New personnel requests**
- d. Capital Improvement Projects**

Referring to the Services and Supplies proposed budget spreadsheet provided in the packets, Director Dodson noted that the county asked the departments to start with the base budget which is based on fiscal year 19/20's actual expenditures. The library will use those costs and make whatever increases or changes the board would like and once the board votes to approve the proposed budget it will be taken to the county and then the commissioners. She stated that separate from that base budget there is a possibility of supplemental requests for things that are above and beyond the library's regular Services and Supplies as well as new personnel requests and capital improvement projects. Trustee Garrahan asked if the Voice Over IP was moved out of data lines and into communications and Amy answered yes. She noted that Data Lines went down because the library also saved money on internet services by moving to Charter. She explained that the staff training and mileage and training and certifications are two different line items as the travel budget at \$3,000 is to pay for any travel expenses associated with training and the training and education line is for any training, not county provided training, whether it involves travel or not. Chairperson Rogers asked if under the telephone expense line if Frontier is for the new phone system and Amy explained the telephone expenses are for the library's hard phone lines that are for the fax machine and the alarms. Vice Chairperson Martin Maier said she noticed in the past couple of years the library has incurred a couple thousand dollars in professional services and wanted to know why nothing was budgeted for it for this next year and wondered if there is going to be a need for an entry for professional services or if it's not necessary. Director Dodson explained that professional services is when the library contracts something out like a consultant or a graphic designer and that the graphic designer the library contracted with in the past is gone but did leave the library all the graphics she used for the library. She noted that if the board anticipates needing a consultant at any point during the long range plan process they can move money to that line. Vice Chairperson Martin Maier asked about the small projects line because there is no budget for that listed and Amy explained that small projects is like a catch all for anything that is not covered on the budget but it involves a onetime project or improvement. It's not an annual ongoing expense. Once she sees what the

revenue that's been allowed, if there is anything that is left she will put it in small projects and save that there until the library decides what to do with it. She noted that there is nothing specific that she anticipates for that line but it could come up later on. Chairperson Rogers verified that the library's base budget is \$627,008.01 and the proposed budget the library will be submitting is \$628,524 which is roughly \$1,500 over the base budget. Director Dodson stated that the board needs to decide on the proposed budget today. She noted that some of the lines in the budget that the library has no control over which she highlighted in pink on the spreadsheet is janitorial services as the county does that contract, the motor pool expense which is determined by the motor pool, the risk management line is determined by the county, and admin. & overhead which are cost allocations. She explained that cost allocations are charges from within the county for the various services they provide to the department. But because the library is different from other departments some of the services the library is being charged for the library doesn't use such as IT, so come budget season admin. & overhead can be difficult but it's part of the budget process. Referring to the budget spreadsheet, she explained that the line items that are highlighted in gray are items that can't or shouldn't be changed. Director Dodson stated that this budget does not include the annual cost for the book lockers and that if approval is voted on by the board in the next agenda item which is the board's decision on the book lockers she can include it in the budget under line item maintenance and equipment. She stated that the board also needs to make a decision on supplemental requests she doesn't know of any and new personnel requests which she doesn't recommend. Chairperson Rogers stated that as discussed in the last meeting, new shelving, new carpet and the cover for the book drop should be included as a capital request.

The board taking action to table the purchase of book lockers in agenda item 11, it was not included in the proposed budget.

a. Base budget

MOTION/VOTE:

Trustee Tattersall made a motion to approve the fy21-22 Services and Supplies budget as presented. Vice Chairperson Martin Maier made a second and with no further discussion the motion carried unanimously with a 4-0 vote in favor of the proposed budget.

b. Supplemental requests

MOTION/VOTE:

Trustee Garrahan made a motion for no supplemental requests. Chairperson Rogers made a second and the motion carried unanimously with a 4-0 vote in favor of not submitting supplemental requests.

c. New personnel requests

MOTION/VOTE:

Trustee Garrahan made a motion to not submit for personnel requests. Vice Chairperson Martin Maier made a second and the motion carried unanimously with a 4-0 vote in favor of not submitting personnel requests.

d. Capital Improvement Projects

MOTION/VOTE:

Trustee Garrahan made a motion the board do the capital improvement projects for the carpeting, shelving and the cover for the book drop as the board discussed in last month's meeting.

Chairperson Rogers made a second. Three board members are in favor of the motion; Chairperson Rogers, Vice Chairperson Martin Maier, and Trustee Garrahan.

Before her vote Trustee Tattersall wanted clarification on how this motion can pass without having dollar amounts for those capital improvement projects. Director Dodson explained that capital improvement projects are requests that departments submit every year to the board of commissioners. She noted that the money doesn't come out of the Services and Supplies budget and that the library would have to ask to have those funds made available. Deputy District Attorney Cynthea Gregory asked how this works with the budget augment that came forward at the last meeting as she thought that funding was for capital improvement projects. Director Dodson explained that it was specifically for the book lockers as a capital project and that would be in this year's budget and not the one the library is proposing for next year. DDA Gregory stated that it was her understanding that if the library didn't spend all of the opening fund balance it would rollover into capital projects only and Amy responded yes that it does rollover and stated that CFO Terri Willoughby explained at the last meeting that we don't have to spend all of the fund balance now or in a certain amount of time so the library can set those funds aside and tell the commissioners that we would like to set these funds aside for future projects. She noted that anything the library wanted to use now she had to submit for approval which was the \$55,000 for book lockers and the shelving, carpeting and book drop cover the commissioners may look toward the fund balance that was rolled over to fund those capital projects. Trustee Garrahan noted that in that vote at the last meeting the board also approved funding for not only the book lockers but for the small equipment and furniture for \$10,000, circulating technology for \$1,000 and \$2,000 for China Spring. Director Dodson explained that those three amounts are under her approval authority and now that the board has approved the fund balance be used for that the library can go ahead and do that without it being a capital improvement.

After clarification and discussion Trustee Tattersall is in favor of the motion. The motion carried unanimously with a 4-0 vote in favor of the shelving, carpeting and book drop cover as capital improvement projects.

11. DISCUSSION AND POSSIBLE ACTION TO SELECT AND APPROVE A VENDOR FOR THE BOOK LOCKER PROJECT TO PROVIDE BETTER SERVICE AND MORE OPTIONS FOR THE PUBLIC TO PICK UP LIBRARY MATERIALS ON HOLD.

Director Dodson stated that the library received three quotes which were taken to IRC and they approved it to move forward. The next step after today would be to take it to a commissioners meeting for final approval. She explained that all three quotes are for two units, one for Tahoe with 24 locker units and one for Minden with 39 locker units. The board had asked for a smaller unit for Tahoe. Both lockers are a modular system so if the library wanted to add more book boxes the library would add another module. Library staff has seen demos of each of the units

from all three vendors and Smiota will not meet the library's needs. They don't meet the library's requirements for patron privacy and it is not a system that is really used for libraries whereas the other two vendors, D-Tech and Bibliotheca, their units are specifically made for libraries. She noted that between those two and after watching the demos the Bibliotheca unit is much better with more functions and it seems to have a better system altogether. D-Tech is also a really good system. She noted that in D-Tech's new quote which is different than the one the board was provided at the last meeting, they quoted \$1,000 over what the board originally approved and Bibliotheca quoted significantly less than what the board originally approved. She stated that her recommendation and staff's recommendation would be Bibliotheca.

Chairperson Rogers commented that she thinks 39 lockers is too much and that the library can always add some later. She thinks the library needs to see how they're used. Trustee Garrahan questioned the yearly maintenance fee and software license of \$7,470 for Bibliotheca and Trustee Tattersall questioned the \$4,500 a year for D-Tech and Amy stated that those amounts are correct and that the first year of service and maintenance are included in the purchase and that those costs wouldn't kick in until another fiscal year. Director Dodson asked that Julia Brown join the conversation to talk about how many holds and hold pick-ups the library has per day which would help the library determine how many lockers we should have. Julia stated that in Minden there are currently roughly 300 items on hold for patrons to pick up so having these lockers would give patrons more flexibility to come and pick up their items at any time. She noted that the libraries in Carson, Elko and Washoe use these lockers and they are very popular. Trustee Tattersall asked whether the library wants to pay more initially and less yearly or less yearly and more initially. Director Dodson noted that she knows the service costs are a concern but to give the board a basis of comparison the library has to pay monthly or annual service fees and licenses for almost half of our budget items. For example, the library's integrated library system which is Polaris for the library's check in/out and inventory system their annual fee goes up every year and this year it was \$21,000 and that was just for software. She noted that annual fees and subscriptions are growing substantially and it's just a fact of life now. Trustee Garrahan stated that she would like to have the locker at the Tahoe branch to see how it is used before putting one at Minden and Trustee Tattersall noted that in the long run it would cost the library more if the library were to add the locker later in Minden for a second installation. Chairperson Rogers commented that there is a lot of discussion in the community about what the library is spending and she is cautious about that because she doesn't want the library to have any more controversy. Vice Chairperson Martin Maier had questions about how the hold system works with the book lockers when the book locker is full and Julia explained that there is an automated feature that tells the patron when it is full and that the book lockers would be set up as branches in Polaris and if the book locker is full it would not trigger the library to pull the item requested or have the hold available for the patron until there was space in the book locker. It would delay the patron's access to what they requested. Director Dodson stated that that would be a good argument to why the library should have larger units. She noted that technically Bibliotheca is a far better unit than D-Tech and that the total quote for Bibliotheca is roughly \$52,000 and the board approved a limit of \$55,000 at last month's meeting and D-Tech's quote is a little over \$56,000. Both the lockers will be inside in the lobby at Tahoe and in the foyer at Minden as both vendors agree that it wouldn't be a good idea to put the lockers outside due to the climate. The doors to the lobby and foyer would be unlocked and the public would have access to the lockers 24 hours a day. Chairperson Rogers commented that she has concerns about the doors being unlocked all the time. She noted that she doesn't want to commit to the annual cost of \$7,400 with Bibliotheca for the next five years and Amy explained that it is not five years and the library

could stop paying for maintenance and service at any time and the library could choose to do its own maintenance and service or call the vendor to help with repairs on an as needed basis. Vice Chairperson Martin Maier asked if Amy has heard from other libraries about how often they have had to call in on maintenance and Director Dodson answered that Elko library just purchased their lockers and have had no issues and Carson City installed their about a month ago and they had minor bugs in the integrated library system and how it talks to the book lockers but it was just a technical issue that they were able to resolve themselves.

MOTION/VOTE:

Trustee Tattersall made a motion to get the Bibliotheca with 39 lockers in Minden and 24 lockers at Zephyr Cove. There being no second the motion fails.

Vice Chairperson Martin Maier stated that she likes the concept of adding something new and innovative and she knows that the board already approved the idea and the money that's been set aside it's just a scary leap because the other libraries that are doing this are as new to it as this library is. She noted that the rationale for doing it is great and it's very compelling when you think of 300 holds and this could be another way of getting the holds. She commented that she would use but the only reason she isn't seconding is because it makes her nervous at a time when the budget is tight and the library is cost cautious. Chairperson Rogers stated that she has reservations about the number of units in Minden and concerns about the annual maintenance and that this library doesn't have to do what other libraries are doing and this library needs to what our community needs. Director Dodson recapped that at the last meeting the board approved lockers at both branches and the maximum expenditure could be \$55,000. She was instructed to get quotes which were provided to the board for this meeting. She recommends 39 lockers for the Minden branch and 29 lockers at the Tahoe branch because that way it's available for more patrons and with the library's restricted hours and even with regular hours patrons can't always come when the library is open and the lockers would provide so many great options for so many people. Chairperson Rogers stated that she understands that at the last meeting the board approved up to \$55,000 but at this meeting the board doesn't have to approve the expenditures for those funds now. She's concerned about the amount and the annual costs. Director Dodson noted that the library can choose to opt out of the annual costs and do its own maintenance. The library has annual costs with almost everything whether it's software or RFID self-checkouts it's just something the library will have to budget for. She noted that it will be worth purchasing the lockers and they will be used very heavily. Trustee Garrahan commented that her biggest issue is that the library is supplanting in the library hours by putting the book lockers out there and she doesn't think that that will be well received until the library is back to full operation. Directed Dodson explained that by the time the lockers get here and get installed the library will probably be back to its full hours because the lead time is a few weeks. They more than likely wouldn't be completely installed and fully functioning until a couple months. She stated that she respectively disagrees and that she doesn't think it supplants the library's hours, it provides more options for patrons who can't come to library while the library is open. Chairperson Rogers agreed with Kate and that if the library resumes its regular hours and the library sees a need for the lockers then the library can get them, but she doesn't want the perception of the public to be that we have fewer hours but the library is providing an outside source where patrons can get their material and that concerns her. Trustee Tattersall agreed with Bonnie and Kate on the perception issue and noted that had the library bought the lockers last summer the perception might be different than right now as the library is trying to increase hours

it might look like the library is trying to avoid increasing its hours. Vice Chairperson Martin Maier stated that it would be a better perception if the library were back to full hours. Director Dodson noted it's about providing options. It's simply an addition. It's the same argument for the bookmobile. Trustee Tattersall commented that she isn't sure the public will understand that it's not a substitution but an addition. Director Dodson stated the library can market it that way and noted that some people may think that it's one replacing the other but thinks that the majority of the library's patrons who do place holds are going to enjoy the extra option. It's the same as curbside service as the library will be keeping curbside service even when it's fully open because it's an option that people enjoy and is convenient for them. Trustee Tattersall commented that her impression of the board's feeling on this overall is that the majority of the board is not ready to take this leap and the board needs to realize if the board puts this off the upfront costs are probably going to increase. Vice Chairperson Martin Maier stated that she likes the idea of the book lockers and thinks it is very innovative she would use it and she agrees with everything Amy is saying in terms of it being an add it's just that it's scary because it's quite a bit of money and commitment and something new that the library doesn't have a lot of data on and the library is taking a plunge on the sister libraries in the area and common sense would say it would be a smash success. Trustee Garrahan stated that the library also has a bookmobile that is not being fully used and it's just getting back to a schedule and she just sees it as an expense. Until the library is fully utilizing what it has why would the library put out for more? Chairperson Rogers asked the board if they would like to table this action for a future date and Vice Chairperson Martin Maier stated that she would be comfortable with that. DDA Gregory explained that if the board just wanted to table this indefinitely and any member can put it back on the agenda then the board doesn't need a motion, however if the board would like to continue this in maybe 3 months to get some statistics from Carson or Elko or other libraries then the board will need a motion to continue it to a specific date. Director Dodson asked DDA Gregory if this reverses the decision that was made in January and DDA Gregory answered that the \$55,000 was taken out of that opening fund balance and put into capital improvement projects and Amy noted specifically for the book lockers. DDA Gregory stated it's for a period of time and not just for this meeting so it leaves open that option but that's now a designated priority via that capital improvement.

MOTION/VOTE:

Chairperson Rogers made a motion that the board table this item and put back on the agenda in two months for discussion and decide if the board takes action then. Vice Chairperson Martin Maier made a second. The vote was not unanimous and the motion failed with a 2-2 vote.

Trustee Garrahan would like to see the library at full operation in branch and the bookmobile before the board makes any determination on spending this amount of money on another option. Director Dodson asked what changed from last month and Trustee Garrahan stated that she thinks it's a great idea if the library were providing all the services that the library used to have but it will be the perception that the library is supplanting services by getting this. If it were possibly just the Tahoe branch because its hours are so limited and Chairperson Rogers agreed and that up until this year the Tahoe branch had reduced hours and now this year it's reduced down to just two days and she thinks that right now the community feels that the library isn't interested anyway. Trustee Garrahan commented that even committing to that the library is committing to good sizable amount of money up front and then those maintenance fees.

MOTION/VOTE:

Trustee Garrahan made a motion to table this until the library gets back into full operation in branch and in the bookmobile. Vice Chairperson Martin Maier made a second. The vote was not unanimous with a 3-1 vote in favor of tabling the book lockers. Chairperson Rogers, Vice Chairperson Martin Maier and Trustee Garrahan vote aye, Trustee Tattersall vote nay.

12. 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. Policy on Cooperation with Other Libraries and Agencies

Director Dodson stated that there were no real substantial changes to this policy. She updated the language and made it clearer. She explained that the library is part of Information Nevada which is a statewide agreement among all libraries that the libraries will share resources for all people in Nevada. It's an agreement that the library signs for the state library to confirm the library's participation in that effort. Chairperson Rogers suggested to remove "makes every effort" in the first paragraph and remove the parentheses with the language inside in the second paragraph.

MOTION/VOTE:

There being no further discussion, Vice Chairperson Maier made a motion to approve this policy. Trustee Garrahan made a second and the motion carried unanimously with a 4-0 vote.

b. Interlibrary Loan Policy

Trustee Garrahan suggested under Borrowing from Other Libraries to remove "or" and add "available".

MOTION/VOTE:

Trustee Tattersall made a motion to approve the Interlibrary Loan Policy revisions. Trustee Garrahan made a second and the motion carried unanimously with a 4-0 vote.

13. DISCUSSION AND POSSIBLE ACTION TO APPROVE A GRANT APPLICATION TO THE SMALLWOOD FOUNDATION IN THE AMOUNT OF \$9,250 FOR A MOBILE COMPUTER LAB. THE MOBILE COMPUTER LAB WILL BE USED FOR PROGRAMS FOR ADULTS, TEENS, AND CHILDREN. {Action}

Director Dodson explained that a mobile computer lab are laptops that are in charging cabinet that rolls around which makes it mobile and they can be taken to anyplace to be set up as a computer lab. This would allow the library to have programs such as computer classes, coding clubs, homework days and the computers can be set up in the meeting room so the library can

conduct these classes and hold these programs for all age groups. She noted that the configuration of computers the library has right now are all very public and not conducive for a classroom type setting. The grant money will buy 15 laptops and the charging cabinet. Chairperson Rogers asked if these laptops would be taken out of the building and Director Dodson answered that they could conceivably be taken to the Senior Center or the Lake Tahoe branch but would mostly stay in the building for programs. Trustee Tattersall noted that there are a number of programs that the library could get involved with that teach young people about cyber security or programming satellites and if the library could find a coach the library could put a library sponsored team together as there are a lot of activities out there particularly for teenagers that require actual computers that have a little more computing power than chromebooks.

MOTION/VOTE:

There being no further discussion, Trustee Tattersall made a motion that Amy move forward and apply for the \$9,250 for a mobile computer lab from the Smallwood Foundation. Vice Chairperson Martin Maier made a second and the motion carried unanimously with a 4-0 vote.

14. DISCUSSION AND POSSIBLE ACTION ON REALLOCATION OF FUNDS TO THE PROFESSIONAL SERVICES LINE IN ORDER TO PAY INVOICE #90358783 TO OGLETREE, DEAKINS, NASH, SMOAK, AND STEWART, P.C. IN THE AMOUNT OF \$12,508.43 FOR AN INVESTIGATION INTO THE FACTS SURROUNDING A PROPOSED DIVERSITY STATEMENT, AS CONTRACTED WITH THE LIBRARY BOARD AND DOUGLAS COUNTY. {Action}

Chairperson Rogers stated that she spoke with CFO Terri Willoughby about this and she said that the money can be transferred from the fund balance into Professional Services.

MOTION/VOTE:

Chairperson Rogers made a motion to transfer the funds to pay for the professional services from Ogletree, et al., from the fund balance to Professional Services in the amount of \$12,508.43. Trustee Garrahan made a second.

Chairperson Rogers asked for discussion.

Director Dodson explained that the Adjusted Opening Fund Balance funds come from previous years of money that was unused such as salary savings or unspent projects as well as greater than expected tax revenue. Chairperson Rogers stated that the CFO said the money is in the library budget and the library could use that rather than transfer money out of the operational accounts. Director Dodson noted that this is an item that perception is even more important. Chairperson Rogers stated that she thinks it's more important that it's perceived that the library is not taking the money out of operational funds.

Chairperson Rogers asked for further discussion. There being no further discussion the motion carried unanimously with a 4-0 vote in favor of transferring funds from the fund balance into professional services.

**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.

Chairperson Rogers asked for public comment. Veronica stated that no public comment had been received.

There being no public comment, public comment was closed.

THE MEETING ADJOURNED AT 1:02 P.M.

Director's Monthly Report – February 2021

➤ Library Operations

- The curbside pick-up service at both libraries is running very well. In the first half of February, we completed 883 curbside service transactions.
- The Library buildings reintroduced browsing hours beginning February 11. During the first 2 days, we had 301 visits and 1,120 items were checked out.
- The Bookmobile has visited the Douglas County Senior Center/Community Center twice, on February 12 and February 17.
- On January 28, a snow plow accidentally hit the outdoor book drop. Repairs are complete.

➤ Library Staff

- A staff meeting was held on February 9. We reviewed various library services and procedures. We discussed the tasks to prepare for browsing hours and what was needed to accomplish those tasks before February 11.
- Rachel Soleta was promoted to Senior Library Technician position on February 9. Efforts to fill her former position are underway.
- Two supervisors, Laura Treinen and Julia Brown, have been enrolled in Douglas County's Management Training Program. I will be attending the first class with them on February 25-26, to make up for a class I missed in 2019.
- A performance evaluation was conducted for Laura Treinen this month.
- Youth Services staff attended the annual Summer Reading workshop (virtual this year). Youth Services Librarian Kira Frederick is preparing for the 2021 Summer Reading Program. As the new Senior Technician for Youth Services, Rachel Soleta will work with Kira to create an exciting summer program.

➤ Library Programs

- I have renegotiated costs for the CARES Act Grant Project, which is to provide laptops and hot spots for local students. T-Mobile/Sprint changed their rates and submitted a revised quote. (The other vendor's quote was still higher than T-Mobile.) We will be getting a total of 16 devices (8 laptops and 8 hotspots) with the grant. (The Library Board approved the grant and voted to get 22 devices.)

DOUGLAS COUNTY PUBLIC LIBRARY

Statistical Report

FY 2019-2020

	Year-to-Date				December 2019				January 2020			
Circulation	Minden	Tahoe	Bkmobile	Total	Minden	Tahoe	Bkmobile	Total	Minden	Tahoe	Bkmobile	Total
Items Checked Out/Renewed	87,243	4,697	558	92,498	10,970	539	56	11,565	13,012	636	213	13,861
eCheckouts				14,356				2,008				2,139
New Cards Issued	812	94	120	1,026	86	8	46	140	114	8	21	143
Patrons	24,815	3,103	118	28,036	24,815	3,094	97	28,006	24,929	3,103	118	28,150
Library Visits	47,824	8,309	1,396	57,529	3,143	934	281	4,358	7,659	1,101	357	9,117
Bookmobile Stops				54				12				17
Inventory	110,929	28,853	1,635	141,417	111,618	28,808	1,643	142,069	110,929	28,853	1,635	141,417
Interlibrary Loans Requested	333	12	-	345	50	1	-	51	26	4	-	30
Interlibrary Loans Loaned	159	19	-	178	29	4	-	33	39	5	-	44
Homebound Patrons	20	-	-	20	14	-	-	14	14	-	-	14
Homebound Checkouts	945	-	-	945	29	-	-	29	165	-	-	165
Database Sessions				29,102				4,324				4,247
Services	Minden	Tahoe	Bkmobile	Total	Minden	Tahoe	Bkmobile	Total	Minden	Tahoe	Bkmobile	Total
Meeting Room Use	237	26	-	263	37	3	-	40	30	1	-	31
Meeting Room Attendance	2,844	285	-	3,129	444	38	-	482	360	15	-	375
Kids' Programs	181	62	-	243	28	10	-	38	23	10	-	33
Kids' Program Attendance	2,632	512	-	3,144	265	85	-	350	280	109	-	389
Teen Programs	42	-	-	42	10	-	-	10	11	-	-	11
Teen Program Attendance	150	-	-	150	45	-	-	45	44	-	-	44
Adult Programs	14	4	-	18	1	-	-	1	1	-	-	1
Adult Program Attendance	357	6	-	363	12	-	-	12	17	-	-	17
Total Programs	237	66	-	303	39	10	-	49	35	10	-	45
Total Program Attendance	3,139	518	-	3,657	322	85	-	407	341	109	-	450
Outreach	40	-	-	40	12	-	-	12	16	-	-	16
Mobile Device Assistance	819	15	-	834	367	-	-	367	395	-	-	395
Public Computer Use	5,092	517	-	5,609	762	63	-	825	712	61	-	773
ADA-pc Use	89	22	-	111	44	20	-	64	1	-	-	1
Wireless Use	18,874	1,110	-	19,984	1,412	122	-	1,534	1,398	127	-	1,525
Volunteers	112	1	4	117	61	-	2	63	56	1	4	61
Volunteer Hours	1,671	5	29	1,705	233	-	5	238	263	5	15	283

FY 2020-2021

	Year-to-Date				December 2020				January 2021			
Circulation	Minden	Tahoe	Bkmobile	Total	Minden	Tahoe	Bkmobile	Total	Minden	Tahoe	Bkmobile	Total
Items Checked Out/Renewed	64,954	4,198	-	69,152	7,836	356	-	8,192	5,290	194	-	5,484
eCheckouts	23,083				2,594				3,498			
New Cards Issued	262	34	-	296	27	2	-	29	31	1	-	32
Patrons	25,479	3,165	-	28,502	25,450	3,164	-	28,614	25,479	3,165	-	28,644
Library Visits	12,867	2,560	-	15,427	661	44	-	705	-	-	-	-
Curbside Service Pick-ups	2,009	53	-	2,062	779	22	-	801	698	28	-	726
Bookmobile Stops	-								-			
Inventory	103,099	29,611	1,727	134,437	112,556	29,506	1,721	143,783	103,099	29,611	1,727	134,437
Interlibrary Loans Requested	261	2	-	263	44	-	-	44	36	-	-	36
Interlibrary Loans Loaned	234	37	-	271	32	7	-	39	38	5	-	43
Homebound Patrons		-	-	-	-	-	-	-				-
Homebound Checkouts	-	-	-	-	-	-	-	-				-
Database Sessions	33,578				3,151				4,316			
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	3,097	708	-	3,805	509	88	-	597	497	69	-	566
Volunteers	-	-	-	-				-				-
Volunteer Hours	-	-	-	-				-				-