

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 8/17/2021***  
**LIBRARY BOARD OF TRUSTEES MINUTES**  
**July 27, 2021**

**ATTENDEES**

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

**Library Staff:** Library Supervisors Julia Brown and Laura Treinen; Administrative Services Manager Veronica Hallam, Clerk to the Board

**County Staff:** Deputy District Attorney Cynthea Gregory; Human Resources Analyst Senior Christine Vido, Human Resources Analyst Cindy McMurry

**THE MEETING CONVENED AT 10:04 A.M.**

**1. PUBLIC COMMENTS.**

Chairperson Bonnie Rogers asked for public comment.

There being no public comment, public comment was closed.

**2. APPROVAL OF PROPOSED AGENDA.**

**MOTION/VOTE:**

Trustee Jill Harper made a motion to approve the agenda. Vice Chairperson Heather Martin Maier made a second. There being no public comment the motion carried unanimously with a 5-0 vote.

**3. DISCUSSION ON APPROVAL OF THE MINUTES OF THE JUNE 8, 2021 SPECIAL MEETING AND THE JUNE 22, 2021 REGULAR MEETING.**

**MOTION/VOTE:**

Trustee Elizabeth Tattersall made a motion to approve the minutes of the June 8, 2021 special meeting and the minutes of the June 22, 2021 regular meeting. Vice Chairperson Martin Maier made a second and the motion carried unanimously with a 5-0 vote.

**4. CONSENT CALENDAR.**

a. Approval of Gift fund claims

i. June 2021

ii. July 2021

*Town of Minden	CVIC rent for Summer Reading Program finale performance (7/29/21)	03730	\$ 50.00
*Swank Movie Licensing	Movie licensing for Minden Branch	03755	\$ 1,438.00
*Petty Cash	Items for Weekend Warriors Teen Program and Storytime in the Park	03757	\$ 49.60
*Dodson, Amy c/o Library	Items for Summer Reading Program	03762	\$ 172.46
*Amazon	Items for Summer Reading Program	03764	\$ 79.43
*Baker & Taylor	Friends donated funds – book group	03765	\$ 45.96
*Petty Cash	Items for Summer Reading Storytime	03766	\$ 29.95
*DoCo Procurement Program	Items for TAB meeting	03768	\$ 38.42
* DoCo Procurement Program	Items for Summer Reading Program	03769	\$ 20.00
* DoCo Procurement Program	Items for Summer Reading Program Kick-off at the lake	03770	\$ 17.46
*DoCo Procurement Program	Items for Summer Reading Program Reading incentives	03772	\$ 122.75
*Center Point Large Print	Donated funds in memory of Helen Ruso – large print books	03775	\$ 48.75
*Demco	Items for Summer Reading Storytime	03785	\$ 366.20
Petty Cash	Employee Recognition	03787	\$ 17.99

Trustee Kate Garrahan asked in regards to the movie license if the Minden branch is showing movies and Laura Treinen answered that management is working on the scheduling to try and

find the best time and days to show the movies. Chairperson Rogers noted that the funds for the movie license was provided by the Friends of the Library.

MOTION/VOTE:

Trustee Harper made a motion to approve the consent calendar. Vice Chairperson Martin Maier made a second. There being no public comment the motion carried unanimously with a 5-0 vote.

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

**a. 6/30/2021**

Veronica Hallam stated that the numbers for FY20-21 are not final yet. The audit still has to take place which will be in mid-August or September and when the fiscal year end closes the numbers for the budget will be more accurate. She noted that the encumbrances from the purchase orders haven't dropped yet and once they do they will go back into the line items they were taken from and that should bring the library at budget. Trustee Garrahan asked if OverDrive charges were per title or if it is a set fee for the services and Julia Brown answered that the library selects by title just like selecting for physical books.

**6. DISCUSSION ON THE SELECTION, APPOINTMENT, AND SETTING OF EXPECTATIONS FOR AN ACTING LIBRARY DIRECTOR, INCLUDING CONDUCTING INTERVIEWS OF POTENTIAL CANDIDATES: JULIA BROWN, LIBRARY SUPERVISOR AND LUISE DAVIS, LIBRARIAN. NOTICE HAS BEEN GIVEN TO THE TWO CANDIDATES CONSISTENT WITH NRS 241.033. [Action]**

Human Resources Analyst Senior Christine Vido handed out the interview packets to the board and noted that the questions selected by herself and Vice Chairperson Martin Maier will help to determine the values and competencies of the candidates. These are behavior based questions and there are five of them. The questions asked were:

- Tell us about a time you were in charge of a team and needed to get them focused around common goals.
- Tell us about a time you were confronted with an internal or external customer problem.
- Tell us about a time when you accomplished something against strong pushback.
- Tell us about a time when you had to act on something important before you had time to come up with a clear answer or solution.
- Give us an example of how you gained others' confidence when you worked with them for the first time.

Ms. Vido noted that behavior based questions were chosen because behavior is harder to change than performance and the best predictor for future performance is past performance.

The first person to be interviewed was Library Supervisor Julia Brown. At the conclusion of Julia's interview, Chairperson Rogers called a short recess.

RECESS AT 10:47

RESUMED AT 10:55

The second person to interview was Collection Development Librarian Luise Davis. At the conclusion of Luise's interview the board briefly discussed the interviews. Trustee Harper stated that she had gone to the library to speak with staff and she proceeded to read a list of what she learned about both candidates from staff.

Chairperson Rogers asked for public comment.

There was one public comment from Deborah Blackman. She stated that she was the circulation supervisor for the library for seven years and she was on the Board of Trustees. She commented that she had worked closely with Luise and noted that some of the comments by staff are valid in that Luise likes rules. She stated that she has never seen Luise lose her temper and that when she was working at the library Luise was always positive and they worked so well together because they are very different people. Having the ability to have different types of viewpoints with people you work with is very positive. She commented that she was very impressed with Julia and what she said today and she thinks the library is going to move forward in very good hands, but the comments said about Luise were not fair.

#### MOTION/VOTE

Trustee Tattersall made a motion to appoint Julia Brown as the interim Library Director. Trustee Harper made a second.

Chairperson Rogers asked for further discussion.

Trustee Garrahan thanked Jill for speaking with staff because the board should rely on staff's input for this interim position. She noted that from what this library has been through the board should take staff's input and give it value because the board is on the outside looking in and staff is day to day. She commented that she appreciates staff giving their honest opinions and Trustee Tattersall thanked Julia and Luise for stepping up to be interim and Chairperson Rogers stated that she appreciates them as well. She noted that there is a lot to do during the next few months and it's about keeping the library operational and keeping the clientele happy.

There being no further discussion or public comment, Chairperson Rogers abstains and the motion carried with 4 ayes and 1 abstention.

The boards expectations of the interim Library Director:

- Be present in the library every day unless it is an authorized leave.
- See that staff are scheduled appropriately and all functions in the library are met including the book mobile.
- Communicate openly and honestly with integrity and respect, and keep the board informed in all actions that are taken.

- Fulfill the functions of the library director.
- Communicate with county staff when appropriate and when necessary and communicate that interaction to the board.
- Review the library board manual and the policies that are included and follow those policies, in particularly the communications policy and outside activity that impact the library and the board.

**MOTION/VOTE:**

Chairperson Rogers made a motion to adopt the expectations of the interim Library Director and to have Christine Vido with Human Resources draft the expectations and present them to Julia. Trustee Harper made a second. There being no public comment the motion carried unanimously with a 5-0 vote.

**7. DISCUSSION ON THE RECRUITMENT, SELECTION PROCESS, AND TIMELINE FOR FILLING THE VACANT LIBRARY DIRECTOR POSITION, INCLUDING REVIEWING AND UPDATING THE CURRENT LIBRARY DIRECTOR JOB DESCRIPTION.**

Christine introduced Human Resources Analyst Cindy McMurry to the board and commented that she has been involved in several director recruitments and comes to this meeting with experience and knowledge. Cindy asked the board if they had reviewed the library director job description and the board discussed changes and additions they would like to be made to the job description. Chairperson Rogers stated that she had another expectation to add to the list and that is that all material presented to the board will be checked for accuracy and that grammar and spelling is correct. Christine went over the document she provided to the board that lists budget options for the board to consider when advertising for the library director position and other recruitment cost considerations. Included on the list were price points for online advertising as well as published advertising. One of the items the board reviewed and discussed was the online advertising with the American Library Association and the Association of College & Research Libraries. The options for advertising on the ALA Job List were basic advertising, enhanced advertising and premium advertising. Each have a different level of advertising as well as costs. Christine noted that if the board is a member of ALA there is a reduced cost and the board confirmed that they are. The board discussed posting with other associations and other possible states as well as publicizing in American Libraries magazine and College & Research Library News magazine. Trustee Tattersall stated that the library doesn't need to do printed advertising and Trustee Garrahan agreed. Online advertising is all the library needs as most candidates will go to the job site. The board agreed that they would like to do the premium advertising with ALA and would like to advertise with the State and Local Library Associations as well as Indeed and Governmentjobs.com and will look into resources for schools for additional advertising.

**MOTION/VOTE:**

Trustee Tattersall made a motion to run a premium online advertisement at the ALA Job List. Trustee Harper made a second. There being no further discussion and no public comment the motion carried unanimously with a 5-0 vote.

Cindy stated that once the job description changes are made she can work with a draft posting. Part of the draft posting is the job description and the other part are the supplemental questions. Supplemental questions are used to ensure minimum requirements are met by the applicant as well as a way to get more out of the applicant which will help the board and HR review the applications. She stated that she would like the board to start thinking about the supplemental questions which do need to relate back to the job description in some way. Christine explained that what they are looking at with the supplemental questions is the minimum qualifications as well as specific job related duties that the board would like to collect at the application level that shows the candidate is demonstrating that he/she has competency in those areas. She stated that if the board wants to also bring that forward during the interview it would be appropriate to ask the applicant at that time to expand on it and to bring up a specific situation that he/she dealt with or something that further demonstrates that he/she is able to perform the duties. The board discussed some questions and what they would like to see in the applicant; knowledge of, skills in and experience. It was decided that Elizabeth would be the liaison for the board to work with Human Resources during the recruitment process. Deputy District Attorney Gregory explained that Trustee Tattersall can provide information to the board but any response must only go to Trustee Tattersall and not the entire board. Christine noted that in order to move forward with the recruitment and initiate the job posting process a requisition must be submitted through NeoGov which Julia has access to and if the board agrees to allow Julia to make that submission, HR can begin the process and come back to the next meeting with a status update.

#### MOTION/VOTE:

Trustee Tattersall made the motion to direct Julia to complete the requisition. Trustee Garrahan made a second and the motion carried unanimously with a 5-0 vote.

### **8. DISCUSSION AND UPDATE ON FEDERAL, STATE AND LOCAL GRANTS WHICH MAY BE APPLIED FOR ON BEHALF OF THE DOUGLAS COUNTY PUBLIC LIBRARY, INCLUDING FUNDING AMOUNTS AND POTENTIAL PROJECTS. [Discussion]**

Julia stated that there are two current grants that the library is applying for, and those are the LSTA Mini Grant and the American Rescue Plan Grant. The LSTA Mini Grant is a four cycle grant process and the library will be applying for this grant during cycle three which the deadline is in November. By waiting and not rushing the library can put together a well thought out application and Julia noted that she was reassured by Sulin Jones at the State Library that those funds will not run out and will be available at that time. She noted that this grant is specific project based and she reached out to staff and one favorable idea was a dedicated teen space. There is a need in the community for safe spaces for teens to spend their time and the grant funds could be used for furniture and equipment to make up that space. She mentioned getting a maker space with 3-D printers which will attract teens and all patrons. She noted the library could possibly combine the teen space and the maker space and have it available to the community. She explained that a maker space is a place that has different types of equipment and supplies for the patrons to create. Chairperson Rogers commented that the grant funds should be used in a way that will allow the library to do something for the community. Julia stated that the other grant is the American Rescue Plan Grant and the library opted in for that grant. This grant has a

set dollar amount of \$1.8 million and those funds will be distributed to all eligible libraries that opted in. This library should know by September the dollar amount distributed to this library but Julia noted that she was told by Sulin it will be at least \$10,000. She stated that two of the things that would be the most beneficial in the use of the funds would be to update the children's AWE computers to the newest versions which include bilingual capabilities or for eResources which will free up some of the collection development money.

Chairperson Rogers asked for public comment. There was no public comment.

**9. DISCUSSION ON CHANGING THE CURRENTLY SCHEDULED AUGUST 24, 2021, LIBRARY BOARD OF TRUSTEES MEETING DATE TO ANOTHER DATE IN AUGUST. [Action]**

The board discussed what would be the best date that meets everyone's schedule for the August regular meeting. It was determined that Tuesday, August 17<sup>th</sup> would be a suitable date. Chairperson Rogers and Vice Chairperson Martin Maier will have a two on one meeting with Julia on Tuesday, August 3<sup>rd</sup>.

**MOTION/VOTE:**

Trustee Garrahan made a motion to change the regular meeting in August from Tuesday, August 24<sup>th</sup> to Tuesday, August 17<sup>th</sup>. Trustee Tattersall made a second. There being no public comment the motion carried unanimously with a 5-0 vote.

**10. STATISTICAL REPORTS FROM STAFF. [Discussion]**

The statistical reports are attached and made a part of these minutes.

**11. CLOSING PUBLIC COMMENTS.**

Chairperson Rogers asked for public comment.

There being no public comment, public comment was closed.

**MEETING ADJOURNED AT 1:17 P.M.**

# DOUGLAS COUNTY PUBLIC LIBRARY

## Statistical Report

FY 2019-2020

	Fiscal Year-to-Date				May 2020				June 2020			
Circulation	Minden	Tahoe	Bkmobile	Total	Minden	Tahoe	Bkmobile	Total	Minden	Tahoe	Bkmobile	Total
Items Checked Out/Renewed	122,003	6,325	1,087	129,415	4,229	86	-	4,315	6,090	451	-	6,541
eCheckouts				31,325				4,230				3,585
New Cards Issued	1,116	119	156	1,391	22	2	-	24	37	5	-	42
Patrons	25,229	3,131	155	28,515	25,193	3,125	155	28,473	25,229	3,131	155	28,515
Library Visits	49,402	8,391	1,903	59,696	469	26	-	495	1,109	56	-	1,165
Bookmobile Stops				74				-				-
Inventory	109,917	28,901	1,647	140,465	110,752	28,878	1,658	141,288	109,917	28,901	1,647	140,465
Interlibrary Loans Requested	386	18	-	404	-	-	-	-	-	-	-	-
Interlibrary Loans Loaned	224	25	-	249	-	-	-	-	-	-	-	-
Homebound Patrons	20	-	-	20	-	-	-	-	-	-	-	-
Homebound Checkouts	1,186	-	-	1,186	-	-	-	-	-	-	-	-
Database Sessions				49,429				5,911				5,299
Services	Minden	Tahoe	Bkmobile	Total	Minden	Tahoe	Bkmobile	Total	Minden	Tahoe	Bkmobile	Total
Meeting Room Use	265	28	-	293	-	-	-	-	-	-	-	-
Meeting Room Attendance	3,180	297	-	3,477	-	-	-	-	-	-	-	-
Kids' Programs	210	68	-	278	-	-	-	-	-	-	-	-
Kids' Program Attendance	2,999	520	-	3,519	-	-	-	-	-	-	-	-
Teen Programs	52	-	-	52	-	-	-	-	-	-	-	-
Teen Program Attendance	180	-	-	180	-	-	-	-	-	-	-	-
Adult Programs	24	10	-	34	-	-	-	-	-	-	-	-
Adult Program Attendance	421	28	-	449	-	-	-	-	-	-	-	-
Total Programs	286	78	-	364	-	-	-	-	-	-	-	-
Total Program Attendance	3,600	548	-	4,148	-	-	-	-	-	-	-	-
Outreach	54	-	-	54	-	-	-	-	-	-	-	-
Mobile Device Assistance	1,173	15	-	1,188	-	-	-	-	-	-	-	-
Public Computer Use	6,084	586	-	6,670	-	-	-	-	-	-	-	-
ADA-pc Use	89	22	-	111	-	-	-	-	-	-	-	-
Wireless Use	23,280	1,384	-	24,664	-	-	-	-	-	-	-	-
Volunteers	112	1	4	117	-	-	-	-	-	-	-	-
Volunteer Hours	1,671	5	29	1,705	-	-	-	-	-	-	-	-



DOUGLAS COUNTY PUBLIC LIBRARY												
Statistical Report												
FY 2020-2021												
	Fiscal Year-to-Date				May 2021				June 2021			
Circulation	Minden	Tahoe	Bkmobile	Total	Minden	Tahoe	Bkmobile	Total	Minden	Tahoe	Bkmobile	Total
Items Checked Out/Renewed	116,700	7,083	811	124,594	10,723	641	123	11,487	11,617	795	650	13,062
eCheckouts				39,200				3,780				3,555
New Cards Issued	555	66	67	688	68	12	23	103	91	8	44	143
Patrons	25,768	3,197	221	29,186	25,673	3,189	177	29,039	25,768	3,197	221	29,186
Library Visits	26,441	3,912	746	31,099	3,324	404	178	3,906	4,099	674	534	5,307
Curbside Service Pick-ups	4,939	53	-	4,992	74	-	-	74	42	-	-	42
Bookmobile Stops				71				16				33
Inventory	101,631	29,354	2,030	133,015	101,983	29,447	1,837	133,267	101,631	29,354	2,030	133,015
Interlibrary Loans Requested	530	7	-	537	44	1	-	45	46	2	-	48
Interlibrary Loans Loaned	404	63	-	467	33	6	-	39	42	4	-	46
Homebound Patrons	8	-	-	8	8	-	-	8	9	-	-	9
Homebound Checkouts	105	-	-	105	54	-	-	54	51	-	-	51
Database Sessions				80,965				19,852				18,484
Services	Minden	Tahoe	Bkmobile	Total	Minden	Tahoe	Bkmobile	Total	Minden	Tahoe	Bkmobile	Total
Meeting Room Use	8	-	-	8	4	-	-	4	4	-	-	4
Meeting Room Attendance	96	-	-	96	48	-	-	48	48	-	-	48
Kids' Programs	17	-	-	17	2	-	-	2	15	-	-	15
Kids' Program Attendance	283	-	-	283	9	-	-	9	274	-	-	274
Teen Programs	34	-	-	34	6	-	-	6	8	-	-	8
Teen Program Attendance	179	-	-	179	34	-	-	34	34	-	-	34
Adult Programs	2	-	-	2	-	-	-	-	2	-	-	2
Adult Program Attendance	17	-	-	17	-	-	-	-	17	-	-	17
Total Programs	53	-	-	53	8	-	-	8	25	-	-	25
Total Program Attendance	479	-	-	479	43	-	-	43	325	-	-	325
Outreach	-	-	1	1	-	-	-	-	-	-	1	1
Mobile Device Assistance	-	-	40	40	-	-	-	-	-	-	40	40
Public Computer Use	412	14	-	426				-	412	14	-	426
ADA-pc Use	-	-	-	-				-	-	-	-	-
Wireless Use	7,664	1,173	-	8,837	1,423	101	-	1,524	1,523	127	-	1,650
Volunteers	-	-	-	-				-				-
Volunteer Hours	-	-	-	-				-				-

# Circulation by Collection

June 2021

Collection	Location		
	Minden	Lake Tahoe	BKM
Adult Audiobook	750	20	9
Adult Biography	113	1	2
Adult CD Non-Fiction	53	1	0
Adult DVD	1046	38	65
Adult Fiction	3063	176	70
Adult Launchpad	3	1	0
Adult Magazines	169	30	0
Adult Music	60	4	0
Adult Non-Fiction	1027	68	28
Adult Spanish	6	0	0
Children's Audiobook	141	12	33
Children's Biography	39	0	0
Children's DVD	309	26	15
Children's Fiction	858	117	65
Children's Launchpad	7	0	0
Children's Magazines	9	0	0
Children's Music	18	0	0
Children's Non-Fiction	848	46	48
Children's Oversize	4	0	0
Children's Spanish	12	0	0
Easy Reader	531	48	99
Equipment	27	0	0
Exam Books	0	0	0
Large Print	747	22	51
Mobile Devices	1	0	0
Nevada	85	5	6
Picture Books	1208	155	136
Video Games	4	0	0
Young Adult	289	24	11
Graphic Novels	178	1	12
Young Adult Launchpad	4	0	0
Young Adult Magazines	8	0	0

## Hoopla

<b>eAudiobook</b>	741	<b>Movie</b>	75
Adult Non-Fiction	140	Adult Non-Fiction	16
Adult Fiction	486	Adult Fiction	48
Juv Non-Fiction	3	Juv Non-Fiction	6
Juv Fiction	112	Juv Fiction	5
<b>eBook</b>	333	<b>Television</b>	103
Adult Non-Fiction	61	Adult Non-Fiction	18
Adult Fiction	225	Adult Fiction	81
Juv Non-Fiction	8	Juv Non-Fiction	0
Juv Fiction	39	Juv Fiction	4
<b>Comics</b>	46	<b>Music</b>	39
Adult Non-Fiction	0	Adult	36
Adult Fiction	32	Juv	3
Juv Non-Fiction	0		
Juv Fiction	14	<b>Total Circulation</b>	1,337

## Overdrive/Libby

eAudiobook	396
eBook	350
Adult	685
Juv	31
Young Adult	30
<b>Total Circulation</b>	746