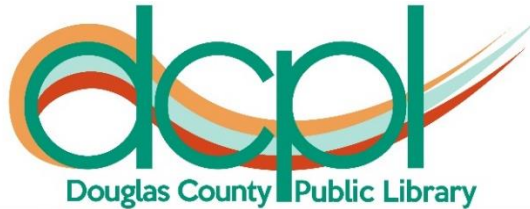


Minden Branch:  
1625 Library Lane  
Minden, NV 89423  
P:775.782.9841  
F:775.782.5754



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 1/25/2022***  
**LIBRARY BOARD OF TRUSTEES MINUTES**  
**November 23, 2021**

**ATTENDEES**

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

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

**County Staff:** Deputy District Attorney Carey Rosser; Human Resources Director Wendy Lang; 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 Kate Garrahan made a motion to approve the agenda. Trustee Jill Harper made a second. There being no public comment, the motion carried unanimously with a 5-0 vote.

Chairperson Rogers requested to move agenda item #4 up as representatives from Human Resources were currently at the meeting to discuss this item.

**MOTION/VOTE:**

Chairperson Rogers made a motion to move agenda item #4 up. Trustee Harper made a second and the motion carried unanimously with a 5-0 vote.

#### **4. DISCUSSION ON THE LIBRARY DIRECTOR RECRUITMENT INCLUDING: EVALUATION OF THE PROCESS, TIMELINE, CONSIDERATION OF HIRING AN EXECUTIVE RECRUITER, AND OTHER SEARCH POSSIBILITIES. [Action]**

Human Resources Director Wendy Lang stated that she and Human Resources Analyst Cindy McMurphy were prepared to discuss some options for recruiting a library director and that Human Resources has done some research with regard to search firms and they can go over their findings with the board and answer any questions.

Chairperson Rogers asked for public comment.

Barb Wilson, a Douglas County resident, read from her written comments and those written comments were submitted as supplemental material for the public to view. She noted that the questions Human Resources asked during the library director interview with the one candidate were not relevant and that the questions should reflect what Moss Adams recommended in the organizational report they prepared for the board.

Chairperson Rogers agreed and that there needs to be a question and discussion about the director's interaction and communication in working with the board. She noted that she would like the board to develop questions that the board would like answered. Trustee Kate Garrahan stated that she agreed that the board should follow Moss Adams recommendations and that the board needs to look at themselves and how the board interacts with the staff and future director. Instead of approaching everything from a critical point of view the board needs to be supportive. She noted that she thinks the board could have gone internally but because of the way the board interacts with the staff that didn't happen.

Wendy indicated that Cindy has reached out to a number of outside recruiting firms to get insight on their experience specifically with Library Directors as well as get estimates on cost and time. There were six firms that were presented to the board.

1. June Garcia is a library consultant out of Denver, Colorado. She has done extensive executive searches for a number of years. Her base fee is \$1,800, however all of the fees that are incurred are a la carte so the price structure is a bit unknown. She has a great approach for determining the characteristics similar to what the board has been discussing in a library director. She develops advertisements and she recruits candidates, screens and manages the interview process and facilitates the selection process and appointment process with the board.
2. Bradbury Miller is another firm that specializes in library searches. They did not provide a lot of background detail. The cost would be about \$26,000 for their searches, all inclusive.
3. Management Partners is a firm that was recommended by Moss Adams and specializes in library searches. Although they expressed interest they did not get back to Human Resources.

4. Formally known as Novak Consulting, Raftelis Consulting is based out of Washington D.C. They have recruited for a library director and the fees are about \$35,000. They have an extensive database of applicants and they reach out to applicants in their network to solicit interest in the position.
5. Ralph Anderson is a general recruiting firm in the area and they have done library searches. Their fee is about \$30,000 and they would manage the entire recruitment. They have a recruiter who was the former Washoe County Manager so he is familiar with the region and had the library under his oversight at Washoe County.
6. Prothman is a firm out of Washington State. They are a general recruiting firm for executive positions but does not have specific library experience. Their fees are broken down; the sourcing and outreach would be \$5,500, advertisements would be individually billed between \$1,000 and \$2,000, direct mailers would be around \$1,500, travel expenses may be incurred. It's more of an a la carte pricing structure.

Human Resources Director Lang informed the board that they could pursue one of the firms that were presented today or they could choose a few from the list and ask that those firms provide a formal proposal which would probably take a month or so to prepare. She noted that if the board were to choose to hire a recruiting consultant there is a possibility a candidate won't be found and the money the board puts forth will not be retrieved. The board discussed who among these six firms they would like to have prepare a formal proposal. Human Resources Director Lang reminded the board that there were three firms that were specific to libraries that were recommended to HR and those were June Garcia, Management Partners and Bradbury Partners. Ralph Anderson has the regional former county manager who would have some insights as well.

#### MOTION/VOTE:

Chairperson Rogers made a motion to ask for formal proposals from June Garcia, Management Partners, Bradbury Partners and Ralph Anderson. Trustee Harper made a second.

Chairperson Rogers asked if there was further discussion.

Trustee Garrahan stated that if this is the way the board is going go she would rather have seen this amount of money spent on training for a known entity that the board could have worked with to get to where the board wanted to be with a board and a director. There would have been more return on the board's investment had the board hired internally and not go this route of having to hire a consultant. Trustee Tattersall noted that the board doesn't have to choose to go with a consultant. That is not the board's only option. The board can post again in January, advertise in more places than was done before and have a tighter timeline which she stated was a factor in what hurt the board in the recruitment last time. Chairperson Rogers stated that she feels a consultant could lead the board through that timeline in a tighter process.

The motion was not unanimous with four in favor and Trustee Tattersall opposed.

Trustee Tattersall asked if the board should schedule a special board meeting earlier in January to review RFP's and Human Resources Director Lang indicated that HR should have the RFP's

available for the board at an earlier date in January if the board wanted to schedule a special meeting. It was decided HR would come back on the 11<sup>th</sup> of January to present the RFP's.

MOTION/VOTE:

Trustee Tattersall made a motion to schedule a special meeting on January 11, 2022 to consider the executive recruiter RFP's. Trustee Harper made a second. There being no public comment, the motion carried unanimously with a 5-0 vote.

The board resumed with agenda item #3.

**3. DISCUSSION ON APPROVAL OF THE MINUTES OF THE OCTOBER 26, 2021 REGULAR MEETING.**

Trustee Garrahan made a motion to approve the minutes of the October 26, 2021 meeting. Trustee Tattersall made a second. There being no public comment, the motion carried unanimously with a 5-0 vote.

Agenda item #4 was discussed earlier in these minutes after agenda item #2.

**5. DISCUSSION ON A REQUEST TO INCREASE REIMBURSEMENT OF THE TRAVEL EXPENSES ASSOCIATED WITH THE LIBRARY DIRECTOR CANDIDATES OUT OF THE LIBRARY GIFT FUND. [Action]**

Human Resources Director Lang explained to the board that the candidate expenses that were incurred for travel for the interview process totaled \$1,660.87 which include the non-reimbursable costs of \$361.22 for the canceled flight from the candidate who withdrew. At the previous board meeting Human Resources ball parked expenses at \$1,000.00 and the board authorized \$1,000.00 to be paid out of the gift fund for candidate expenses. The remaining \$660.87 would either need to come from the gift fund or other funding source. She noted that the board had not discussed or entertained paying for a few costs that one of the candidates is soliciting for reimbursement. Those costs include the mileage from his home to his local airport which is a cost of \$59.36, his parking at the airport for his personal vehicle at a cost of \$27.00 and he upgraded the car rental due to inclement weather which he is requesting an additional \$141.07 to cover the increased car rental costs. She stated that with all the expenses the board would be looking at \$1,880.30.

MOTION/VOTE:

Trustee Tattersall made a motion to approve the expenses of \$1,660.87 and not the additional expenses requested.

Trustee Garrahan stated that the board should pay for the upgrade of the car at \$141.07 and not the airport or the mileage. She understands the inclement weather and not wanting to drive in it. Total costs then would be \$1,801.94. Wendy reiterated that the \$1,660.87 includes the canceled flight expense but not the reimbursable request from the candidate who withdrew from the

interview process, which included the mileage to the airport, parking for personal vehicle and the cost to upgrade rental vehicle.

Trustee Tattersall withdrew her motion.

**MOTION/VOTE:**

Trustee Garrahan made a motion to pay the \$1,801.94 including the car upgrade but not the parking or the mileage and pay out of the gift fund. Trustee Harper made a second. There being no public comment, the motion carried unanimously with a 5-0 vote.

**6. CONSENT CALENDAR.**

a. Approval of Gift fund claims

- i. October 2021
- ii. November 2021

*Amazon	Items for Halloween Boo Bash	03881	\$ 158.16
*Blackstone Audio	Donated funds in memory of Helen Raso – audiobooks	03885	\$ 382.99
*DoCo Procurement Program	Items for TAB Meeting	03894	\$ 33.47
*DoCo Procurement Program	Items for Halloween Boo Bash	03895	\$ 68.95
*Baker & Taylor	Book Group reading kits	03901	\$ 154.52
*Petty Cash	Items for Murder Mystery Game; Employee Recognition	03902	\$ 65.42

\*Funding/partial funding by Friends of the Library

**MOTION/VOTE:**

Trustee Tattersall made a motion to approve the consent calendar. Trustee Garrahan made a second.

Chairperson Rogers asked the board if there were any questions and Trustee Garrahan asked if the software subscription fee for the VR machine is annual and Veronica stated that it is annual. She explained that the expense for the subscription is paid through the gift fund because virtual reality is a program that the Friends of the Library are funding and those funds come out of the gift fund. Chairperson Rogers stated that the friends don't fund staff training referring to the gift fund expenditure of staff meeting and TAB meeting and Veronica explained that the friends funding is for the TAB meeting, not the staff training.

There being no further questions or public comment, the motion carried unanimously with a 5-0 vote.

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

**a. 10/31/2021**

Veronica stated that there is not much to discuss about the budget at this point and that no major expenses have been made. She noted that the library is at 34.1 % into the fiscal year budget and stands at 27.9% in Services and Supplies. Trustee Garrahan asked about the data lines and if that was going to change if the county did broadband to the library and the library wouldn't have to pay the data lines anymore and Julia answered that the costs would be substantially lower and that it's still in the evaluation process.

**8. DISCUSSION ON THE EVALUATION PROCESS FOR INTERIM LIBRARY DIRECTOR AND LIBRARY SUPERVISOR JULIA BROWN WHICH IS ANTICIPATED TO TAKE PLACE IN DECEMBER 2021. [Action]**

Chairperson Rogers stated that the process for this evaluation is different because the board will be evaluating Julia as both her regular Library Supervisor position and accomplished goals as well as her position as the library interim director and the expectations set forth by the board during her interim assignment. She noted that the board will be using the same evaluation form as the county uses which was included in the packet for the board to review. Chairperson Rogers stated that each board member will provide their comments and score on their individual forms, discuss at the evaluation and then at the end the scores would be tallied and the comments collected and then submitted on one form. The merit rating will be based on the averaged score.

**9. DISCUSSION ON SUBMITTING A REQUISITION IN ORDER TO RECRUIT AND FILL THE LAKE TAHOE LIBRARY SUPERVISOR POSITION. [Action]**

Human Resources Director Lang explained the process and that the interim director would submit an online requisition for the vacancy and initiate a job posting with HR staff and that the hiring manager would review the applications and establish a set of interview questions. This is not a public process as this position does not report directly to the board. She recommended that the board direct the interim director to recruit and fill that position. Chairperson Rogers asked that Julia proceed with submitting a requisition to start the recruitment process for that position.

Deputy District Attorney Carrie Rosser asked that the board ask for public comment on this agenda item and that she did not hear Chairperson Rogers ask for public comment on agenda items 5, 6 and 7. Chairperson Rogers stated that she did ask for public comment on items 5 and 6 but did not on items 7, 8 and 9 because there was no action taken. Deputy District Attorney explained that

although there was no action taken on those items, the board is still to ask for public comment because those items are agendized for possible action.

Chairperson Rogers asked if there was any public comment on agenda items 7, 8 and 9. There was no public comment.

**10. DISCUSSION AND UPDATE ON STRATEGIC PLANNING PROCESS AND PROGRESS ON THE CONTRACTED TASKS, INCLUDING METHODOLOGY; ENVIRONMENTAL SCAN; PUBLIC WORKSHOPS; EVALUATION OF THE CURRENT MASTER PLAN; DEVELOPMENT OF A NEW MASTER PLAN; AND COMPREHENSIVE SUMMARIES FROM TECHNICAL REPORTS, WORKSHOPS AND EVALUATIONS. [Action]**

At this time Human Resources Director Lang and Human Resources Analyst Cindy McMurray left the meeting.

Chairperson Rogers noted that the internal workshops were held last Friday and Saturday with strong participation and was well organized. Trustee Harper agreed. Chairperson Rogers stated that Dr. Steinmann will take all the comments from the groups and put together a summary report for the board. The second set of workshops will be held at the beginning of the year.

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

**11. DISCUSSION ON SCHEDULING A SPECIAL DECEMBER MEETING FOR THE LIBRARY BOARD OF TRUSTEES. [Action]**

The board discussed date options for the special meeting in December to conduct the evaluation for Julia's library supervisor position and position as interim director. Also, at this special meeting the board will be discussing supplemental requests for next year's operating budget and capital outlay budget to submit to the county for consideration.

**MOTION/VOTE:**

Chairperson Rogers made a motion to hold a special meeting on December 14, 2021 at 9:00 a.m. to discuss the evaluation and the supplementary budget requests. Trustee Harper made a second. There being no public comment, the motion carried with a 5-0 vote.

**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 Rogers asked for public comment.

There being no public comment, public comment was closed.

**MEETING ADJOURNED AT 11:24 A.M.**





## **Interim Director's Monthly Report – November 2021**

### **➤ Library Operations**

- Approximately 5,800 books were damaged due to flooding caused by a fire sprinkler malfunction on Sunday, October 31<sup>st</sup>. We have been working with HR and Facilities to submit an insurance claim to replace the damaged items.
- We will be continuing the Bookmobile schedule through the winter with a minor adjustment to the time of the Indian Hills stop. The stop will be changing time from 12:00-1:00pm to 11:00am – 12:15pm. This is due to low numbers at this stop and recommendations from those patrons who are visiting. All other stops have been very successful and each week we are seeing numbers grow.
- October was a very busy month for programs at the Library! The adult programs have been well attended and staff are busy planning more to be coming soon. Successful adult programs in October were the Adult Crafting Club, Murder Mystery Party, Scary Movie Series, Spooky Story Contest, and Medicare Informational Sessions.
- Storytime has had great attendance as well now that it is on Tuesday and Thursdays. Kira has also returned to reading stories at Allie and Friends Preschool.
- The AWE Learning Computers purchased with American Rescue Plan Grant funds have arrived at the library. They will be set up at the Minden Library and Lake Tahoe Branch Library within the next few weeks.
- Over the next two months, digital magazines will be changing over from Flipster to OverDrive/Libby. This change will be a large cost savings for the Library, add over 3,000 new magazine titles, and consolidate our downloadable resources for patrons.
- The Human Resources department has re-evaluated the volunteer screening and application process after feedback about their new process. I will be attending an information meeting on November 19<sup>th</sup> to hear about the changes to the process which will hopefully alleviate some of the frustration with the current process.

### **➤ Library Staff**

- The next staff meeting will be held on December 10<sup>th</sup>.
- New Lake Library Technician, Louise Whewell, will be starting on Monday, November 22<sup>nd</sup>. She will train at the Minden Library for a few weeks before heading up to the Lake Tahoe Branch.
- The three open library positions are currently posted on the County website. The three positions are a Library Page and two Library Technicians.



# DOUGLAS COUNTY PUBLIC LIBRARY

## Statistical Report

### FY 2021-2022

	Fiscal Year-to-Date					September 2021					October 2021				
	Minden	Tahoe	Bkmobile	Total		Minden	Tahoe	Bkmobile	Total		Minden	Tahoe	Bkmobile	Total	
<b>Circulation</b>															
Items Checked Out/Renewed	46,842	2,177	2,056	51,075		11,118	279	437	11,834		11,021	584	380	11,985	
eCheckouts				12,728					2,646					2,753	
New Cards Issued	324	33	88	445		73	5	26	104		77	3	48	128	
Patrons	26,091	3,230	311	29,632		26,022	3,227	261	29,510		26,091	3,230	311	29,632	
Library Visits	16,162	1,989	1,066	19,217		3,959	420	305	4,684		4,422	339	184	4,945	
Curbside Service Pick-ups	163	1	-	164		29	1	-	30		38	-	-	38	
Bookmobile Stops				114					25					27	
Inventory	106,800	28,829	2,054	137,683		102,546	29,157	2,013	133,716		106,800	28,829	2,054	137,683	
Interlibrary Loans Requested	281	31	2	314		74	-	-	74		68	31	2	101	
Interlibrary Loans Loaned	166	16	-	182		43	5	-	48		31	7	-	38	
Homebound Patrons	12	-	-	12		13	-	-	13		14	-	-	14	
Homebound Checkouts	447	-	-	447		108	-	-	108		114	-	-	114	
Database Sessions				99,683					26,934					27,103	
<b>Services</b>															
Meeting Room Use	44	1	-	45		18	1	-	19		12	-	-	12	
Meeting Room Attendance	528	12	-	540		216	12	-	228		144	-	-	144	
Kids' Programs	31	2	-	33		9	-	-	9		9	-	-	9	
Kids' Program Attendance	453	22	-	475		76	-	-	76		115	-	-	115	
Teen Programs	40	-	-	40		8	-	-	8		15	-	-	15	
Teen Program Attendance	130	-	-	130		22	-	-	22		43	-	-	43	
Adult Programs	14	-	-	14		3	-	-	3		7	-	-	7	
Adult Program Attendance	54	-	-	54		10	-	-	10		39	-	-	39	
Total Programs	85	2	-	87		20	-	-	20		31	-	-	31	
Total Program Attendance	637	22	-	659		108	-	-	108		197	-	-	197	
Outreach	5	-	-	5		1	-	-	1		4	-	-	4	
Public Computer Use	1,208	250	-	1,458		322	65	-	387		274	11	-	285	
ADA-pc Use	91	2	-	93		13	-	-	13		26	2	-	28	
Wireless Use	6,953	445	-	7,398		1,480	80	-	1,560		1,579	97	-	1,676	
Volunteers	-	-	-	-		-	-	-	-		-	-	-	-	
Volunteer Hours	-	-	-	-		-	-	-	-		-	-	-	-	



**DOUGLAS COUNTY PUBLIC LIBRARY**  
**Statistical Report**  
**FY 2020-2021**

	Fiscal Year-to-Date					September 2020					October 2020				
	Minden	Tahoe	Bkmobile	Total		Minden	Tahoe	Bkmobile	Total		Minden	Tahoe	Bkmobile	Total	
<b>Circulation</b>															
Items Checked Out/Renewed	41,441	3,103	-	44,544		10,630	851	-	11,481		10,959	569	-	11,528	
eCheckouts				14,357					4,070					2,632	
New Cards Issued	176	24	-	200		45	4	-	49		46	10	-	56	
Patrons	25,768	3,197	221	29,186		25,356	3,146	-	28,502		25,401	3,156	-	28,557	
Library Visits	9,737	2,142	-	11,879		2,801	554	-	3,355		2,758	476	-	3,234	
Curbside Service Pick-ups	1,653	49	-	1,702		357	11	-	368		369	9	-	378	
Bookmobile Stops				-					-					-	
Inventory	101,631	29,354	2,030	133,015		109,118	29,266	1,695	140,079		111,938	29,331	1,695	142,964	
Interlibrary Loans Requested	144	1	-	145		35	-	-	35		38	1	-	39	
Interlibrary Loans Loaned	132	20	-	152		38	5	-	43		38	6	-	44	
Homebound Patrons	8	-	-	8		-	-	-	-		-	-	-	-	
Homebound Checkouts	-	-	-	-		-	-	-	-		-	-	-	-	
Database Sessions				21,957					4,585					5,104	
<b>Services</b>															
Meeting Room Use	Minden	Tahoe	Bkmobile	Total		Minden	Tahoe	Bkmobile	Total		Minden	Tahoe	Bkmobile	Total	
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	1,616	452	-	2,068		542	131	-	673		462	103	-	565	
Volunteers	-	-	-	-		-	-	-	-		-	-	-	-	
Volunteer Hours	-	-	-	-		-	-	-	-		-	-	-	-	



## Circulation by Collection

October 2021

Collection	Location		
	Minden	Lake Tahoe	BKM
Adult Audiobook	684	19	31
Adult Biography	105	11	0
Adult CD Non-Fiction	39	0	1
Adult DVD	1078	36	22
Adult Fiction	3154	150	56
Adult Launchpad	1	0	0
Adult Magazines	125	6	0
Adult Music	52	1	0
Adult Non-Fiction	932	44	45
Adult Spanish	10	0	0
Children's Audiobook	93	9	6
Children's Biography	34	0	0
Children's DVD	261	4	5
Children's Fiction	625	49	50
Children's Launchpad	10	0	7
Children's Magazines	4	0	0
Children's Music	17	0	0
Children's Non-Fiction	742	29	32
Children's Oversize	10	3	0
Children's Spanish	43	1	0
Easy Reader	455	17	44
Equipment	13	0	0
Exam Books	1	0	0
Large Print	712	12	32
Mobile Devices	10	0	1
Nevada	37	8	1
Picture Books	1447	176	41
Video Games	6	0	0
Young Adult	209	9	3
Graphic Novels	113	0	3
Young Adult Launchpad	1	0	0
Young Adult Magazines	1	0	0

### Hoopla

<b>eAudiobook</b>	816	<b>Movie</b>	96
Adult Non-Fiction	168	Adult Non-Fiction	21
Adult Fiction	551	Adult Fiction	59
Juv Non-Fiction	6	Juv Non-Fiction	2
Juv Fiction	91	Juv Fiction	14
<b>eBook</b>	375	<b>Television</b>	113
Adult Non-Fiction	84	Adult Non-Fiction	20
Adult Fiction	243	Adult Fiction	75
Juv Non-Fiction	4	Juv Non-Fiction	0
Juv Fiction	44	Juv Fiction	18
<b>Comics</b>	33	<b>Music</b>	41
Adult Non-Fiction	1	Adult	39
Adult Fiction	25	Juv	2
Juv Non-Fiction	2		
Juv Fiction	5	<b>Total Circulation</b>	1,474

### Overdrive/Libby

eAudiobook	435
eBook	481
Adult	859
Juv	21
Young Adult	853
<b>Total Circulation</b>	916