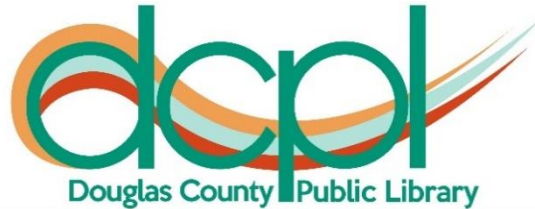


Minden Branch:
1625 Library Lane
Minden, NV 89423
P:775.782.9841
F:775.782.5754



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

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APPROVED 3/22/2022
LIBRARY BOARD OF TRUSTEES MINUTES
February 22, 2022

ATTENDEES

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

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

County Staff: Human Resources Analyst Senior Christine Vido; Human Resources Analyst Cindy McMurry

THE MEETING CONVENED AT 10:04 A.M.

1. PUBLIC COMMENTS.

Chairperson Heather Martin Maier asked for public comment.

There being no public comment, public comment was closed.

2. DISCUSSION ON APPROVAL OF THE AGENDA.

MOTION/VOTE:

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

3. OVERVIEW AND UPDATE ON THE DOUGLAS COUNTY PUBLIC LIBRARY DIRECTOR RECRUITMENT PROCESS AND PROGRESS, INCLUDING BUT NOT LIMITED TO DEVELOPMENT OF A CANDIDATE PROFILE AND RECRUITMENT OPPORTUNITIES, CHALLENGES, AND STRATEGIES AS IDENTIFIED BY CPS HR CONSULTING AND THE HUMAN RESOURCES DEPARTMENT. [Action]

Senior Executive Director Andrew Nelson with CPS HR Consulting provided the board a PowerPoint presentation highlighting the progress on the recruitment of a library director. Also at the meeting was Susan Hildreth, Project Consultant with CPS. She is working with Andrew in finding ideal candidates for the library director position. In the presentation Andrew mentioned some key dates of tasks that have been completed and dates of tasks that are forthcoming. On February 15th the stakeholder outreach was completed. He noted that he received a variety of different perspectives which is good when recruiting candidates because it allows CPS to speak more authoritatively about the library as candidates ask very specific pointed questions. On February 25th the recruitment brochure will be completed. He shared the first draft with the board and will send the board the final draft when completed. CPS will launch the recruitment on March 1st and keep it open for 30 days. April 14th is the candidate review. CPS has blocked off some time to provide a presentation of the candidates and that is when the board chooses the top eight to twelve candidates to consider for the position. Susan noted that the recruitment launch date of March 1st is exciting because CPS will be able to advertise the position at the Public Library Association Conference which is being held at the end of March. Based on the Moss Adams report, the four key characteristics that CPS is looking for in the ideal candidate is for that person to demonstrate that he/she is 1. Unifier; someone who can respectfully manage diverging views and unify the community with a common purpose. 2. Community-Oriented; someone who recognizes the community's unique opportunities and challenges and who will be part of that community. 3. Collaboration; someone who will listen, take in feedback from all perspectives, and help people be heard. 4. Data Driven; someone who is skilled in collecting, analyzing, and using data to deliver quality programming. Andrew noted that during the stakeholder interviews there were similar assessments that he heard from the stakeholders. With that he will also be looking for the candidate to have experience in past volunteer management and programming, capital project management which includes planning for renovation of existing spaces and excellent communication and relationship building. He noted that the interview questions will be built around these key characteristics.

The board decided to discuss and add to the agenda the moving expenses for the selected candidate at the March board meeting.

There being no further discussion and no public comment, public comment was closed.

4. DISCUSSION ON APPROVAL OF THE MINUTES OF THE JANUARY 25, 2022 REGULAR MEETING.

MOTION/VOTE:

Trustee Bonnie Rogers made a motion to approve the minutes. Trustee Elizabeth Tattersall made a second. There being no public comment, the motion carried unanimously with a 5-0 vote.

5. CONSENT CALENDAR.

- a. Approval of Gift fund claims
 - i. January 2022
 - ii. February 2022

*Amazon	Adult Saturday Movies	03978	\$ 19.96
*Amazon	Items for Dresslerville STEAM kits	03979	\$ 24.66
Town of Minden	CVIC rental cancelation fee for the FOL Spring Book Sale	03986	\$ 50.00
*Baker & Taylor	Items for Baby Lap-Sit Program	03990	\$ 430.11
*Amazon	Items for The Irregulars Program	03991	\$ 87.09
*DoCo Procurement Program	Refreshments for The Council meeting	03992	\$ 59.97
*DoCo Procurement Program	Items for the Adult Crafters' Club	03993	\$ 51.41
*DoCo Procurement Program	Items for Dresslerville STEAM kits; Snacks for Teen Programs	03994	\$ 538.29
*DoCo Procurement Program	Items for Virtual Reality Program; Employee Recognition	03995	\$ 262.76
*Petty Cash	Items for Knit & Crochet Club; Employee Recognition	03999	\$ 35.59
*Amazon	Items for The Irregulars Program	04000	\$ 87.09

*Funding/partial funding by Friends of the Library

MOTION/VOTE:

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

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

a. 1/31/2022

Referring to the budget summary report included in the packet Interim Library Director Julia Brown stated that the library is at 60% into the fiscal year budget and stands at 43% in Salaries and Wages, 40% in Benefits and 52% in Services and Supplies. The report indicates that the library is at 74% in Services and Supplies but that includes the encumbrances for the purchase orders needed to purchase library material from the vendors. Last month Trustee Rogers asked why the library didn't budget for small projects yet there is money spent from that line and Julia explained that that is from a rollover from grant funding that was used to purchase the library's mobile hot spots. Julia noted that the American Rescue Plan Plus competitive grant was posted on Friday with an application deadline in mid-March. Being tied into budget performance she would like the board's approval to apply for this grant and use the grant funds to purchase mobile laptops for in-house classroom teaching. She noted that the Smallwood Foundation gifted the library \$9,000 to purchase mobile laptops but the library still needs about \$13,000 additional funds to complete the purchase.

MOTION/VOTE:

There being no public comment, Trustee Garrahan made a motion to approve the budget performance summary as well as direct staff to apply for the grant to purchase mobile laptops. Vice Chairperson Harper made a second and the motion carried unanimously with a 5-0 vote.

Dr. Steinmann was invited to provide an update on the long range plan but because he had not arrived yet Chairperson Martin Maier moved agenda item #8 here for discussion.

8. DISCUSSION AND POSSIBLE ACTION REGARDING APPROVAL OF FY 22-23 BUDGET. [Action]

- a. Base budget**
- b. Capital Improvement Projects**

Included in the packet for the board's approval was the proposed base budget for FY 22-23. Julia noted that the only change she made to the budget based on the discussion in the February meeting was the increase to library material of 10%. She explained to the board why some line items have increased and/or decreased in budget. When Julia submits the approved budget she will add a justification for each line item explaining why the library is asking for that funding amount. Trustee Rogers asked Julia to provide to the board the justification for each line item budget and Julia will have that for the board at the next meeting.

MOTION/VOTE:

Trustee Garrahan made a motion to approve the base budget. Vice Chairperson Harper made a second. There being no public comment, the motion carried unanimously with a 5-0 vote.

Included in the packet for the board's approval was a list of three proposed capital improvement projects with estimates of costs. Two are for restroom upgrades at \$20,000 and interior painting at \$25,000. Julia explained that the painting of the interior is considered capital and not maintenance because of the dollar amount. The library is also asking for a building expansion of 7,000 s.f. with an estimated cost of \$1.13 million. Trustee Rogers asked Julia to ask for expansion/remodel rather than just expansion because the commissioners might approve funding for part of it.

MOTION/VOTE:

Trustee Rogers made a motion to approve the submission of the proposed capital improvement projects. Trustee Tattersall made a second.

Trustee Garrahan stated that she has a problem with the building expansion and explained that in Dr. Steinmann's reports that he sent to the board he talks about renovating and reorganizing the library and she wants to know why the board isn't taking that route first. Trustee Rogers explained that the reason she wants to put the expansion in is to start planning and it should be put in every year for the commissioners to consider. Trustee Garrahan stated that when the new director comes in he/she can decide how to reorganize the space and if he/she decides the space isn't going to work and the library needs a bigger space than the director can come to the board and the board can ask for an expansion then. She noted that to request that amount of money without trying first to work with what the library has and making the best use of the space, she can totally see the request for an expansion being shut down. If the commissioners see that the

library did everything they could with the building and the use of the space it's more likely they will consider and approve an expansion. What space the library has is oddly used and needs to be reorganized. Trustee Tattersall suggested that a stepped proposal such as step one the library will do the carpet and shelving and step two the library will be renovated and step three the expansion would be more palatable than asking for a lump sum of money. Maybe ask that 5% be put down for an expansion and then give an amount for a renovation. Vice Chairperson Harper stated that she agrees that the library should get in line to get the money for an expansion because it's not going to happen right away. Trustee Rogers stated that the commissioners can be presented with the data driven facts about the amount of people the library serves and why an expansion is needed. The library needs to start laying out the ground work. Ask for the expansion now and when the new director comes in he/she can decide what the best use of the space is for the library moving forward.

There being no public comment, the motion carried with Vice Chairperson Harper, Trustee Rogers, Trustee Tattersall in favor of the motion and Chairperson Martin Maier, Trustee Garrahan opposed.

The board resumed with the remaining items on the agenda here.

7. DISCUSSION ON THE LIBRARY'S LONG RANGE PLAN, INCLUDING BUT NOT LIMITED TO [Action]:

- a. Update on Long Range Plan progress and timeline from Dr. Fred Steinmann of UNR Department of Economic Development.**
- b. Discussion on how to implement and promote the Long Range Plan once completed, including discussion on a marketing strategy.**

Dr. Fred Steinmann, Assistant Research Professor for the University Center for Economic Development was available to give the board an update on the progress of the strategic plan. The community needs survey was completed and the results of the survey was given to the participants of the two of four strategic planning workshops that have been held so far. Summary reports of the two workshops have been circulated. Socio-demographic, economic and housing data was collected and analyzed and will be incorporated in a draft and final first of the two technical reports. Internal and external stakeholder meetings were completed and the results will also be incorporated into a draft and final first technical report. The second technical report will summarize the new strategic plan with the library's core values, new mission and vision statements, goals and objectives and the final plan and measures for success. The third strategic planning workshop has not been scheduled yet as of this meeting but hopefully by next week there will be a date set. Probably in March or early April. Dr. Steinmann noted that the process for the strategic plan is almost coming to an end and once workshop three and four are complete he should have a draft of the two technical reports to the board within the next one to two months. As far as presenting the strategic plan to the community, Dr. Steinmann stated that per the terms of the agreement the Center of Economic Development, the library, himself and the grad student who has been involved on this project will be available for presentations of the completed strategic plan to this board, Friends of the Library, the commissioners and up to one additional public formal presentation. He noted that in the past he has worked with other

organizations in communicating their strategic plan and the hosting of individual open houses, inviting key stakeholders to a board meeting where the strategic plan is being discussed. Another way to promote the strategic plan is posting it on the website, brochures and pamphlets, or reaching out to the local Chamber of Commerce groups and service clubs and asking if the library can present the strategic plan at their next meeting.

Chairperson Martin Maier asked for public comment. There being no public comment the board moved on to discuss part b of this agenda item.

Chairperson Martin Maier reminded the board that previously when the board was searching for a consultant there was mention of possibly hiring a professional marketing firm to do the marketing for the strategic plan and she wanted to know the board's thoughts about that and their ideas about how to reach out to the community. Trustee Garrahan stated that she does not think the board needs a marketing firm and that there are grants the library can receive for putting out brochures, pamphlets and bookmarks to reach out to the community. Trustee Rogers stated that it is important that the board present the strategic plan to the commissioners and then speak with the chamber and stakeholders and hold public meetings at various times. The board are the ones who worked on the strategic plan and it's important that the board present the plan to the community. The new director can be involved in the presentations but initially this person will not be familiar with the five year plan. Trustee Tattersall stated that the board should put together a brochure or Powerpoint presentation that the board can promote. Each trustee can go to the different service clubs because those service clubs are wanting presentations at their meetings. She noted that it is a great opportunity to have that one on one dialogue. Trustee Garrahan stated that she doesn't want to step on the toes of the new director and do all the work and that the new director should have the opportunity to make the decision to reach out to the community and be part of the presentations. She commented that she doesn't want the new director to come in and see a brochure that says the director will be doing this and find out that the board has already done it. Trustee Tattersall noted that it is part of the jobs of the trustees to reach out to the community but that the board should also involve the new director in presenting the new strategic plan. No concrete plan should be put in place until the board knows how the two timelines come together with the presentations and the new director coming in. Trustee Garrahan stated that she sees the board going down the direction of wanting to do everything with the strategic plan and not include the new director because this person wasn't part of the planning process. It needs to be cooperative. She commented that the board should be the ones to present the strategic plan to the county commissioners but not until the new director is in place. Chairperson Martin Maier commented that rather than having a comprehensive mark on plan people are more comfortable with face to face presentations and doing more traditional ad hoc merchandising and that is where the board is at for now. Should the board try to do something on a bigger scale in terms of marketing communications that is way down the road and the board will cross that bridge when they come to it.

Chairperson Martin Maier asked for public comment. There was no public comment.

Agenda item #8 was moved up on this agenda for earlier discussion.

9. UPDATE FROM LIBRARY BOARD OF TRUSTEES CHAIR ON THE SETTING OF THE AGENDAS FOR CALENDAR YEAR 2022.

Chairperson Martin Maier stated that rather than meet in person at the library to set the agenda, meetings will be held via conference call or zoom. She noted that if any of the trustees would like to participate in the meeting to raise their hand otherwise it will default to the vice chair because there can only be two trustees in these meetings. When the new director comes in the board will go back to meeting at the library and continue a rotation so each trustee has an opportunity to be part of the agenda setting and meet the new director. She stated that if any of the trustees has something for the agenda an email should be sent to Julia or herself and an email reminder will be sent as well asking for suggestions.

10. 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.

11. CLOSING PUBLIC COMMENTS.

Chairperson Martin Maier asked for public comment.

Trustee Rogers read aloud written public comment from Michael Fischer which will be submitted as supplemental material for the public to view. He commented in part that it is unfortunate that the library's online newspaper archive's format has changed, is not functioning and does not go beyond 2019. His emails to the library in regards to this are not being answered. Bonnie would like this on the agenda for the next meeting to address this and how it can be resolved. Trustee Rogers commented that 3 weeks ago she had sent emails to Julia in regards to grants and to find out if the library is a member of NNLM and she hadn't gotten a response. She did find out that the library is not a member and therefore not eligible for grants. She commented that she would like this put on the agenda for the next meeting to discuss.

Trustee Garrahan read aloud written public comment from Sara Jacobson. The written comment was included in the board packet. She commented in part that staff is doing a wonderful job under the current temporary leadership and praise to Kira for her welcoming spirit and helpfulness.

There being no further public comment, public comment was closed.

MEETING ADJOURNED AT 11:54 A.M.



Interim Director's Monthly Report – February 2022

➤ **Library Operations**

- The Strategic Plan Organization Workshop #2 was held on Friday, January 28th and Saturday, January 29th, at the Douglas County Community and Senior Center. This workshop was hosted by Dr. Fred Steinmann from the University of Nevada, Reno and progress on the long range plan was made.
- The transition of digital magazines from Flipster to OverDrive/Libby has had a positive reception. So far we have seen about a 60% increase in digital magazine checkouts in the last 2 months.
- The first email blast through LibraryAware is scheduled to be sent on Friday, February 18th. This email will be an informational invitation sent to all patrons signed up for email notifications. Patrons can sign up to receive our monthly email newsletters as well as genre specific book recommendation list newsletters.
- The Thrift Books warehouse in Reno is no longer accepting book donations. Staff are looking into alternative locations to send withdrawn library items as well as book donations.
- The book donation location at the Minden Library is moving back inside the library. Donations can be brought inside the library during regular hours to be accepted by library staff. This will hopefully cut down on the number of moldy, dirty, and damaged items being left outside the library.
- Staff have begun a program called Prosperity Outreach. This program will provide donated books to local crisis and temporary housing organizations throughout the Carson Valley.
- New programs this month include: Baby Lapsit Storytime, Monday Afterschool Movies, Knit & Crochet Club, The Irregulars Mystery Club, Book Matchmaking, and Tween Art.

➤ **Library Staff**

- The next staff meeting will be held on March 11th.
- New Library Page, Jessica Holle started on Monday, February 14th.
- The Bookmobile Library Technician is scheduled to begin on Tuesday, February 22nd.
- An offer to fill the Lake Tahoe Library Supervisor position has been accepted. All paperwork has been completed and we are waiting to receive background checks for an official start date.

DOUGLAS COUNTY PUBLIC LIBRARY
Statistical Report
FY 2021-2022

	Fiscal Year-to-Date					December 2021					January 2022				
	Minden	Tahoe	Bkmobile	Total		Minden	Tahoe	Bkmobile	Total		Minden	Tahoe	Bkmobile	Total	
Circulation															
Items Checked Out/Renewed	78,699	3,651	2,640	84,990		9,961	441	179	10,581		11,260	513	163	11,936	
eCheckouts				23,341					3,510					3,586	
New Cards Issued	520	46	95	661		55	2	3	60		68	8	2	78	
Patrons	26,278	3,245	319	29,842		26,214	3,235	316	29,765		26,278	3,245	319	29,842	
Library Visits	27,313	3,606	1,643	32,562		3,488	465	213	4,166		4,162	747	208	5,117	
Curbside Service Pick-ups	288	2	-	290		29	-	-	29		42	1	-	43	
Bookmobile Stops				183					23					23	
Inventory	102,132	28,224	2,041	132,397		101,524	28,526	2,049	132,099		102,132	28,224	2,041	132,397	
Interlibrary Loans Requested	463	32	2	497		83	1	-	84		47	-	-	47	
Interlibrary Loans Loaned	241	29	-	270		27	3	-	30		29	4	-	33	
Homebound Patrons	14	-	-	14		13	-	-	13		11	-	-	11	
Homebound Checkouts	726	-	-	726		120	-	-	120		89	-	-	89	
Database Sessions				133,395					7,458					598	
Services															
Meeting Room Use	77	1	-	78			-	-	-		16	-	-	16	
Meeting Room Attendance	792	12	-	804			-	-	-		128	-	-	128	
Kids' Programs	83	3	-	86		17	1	-	18		23	-	-	23	
Kids' Program Attendance	1,045	23	-	1,068		164	1	-	165		248	-	-	248	
Teen Programs	76	-	-	76		13	-	-	13		12	-	-	12	
Teen Program Attendance	253	-	-	253		44	-	-	44		46	-	-	46	
Adult Programs	24	-	-	24		3	-	-	3		4	-	-	4	
Adult Program Attendance	147	-	-	147		26	-	-	26		47	-	-	47	
Total Programs	183	3	-	186		33	1	-	34		39	-	-	39	
Total Program Attendance	1,445	23	-	1,468		234	1	-	235		51	-	-	51	
Outreach	16	-	-	16		4	-	-	4		3	-	-	3	
Public Computer Use	1,208	250	-	1,458					-						
ADA-pc Use	91	2	-	93					-						
Wireless Use	12,142	793	-	12,935		1,823	65	-	1,888		1,734	202	-	1,936	

DOUGLAS COUNTY PUBLIC LIBRARY
Statistical Report
FY 2020-2021

	Fiscal Year-to-Date					December 2020					January 2021				
	Minden	Tahoe	Bkmobile	Total		Minden	Tahoe	Bkmobile	Total		Minden	Tahoe	Bkmobile	Total	
Circulation															
Items Checked Out/Renewed	116,700	7,083	811	124,594		7,836	356	-	8,192		5,290	194	-	5,484	
eCheckouts				39,200					2,594					3,498	
New Cards Issued	555	66	67	688		27	2	-	29		31	1	-	32	
Patrons	25,768	3,197	221	29,186		25,450	3,164	-	28,614		25,479	3,165	-	28,644	
Library Visits	26,441	3,912	746	31,099		661	44	-	705		-	-	-	-	
Curbside Service Pick-ups	4,939	53	-	4,992		779	22	-	801		698	28	-	726	
Bookmobile Stops				71											
Inventory	101,631	29,354	2,030	133,015		112,556	29,506	1,721	143,783		103,099	29,611	1,727	134,437	
Interlibrary Loans Requested	530	7	-	537		44	-	-	44		36	-	-	36	
Interlibrary Loans Loaned	404	63	-	467		32	7	-	39		38	5	-	43	
Homebound Patrons	8	-	-	8		-	-	-	-					-	
Homebound Checkouts	105	-	-	105		-	-	-	-					-	
Database Sessions				80,965					3,151					4,316	
Services															
Meeting Room Use	Minden	Tahoe	Bkmobile	Total		Minden	Tahoe	Bkmobile	Total		Minden	Tahoe	Bkmobile	Total	
Meeting Room Attendance	8	-	-	8					-					-	
	96	-	-	96					-					-	
Kids' Programs	17	-	-	17					-					-	
Kids' Program Attendance	283	-	-	283					-					-	
Teen Programs	34	-	-	34					-		5			5	
Teen Program Attendance	179	-	-	179					-		29			29	
Adult Programs	2	-	-	2					-					-	
Adult Program Attendance	17	-	-	17					-					-	
Total Programs	53	-	-	53					-					-	
Total Program Attendance	479	-	-	479					-					-	
Outreach	-	-	1	1					-					-	
Mobile Device Assistance	-	-	40	40					-					-	
Public Computer Use	412	14	-	426					-		-	-	-	-	
ADA-pc Use	-	-	-	-					-		-	-	-	-	
Wireless Use	7,664	1,173	-	8,837		509	88	-	597		497	69	-	566	

Circulation by Collection

January 2022

Collection	Location		
	Minden	Lake Tahoe	BKM
Adult Audiobook	615	20	19
Adult Biography	79	3	0
Adult CD Non-Fiction	39	1	0
Adult DVD	1115	48	10
Adult Fiction	3272	129	56
Adult Launchpad	3	0	0
Adult Magazines	154	4	0
Adult Music	120	1	0
Adult Non-Fiction	1038	46	2
Adult Spanish	2	0	0
Children's Audiobook	84	6	2
Children's Biography	42	0	0
Children's DVD	202	5	3
Children's Fiction	592	38	50
Children's Launchpad	17	2	5
Children's Magazines	9	0	0
Children's Music	20	0	0
Children's Non-Fiction	758	50	20
Children's Oversize	5	1	1
Children's Spanish	4	3	0
Easy Reader	392	9	10
Equipment	13	1	0
Exam Books	0	0	0
Large Print	703	7	12
Mobile Devices	5	0	0
Nevada	21	3	0
Picture Books	1548	129	14
Video Games	8	0	0
Young Adult	184	7	1
Graphic Novels	130	0	4
Young Adult Launchpad	2	0	0
Young Adult Magazines	1	0	0

Hoopla

eAudiobook	839	Movie	103
Adult Non-Fiction	162	Adult Non-Fiction	20
Adult Fiction	569	Adult Fiction	60
Juv Non-Fiction	11	Juv Non-Fiction	1
Juv Fiction	97	Juv Fiction	22
eBook	332	Television	98
Adult Non-Fiction	81	Adult Non-Fiction	10
Adult Fiction	215	Adult Fiction	81
Juv Non-Fiction	8	Juv Non-Fiction	0
Juv Fiction	28	Juv Fiction	7
Comics	48	Music	41
Adult Non-Fiction	0	Adult	37
Adult Fiction	36	Juv	4
Juv Non-Fiction	1		
Juv Fiction	11	Total Circulation	1,470

Overdrive/Libby

eAudiobook	513
eBook	529
Magazines	74
Adult	986
Juv	30
Young Adult	25
Total Circulation	1,116