

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

Douglas County Public Library Board of Trustees SPECIAL MEETING Notice and Agenda

March 29, 2022

The Douglas County Public Library Board of Trustees will hold a special meeting at **10:00 a.m. on Tuesday, April 5, 2022** in the Meeting Room of the Minden Library, 1625 Library Lane, Minden, NV. The meeting will be in-person and will not be simultaneously streamed via YouTube or Zoom®. Below is an agenda of all items scheduled for consideration.

Agenda

The Library Board encourages the respectful consideration of all views by members of the public. In order to ensure that every individual desiring to speak before the Library Board has the opportunity to express his or her opinion, it is requested that the audience refrain from disruptive behavior that may interrupt, interfere or prevent the speaker from commenting on items that are for possible action by the Library Board.

1. **Public comments. [No Action]**

At this time, public comment will be taken on those items that are within the jurisdiction and control of the Library Board of Trustees. Public comment will not be taken on agenda discussion items because a public hearing is not legally required.

Public Comment is limited to five (5) minutes per speaker. No action may be taken on a matter raised under this item of the agenda until the matter itself has been specifically included on an agenda as an item upon which action will be taken.

If members of the public wish to comment on a specific agenda item scheduled for action, please make comments when the Library Board of Trustees considers that item and the item is opened for public comment.

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

3. **For possible action.** Discussion on acknowledging the March 17, 2022, letter of resignation by Julia Brown as the Interim Douglas County Library Director and Library Supervisor, with an effective date of April 15, 2022.

4. For possible action. Discussion on the selection and appointment of a Library Director pursuant to NRS 379.025 for an interim period. Such action may include interviewing interested candidates, making an appointment to fill the vacated position, providing direction or taking such other action deemed appropriate to fill the vacated position.
5. Closing public comments.
At this time, public comment will be taken on those items that are within the jurisdiction and control of the Library Board of Trustees or those agenda items where public comment has not already been taken.
6. For possible action. Adjournment.

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

Douglas County Library, 1625 Library Lane, Minden NV, <https://library.douglascountynv.gov/>
Douglas County website, https://douglascountynv.granicus.com/ViewPublisher.php?view_id=1
State of Nevada website, <https://notice.nv.gov>

Supporting materials are available at the Minden Library, 1625 Library Lane, Minden, NV or at the Douglas County website address listed above. A request for copies of the supporting materials may be directed to:

Veronica Hallam, Administrative Services Manager
Douglas County Public Library
1625 Library Lane, Minden, NV 89423
775-782-9841
vhallam@douglas.lib.nv.us

Reasonable efforts will be made to assist and accommodate members of the public who are disabled and wish to attend the meeting. Please contact Veronica Hallam at 782-9841 before April 5, 2022 for arrangements.

March 17, 2022

Douglas County Public Library
Library Board of Trustees
1625 Library Lane
Minden, NV 89511

Dear Library Board of Trustees,

Please accept this letter as my formal resignation from my position as Library Supervisor and Interim Library Director at the Douglas County Public Library. In order to give time for transition my last day will be Friday, April 15, 2022.

Thank you,

Julia Brown

Christine Vido, IPMA-CP
Human Resources Analyst Senior
Douglas County
cvido@douglasnv.us
(775) 782-9866

March 24, 2022

Douglas County Library Board of Trustees
Heather Martin Maier, Chairperson
1625 Library Lane
Minden, NV 89423

Dear Chairperson Martin Maier,

RE: Background Information

This memo is intended to provide you information regarding my background in consideration of having me assist the Douglas County Library in an acting management capacity. In light of the recent resignation of the Interim Director and while the recruitment process for a new Library Director continues, I can be a resource for supervisors and staff to ensure the continuity of operations during this transitional period for the Douglas County Library. I believe I have the knowledge, communication skills, high levels of organization, and passion for Douglas County and its employees to be successful in this role.

The strengths I can provide to the Library include:

- My work experience in Human Resources (HR) has solely involved public-sector organizations in the State of Nevada.
 - o POOL/PACT Human Resources, HR Business Partner (11 years)
 - Consult with member organizations comprising of counties, cities, school districts, fire districts, general improvement districts, and other special districts with the objective to provide HR guidance to mitigate employment liability claims.
 - Made presentations to public boards, ensured compliance with Open Meeting Law requirements.
 - Policy development.
 - Strategic training of the organization's staff.
 - Research and analysis of various HR issues to include policy and statutory considerations.
 - Review and revision of personnel policies and job descriptions.
 - o Douglas County, Human Resources Analyst Sr. (4 years)
 - Fair and consistent application of policies, County Code, association contracts, and applicable laws and regulations in various employment situations.
 - Research, analysis, and collaboration with HR staff and department leaders to determine best approaches.
 - Policy and job classification development.
 - Performance management and timely evaluation completion by departments.
 - Assist managers and supervisors in performance-related concerns and coaching through the steps of the progressive discipline process to include having appropriate documentation, time for the employee to demonstrate improvement,

encourage open communication with employees, and potential escalation to potential discipline.

- Recruitment and selection to include posting, screening applications, advising departments, interviewing and job offers consistent with internal policies.
 - Background checks, onboarding and offboarding applicants and employees.
 - Collaborate with Finance to ensure appropriate position control.
 - Reclassification and reorganization reviews.
 - Training and development of staff at various levels of the organization.
 - I lean on my "Personal Board of Directors," which are managers and supervisors who I learn from and can trust to provide guidance, direction, and feedback when faced with situations outside my scope of expertise that require a subject matter expert.
- I pride myself on maintaining a high level of professionalism with staff at all levels of the organization.
 - I have established strong working relationships with staff of the County Manager's office, Finance, and the District Attorney's office. These are valuable resources who can assist me in maintaining continuity of operations for the Library during this period of transition.
 - I understand the importance of maintaining confidentiality and establishing trust with those I work with.
 - Excellent customer service, even if outside my normal scope of duties.

I have my Bachelor's Degree in Human Resources Management from Western Governor's University. I have also completed the Professional Leadership Academy sponsored by the National Association of Counties as well as completed Douglas County's Supervisory Management Program, Phases I and II. These trainings have further solidified my knowledge of leadership, supervision and management. I also possess International Public Managers Association Certified Professional (IPMA-CP) certification. I believe in any role, continual improvement and education keeps me abreast of recent trends and developments not only in my chosen career field, but in leadership and management also.

I see this opportunity to work with the Douglas County Library and believe I can bring a skillset that will help maintain Library operations, establish positive working relationships with the Library Board of Trustees, Library Supervisors, and its employees.

Thank you for your time and consideration.

Regards,



Christine Vido, IPMA-CP



HUMAN RESOURCES

P. O. Box 218
Minden, NV 89423
(775) 782-9860 * Fax 782-9083

March 28, 2022

Christine Vido
Senior HR Analyst
Human Resources
1594 Esmeralda Avenue
Minden, NV 89423

RE: NOTICE OF OPEN MEETING

Dear Christine:

NRS 241.031(1) requires the Library Board to conduct an open meeting to consider the character, alleged misconduct, professional competence, or physical or mental health of personnel. Written notice must be given to the person who is the subject of the open meeting in accordance with NRS 241.033(1).

You are hereby notified that on April 5, 2022 the Library Board will conduct an open meeting and may discuss your character, professional competence, or physical or mental health in accordance with NRS 241.031(1).

The topic is:

Discussion on the selection and appointment of a Library Director pursuant to NRS 379.025 for an interim period. Such action may include interviewing interested candidates, making an appointment to fill the vacated position, providing direction or taking such other action deemed appropriate to fill the vacated position.

This open meeting will take place at 10:00 a.m. at the location listed below:

**Minden Library
1625 Library Lane
Minden, NV 89423**

You may request a copy of the record of the meeting in accordance with NRS 241.035(2), (4) and (5). NRS 241.033(2)(a)(1) requires that written notice be provided to you at least five business days in advance of the open meeting. By your signature below, please indicate receipt of this notification.

Sincerely,

Wendy Lang
Human Resources Director

I, Christine Vido, acknowledge that I am entitled to receive written notice at least five working days in advance of an open meeting where my character, alleged misconduct, professional competence, or physical or mental health may be considered and have been notified of such a meeting scheduled to occur on March 28, 2022 as identified in this letter.


Christine Vido

3-28-22
Date

PROOF OF SERVICE

I, Wendy Lang, state the following to be true and accurate:

I am an employee of Douglas County and more than 18 years of age.

On the 28th day of March, 2022, I personally served the original Notice of Open Meeting to Christine Vido at 1594 Esmeralda Avenue in Minden, Nevada.


Dated this 28th day of March, 2022.

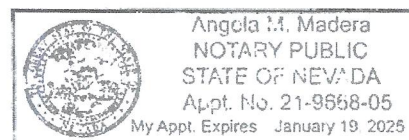

Wendy Lang

3/28/22
Date

SUBSCRIBED AND SWORN TO BEFORE ME

This 28th Day of March, 2022


NOTARY PUBLIC



State of Nevada
County of Douglas