

APPROVED 10/23/18
**LIBRARY BOARD OF TRUSTEES MINUTES
SEPTEMBER 27, 2018**

ATTENDEES

Library Board Members: Deborah Blackman, Chairperson; Mark Jensen, Vice Chairperson; Bonnie Rogers, Trustee, and Charles Wolle, Trustee. Melanie Boudreau, Trustee, was absent.

Library Staff: Amy Dodson, Library Director, Linda Wilson, Library Supervisor, and Kathy Munson, Administrative Services Manager. Kathy Munson took the minutes.

THE MEETING CONVENED AT 10:00 A.M.

1. PUBLIC COMMENTS AND DISCUSSION [Discussion]

Chairperson Deborah Blackman asked for public comment. Hearing no public comment, public comment was closed.

2. APPROVAL OF PROPOSED AGENDA [Action]

Trustee Bonnie Rogers made a motion to approve the agenda as presented. Trustee Mark Jensen made a second. Chairperson Deborah Blackman asked for public comment. There being no public comment, public comment was closed and the motion passed unanimously.

3. APPROVAL OF THE MINUTES OF THE AUGUST 28, 2018 REGULAR MEETING [Action]

Trustee Mark Jensen stated he needed more time to review his comments. He will be provided with a copy of the recording. Trustee Jensen made a motion to postpone meeting minute approval. Trustee Bonnie Rogers made a second. Chairperson Deborah Blackman asked for public comment. There being no public comment, public comment was closed and the motion passed unanimously.

4. CONSENT CALENDAR [Action]

Items on the Consent Calendar are as follows:

a. Gift fund claims

i. September 2018

Findaway World LLC	Launchpads (funded by Smallwood Grant)	02340	\$2,469.80
*DoCoProcurement/MP	TAB pizza 8/15/18	02356	\$ 35.03
DoCoProcurement/KM	ERC staff birthday event	02357	\$ 11.00

*Funding by Friends of the Library

Trustee Bonnie Rogers made a motion to approve items on the Consent Calendar. Trustee Charles Wolle made a second. Chairperson Deborah Blackman asked for public comment. There being no public comment, public comment was closed and the motion passed unanimously.

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

a. 8/31/2018

Library Director Amy Dodson stated that the \$31,000 expenditure in Computer Systems was mostly the cost of the annual co-term contract (\$27,000) with JFG Systems, the library's IT consultant.

Trustee Bonnie Rogers commented that the Douglas County Public Library Foundation approached the Douglas County Friends of the Library, for which she is President, asking for more funds for the bookmobile. The Foundation stated Director Dodson advised them the funds could be taken from the Gift Fund account. Director Dodson stated that was incorrect. She advised the Foundation she could ask the Library Board of Trustees for funds from the Gift Fund account. The request would be for no more than \$5,000 and would be requested in a future month.

Chairperson Deborah Blackman asked if Gift Fund monies were earmarked for something specific. Director Dodson indicated it's used for special projects, as approved by the Board of Trustees.

Director Dodson advised the Trustees that this report is for two months into the current fiscal year and accounts are on track or under budget other than Computer Systems.

Trustee Mark Jensen asked for clarification about the Finance Department and the timing of the transfer in of funds from the prior fiscal year. Director Dodson responded that the Finance Department's internal process dictates how long last fiscal year's ending fund balance appears in the current fiscal year (this time period can be several months into the new fiscal year).

Gift Fund Summary – 8/31/18

Revenue YTD	\$ 1,574.02
Expenditures YTD	\$ 417.22
Fund Balance YTD	\$ 0.00

6. UPDATE ON BOOKMOBILE PROJECT [Discussion]

Director Amy Dodson and Library Supervisor Linda Wilson contributed to a brief update of the status of the bookmobile.

- Foundation has been working with two vendors, Summit Bodyworks and Farber Specialty Vehicles.
- Question at hand was whether Foundation would use the existing vehicle or go with a new vehicle and if so, which vendor would complete the project.
- Foundation requested a background check on the vendor they preferred, Summit Bodyworks, which the Deputy District Attorney ran. It came back clean, though the vendor needed to be licensed in the State of Nevada in the event of litigation.
- Foundation asked for references from Summit’s customers; the response was good.
- Two Farber customers were contacted and they were very happy. Farber has offered to value engineer bookmobile specifications which will cut costs.
- Foundation will prepare an application for the county’s community grant in the amount of \$20,000. The county will notify the Foundation of award status in November. If the grant is not awarded, Director Dodson may ask the Board of Trustees for funds from the Gift Fund account.
- The Foundation has requested more information about timing of delivery, costs, the passenger seat, and the quote status. Once they receive this information, they will make a decision by email vote.

The Trustees asked Director Dodson to let them know of the Foundation’s decision.

7. UPDATE ON RECRUITMENT OF LIBRARY TECHNICIAN FOR THE BOOKMOBILE. ONLINE APPLICATION IS OPEN UNTIL OCTOBER 1 [Discussion]

- Library Supervisor Linda Wilson worked on the recruitment during Director Amy Dodson’s absence. The job announcement was handed out.
- Currently, 25 applications have been received. The position is open to current library employees and the general public. Application deadline is October 1.
- After closing, NeoGov will analyze the applications received to qualify applicants. No interview dates are established yet.
- It’s undetermined at this time to whom the new employee will report.
- The interview team will include, but may not be limited, to Director Dodson, Supervisor Wilson, Librarian Sarah Bates, and Library Services Coordinator Karen Fitzgerald.

8. DISCUSSION AND REVIEW OF POSSIBLE NEW EVALUATION FORMS TO BE CONSIDERED FOR THE ANNUAL PERFORMANCE EVALUATION OF THE LIBRARY DIRECTOR [Discussion]

- At Director Amy Dodson's 2017 evaluation, the Board of Trustees expressed a desire to use a different evaluation form.
- Four sample forms were passed out by Director Dodson.
 - 1) The new evaluation form used by Douglas County is in an online platform, NeoGov. Director Dodson's understanding was that this form is the one used to evaluate other county department directors.
 - 2) A form taken from the web, brief, but includes similar performance standards and measures as the county uses.
 - 3) A form from UCLA made available for public use. It is long and wordy.
 - 4) The form currently in use. It was used by the former Library Director for a long time and passed down to Director Dodson.
- Human Resources has indicated that whatever form the Board of Trustees decide to use, it needs a scoring system that follows the county's convention of assigning a 0, 1, 2, or 3 score to the evaluation.

The Trustees commented on the various forms provided and generally agreed they preferred the current form, number 4, but requested that Director Dodson ask Human Resources if form number 1 is the form currently in use for department directors who report to an advisory or regulatory body.

Additionally, the Trustees requested the tape recording and typewritten minutes from the November 2017 Trustees meeting when Director Dodson's last performance evaluation was conducted. Director Dodson stated she would provide emailed copies of her past 3 years' evaluations and Administrative Services Manager Kathy Munson will provide the tape recording and the minutes from November 2017.

Chairperson Deborah Blackman asked Trustees to review form number 4 and think about adding items to the form. She also requested this item be placed on the October 2018 agenda as an action item.

9. LIST OF EVALUATIONS COMPLETED

- a. Rivera-Gibson
- b. Wahab
- c. Wilson, Larry

10. MONTHLY REPORT [Discussion]

The monthly report is attached and made part of these minutes.

11. DISCUSSION ON ADOPTING A RESOLUTION FORMALLY ACKNOWLEDGING THE DOUGLAS COUNTY ADMINISTRATIVE POLICIES AND PROCEDURES APPLY TO ALL DOUGLAS COUNTY LIBRARY EMPLOYEES. [Action]

Chairperson Deborah Blackman passed out the current Douglas County Administrative Policies and Procedures recommended by Wendy Lang, Human Resources Director, for acknowledgment with a formal resolution by the Library Board of Trustees. Chairperson Blackman asked for comment.

Director Amy Dodson stated that the Board of Trustees has never adopted a resolution before. It seemed to Director Dodson that adopting a resolution was redundant since the library already follows all Douglas County policies and procedures, Nevada state law, and the DCEA contract. She pointed out that the library already has a procedure in place for new County policies and procedures. With regard to county policy, she consults with the County Manager to determine if a new county policy or procedure is applicable to the library, then she advises staff of the County Manager's response. Reiterating, she stated that adopting an entire blanket set of Douglas County policies and procedures was not necessary. Continuing, she stated that Human Resources Director Wendy Lang did not inquire with her about the policies and procedures already in place at the library prior to issuing her report. Director Dodson added that she discussed county policy and library policy with Director Lang many months ago and explained that the library follows all county policies and procedures and has its own policies and procedures. At that time Director Lang indicated that was fine with Human Resources.

Chairperson Blackman recalled that what was not clear was whether library staff was subject to all county policy and whether staff is under the protection of or rule of county personnel policy. She felt this related back to the Trustees' Bylaws and why Chairperson Blackman felt a formal statement that the library is officially subordinate to, and follows all, county policies, was needed. Director Dodson pointed out that library staff is provided this information when they are hired and as well, upon hire staff acknowledges the library's policies and procedures.

Trustee Bonnie Rogers pointed out that one staff member stated in public comment at the August 2018 Board of Trustees meeting that there was confusion among the staff whether a particular county policy applied to them.

Trustee Mark Jensen stated he didn't see that a resolution was necessary. Using a resolution seems to imply that the library is separate and different because the Trustees would be voting on a resolution that says the library is not separate. Trustee Jensen stated he was not sure why staff might think they were not subject to county policies. Additionally, he thought that a full quorum of the Trustees should be present for discussion and action.

Trustee Charles Wolle stated that he didn't see a need for this resolution, adding that if Trustees vote for it, he would vote against it.

Director Dodson informed the Trustees that her personal goal for 2019 was to dive deep into updating the library's policies and procedures and Trustees' Bylaws.

Chairperson Blackman asked for a motion. Trustee Jensen made a motion to table this item to the October 2018 Trustee meeting. Trustee Bonnie Rogers made a second. Chairperson Blackman asked for public comment. Hearing no public comment, public comment was closed, and the motion carried unanimously.

Director Dodson reminded the Trustees that by their next meeting in October, the Douglas County Board of Commissioners will have approved the pending revisions to the current county policies.

Chairperson Blackman asked Director Dodson to obtain clarification of where or why Deputy District Attorney Cynthea Gregory and Human Resources Director Wendy Lang thought the library was not covered by county policy and needed a formal resolution.

12. UPDATE ON 2011-2020 LONG RANGE PLAN [Discussion]

Chairperson Blackman received a letter from Mary Wood for public comment. She handed out copies of the letter, indicating it was related to planning, new programs, and upcoming goals. It is related to our review of the Long Range Plan objectives. If she was correct, today's agenda item was for discussion of Long Range Plan 2018 objectives results, the October meeting would cover discussion of possible 2019 objectives, and at the November meeting the Trustees would vote for adoption of 2019 objectives. She stated that Mary Wood formerly worked at the library and prepared a lot of the measurements reports for the library's various programs. Mary Wood gave this to her to provide to the Trustees while they consider new objectives.

Library Director Amy Dodson explained that progress reports (identified in red) on Goal 1 and Goal 2 objectives for 2018 were included in Trustee packets. More detail will be provided at the October meeting, at which time discussion will take place about 2019 objectives. In November we will formally adopt 2019 objectives in order to meet the state library deadline.

- a. Review progress on 2018 Goals and Objectives adopted November 2017.

Director Dodson provided a brief summary of the progress of 2018 objectives below.

Goal 1

- o Objective 1, RFID project - 100% complete; ahead of schedule.
- o Objective 2, Increase technology to patrons - mostly complete, some still in progress. Launchpads are circulating.
- o Objective 3, item A - completed; items B and C not completed since Director Dodson has been out eight weeks. eResources statistics and patron feedback will be provided at the October meeting.

Goal 2

- o Objective 1, item A – completed; items B and C are on hold.
- o Objective 2, Introduce new programs to Lake Tahoe branch – complete and ongoing.
- o Objective 3, Introduce new programs for children – items A and B complete; item C to be completed before deadline.
- o Objective 4, Introduce new programs for adults – items A and B complete and ongoing; item C, not complete; item D completed.
- o Objective 5, Summer Reading 2018 – items A and B complete.

Director Dodson stated the goal was to get each of these departments to try new types of programming. Staff has been requested to provide results for their individual objectives and those details regarding their programming, i.e., name and description of program and patron attendance will be provided at the next meeting.

Chairperson Deborah Blackman and Trustee Bonnie Rogers asked for more details, specifically measurements, for example, what additional devices were circulated and how many. Trustee Mark Jensen agreed. He asked if sustainable meant that these new programs and services would have the necessary supplies, staffing and funding to continue. Director Dodson answered yes.

Chairperson Blackman reiterated that the Trustees needed more detail in order to evaluate the programs and services. Director Dodson replied she would provide that information at the October meeting.

- b. Discussion of possible Goal 1 and Goal 2 Objectives for 2019.
- c. October 23 meeting: review/amend results of 2018 objectives.
- d. November 27 meeting: formally adopt 2019 Objectives.
- e. Discussion on new Long Range Plan for 2021 and beyond.

There was no further key discussion.

13. PUBLIC COMMENTS AND DISCUSSION

Chairperson Deborah Blackman asked for public comment.

Trustee Bonnie Rogers passed around a news article about former library employee, Sandy Draper. The article reported Ms. Draper's work with various organizations and that she had started a new service to help people with mental illness.

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

14. ADJOURNMENT [Action]

There was no further action or discussion. The meeting adjourned at 11:40 a.m.

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Director's Monthly Report September 2018

1. Virtual Reality. The State Library-supported Virtual Reality program is kicking off this month. On September 25, the library is hosting a Virtual Reality Showcase, so that patrons can observe and try the new VR equipment. There will also be a weekly VR Lab for teens, beginning September 28.
2. Local Author event. This year's Local Author Gathering will be held on October 2, 2018 at the Minden Library. Todd Borg will be featured alongside authors JoAnn Conner, Jennifer Quashnick, J.L. Pattison, and Rod Haulenbeek, and others.
3. Staff Development. Three library staff will be attending the annual conference of the Nevada Library Association (NLA) in Las Vegas, October 12-14: Luise Davis, Veronica Hallam, and Kitty Weber.