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APPROVED 11/22/16
LIBRARY BOARD MINUTES
October 25, 2016

ATTENDEES

Library Board Members: Charles Wolle, Chairperson, Melanie Boudreau, Vice Chairperson, and Barb Wilson. Deborah Blackman and Bonnie Rogers were absent.

County and Library Staff: Linda Wilson and Kathy Munson. Amy Dodson was absent. Kathy Munson took the minutes.

THE MEETING CONVENED AT 10:00 A.M.

1. PUBLIC COMMENTS AND DISCUSSION [Discussion]

Charles Wolle, Chairperson, asked for public comment. There was no public comment. Public comment was closed.

2. APPROVAL OF THE PROPOSED AGENDA [Action]

Linda Wilson indicated that Item 7 on the agenda inadvertently excluded the Lake Tahoe Branch Library regarding closure on December 24, 2016. Linda recommended that the Board discuss and vote on this item as noticed, the Minden Library only, and table discussion and action regarding the Lake Tahoe branch. The Board mutually agreed to leave Item 7 as is.

Barb Wilson made a motion to approve the agenda as presented. Melanie Boudreau made a second. Charles Wolle 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 SEPTEMBER 27, 2016, REGULAR MEETING [Action]

Melanie Boudreau made a motion to approve the minutes as presented. Barb Wilson made a second. Charles Wolle 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 September / October 2016

Petty Cash/AD	Staff Meeting refreshments	01201	\$ 15.00
Petty Cash/AD	Employee Recognition event	01201	\$ 13.28
Ad Plus	Staff & Board library shirts	01242	\$1,101.82
Baker & Taylor	Library Materials	01251	\$ 27.27

*Funding by Friends of the Library

Barb Wilson made a motion to approve all items on the Consent Calendar. Melanie Boudreau made a second. Charles Wolle 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. 9/30/16

Kathy Munson gave a brief summary of the budget.

We're at 22% overall budget used to date, which is under the 24.9% average for this time in the fiscal year. It breaks out to 23% used in Salaries & Wages, 21% used in Benefits, and 18% used in Services & Supplies.

Gift Fund Summary – 9/30/16

Revenue YTD	\$ 8,185.76
Expenditures YTD	(\$18,032.64)
Fund Balance YTD	\$ 9,846.88

6. DISCUSSION AND POSSIBLE ACTION TO INCREASE AMOUNT OF GIFT FUND APPROVAL THRESHOLD FOR DIRECTOR AMY DODSON TO \$3000 [Action]

Kathy Munson gave a brief summary of operational items that might be included in Director Amy Dodson's increased purchasing limit. They could include, but not be limited to, library materials, program underwriting, and computer equipment. Kathy explained that increasing the purchasing limit from the Gift Fund account would give the Director more flexibility to conduct operations in a timely manner.

Melanie Boudreau made a motion to approve increase Director Amy Dodson's purchase limit to \$3,000. Barb Wilson made a second. Charles Wolle asked for public comment. There being no public comment, public comment was closed and the motion passed unanimously.

7. DISCUSSION AND POSSIBLE ACTION TO APPROVE CLOSURE OF MINDEN LIBRARY ON SATURDAY, DECEMBER 24, 2016. GOVERNMENT HOLIDAY CLOSURE THIS YEAR IS FOR MONDAY, DECEMBER 26, 2016. [Action]

Linda Wilson explained that the county holiday this year falls on Monday, December 26. Most county offices are closed on Saturday and Sunday unlike our library which is open on Saturday. Linda advised the Board that historically, the library has very few patrons on December 24th due to the Christmas Eve holiday. Charles Wolle asked if it was known how many patrons only come to the library on Saturday. Linda stated it wasn't known. She added that it is the norm to close at other libraries on Christmas Eve. Charles felt it made sense for both staff and patrons to close on this particular Saturday.

Barb Wilson made a motion to approve closure of the Minden Library on Saturday, December 24th and include for consideration closing the Lake Tahoe Branch Library at the November 22, 2016 Board of Trustees meeting. Melanie Boudreau made a second. Charles Wolle asked for public comment. There being no public comment, public comment was closed and the motion passed unanimously.

8. UPDATE ON PROFESSIONAL LIBRARY CONFERENCES [Discussion]

- a. Nevada Library Association conference October 17-19
- b. Mountain Plains Library Association conference October 20-22

Charles Wolle suggested tabling this discussion until the next Board meeting due to Amy Dodson's absence. The Board members in attendance agreed and the matter was tabled.

9. REVIEW OF EXPIRING BOARD TERMS [Discussion]

- a. Barb Wilson – expiring 12/31/16; 8 years.
- b. Possible applicants for position.

The Board inquired about how to enlist applicants for the open position on the Board. Linda Wilson stated that the Board is encouraged to ask individuals whom they think would be good candidates, as well as those who use the library regularly. Linda also suggested including individuals that live in different areas of the county. Douglas County will put an ad in the newspaper announcing available open board appointments. Charles Wolle asked if there was further discussion. There was no additional discussion and the matter was closed.

10. UPDATE TO 2011-2020 LONG RANGE PLAN [Action]

- a. Discussion of possible Goal 1 and Goal 2 objectives for 2017.
- b. Review/amend the proposed 2017 objectives.
- c. New 2017 objectives must be adopted by November 22 meeting.

Due to Amy Dodson's absence, Charles Wolle recommended tabling this until the November Board meeting. Barb Wilson moved to table update to the 2011-2020 Long Range Plan until the November 22, 2016 Board meeting. Melanie Boudreau made a second. Charles Wolle asked for public comment. There being no public comment, public comment was closed and the motion passed unanimously.

11. ANNUAL PERFORMANCE EVALUATION OF LIBRARY DIRECTOR [Discussion]

- a. A packet of information has been distributed to each Trustee and presented for discussion.
- b. Performance evaluation will be conducted at the November 22 regular meeting.

Melanie Boudreau suggested tabling this discussion until the November 22 meeting. The Board members in attendance agreed and the matter was tabled.

12. MONTHLY REPORT [Discussion]

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

13. PUBLIC COMMENTS AND DISCUSSION

Charles Wolle asked for public comment. There being no public comment or discussion, public comment was closed.

14. ADJOURNMENT

There was no further action or discussion. The meeting adjourned at 10:35 a.m.

km

*Director's Monthly Report
October 2016*



1. New staff. The library's new Youth Services Librarian, Kira Frederick, and new Library Supervisor for the Lake Tahoe branch, Julia Brown, joined the team on October 4. Training and orientation has gone very smoothly. We have also hired a new Library Technician, Elizabeth Wengrin-Rohrbaugh. Elizabeth is a Garnerville native, and is currently working on her MLS. She will be starting at the beginning of November, and she will be a wonderful addition to the team.
2. Library lobby. The book sale and lobby area of the Minden library is going to have a fresh look in the very near future. The library is partnering with a local Eagle Scout/Boy Scout troop, and thanks go to the Malkmus Foundation for financial support. The scouts will be building all new book shelves for the book sale area, and will be earning a badge for their efforts. Library Technician Heather Freuh will be redesigning the space and working with the scouts.
3. Douglas County. The County is working on a new payroll and timekeeping system for all employees. Staff and supervisors will be trained in early December. The new system will be online and will eliminate paper timesheets. The goal is to drastically improve efficiency. (For a little perspective, all employees used carbon paper timesheets less than two years ago!)
4. Professional Development. Librarian Luise Davis and I attended the annual Nevada Library Association conference in Las Vegas, October 18-19. This was a very inspiring and intense conference, and I felt that it was very worthwhile. I will also be attending future NLA meetings as I am now on the Executive Board.

The MPLA conference was October 20-22 in Loveland, CO in conjunction with the Colorado Association of Libraries. I attended this with a librarian from Washoe County. This afforded me the opportunity to learn more about MPLA, work with officers in the organization, network with other professionals, and promote the next conference. This annual conference is hosted by the membership states, on a rotation basis. The 2017 conference is being hosted by Nevada, specifically Douglas County, October 16-18, 2017 at the Hard Rock Hotel & Casino in Stateline.