

October 23, 2018 Library Board Meeting

Enclosed:

- ❖ Agenda
- ❖ Public Postings for Library Board
- ❖ Draft Minutes of Tuesday, August 28, 2018 meeting – *Agenda Item 3*
- ❖ Draft Minutes of Thursday, September 27, 2018 meeting - *Agenda Item 3*
- ❖ Gift Fund Claims September/October 2018, Consent Calendar – *Agenda Item 4a*
-Gift Fund Expenditures Report FY1819, dated 10/16/18
- ❖ Budget Summary/Budget Performance, 9/30/2018 – *Agenda Item 5*
- ❖ Draft changes to Comm. Mtg. Room Policy – *Agenda Item 6*
- ❖ Possible evaluation forms for annual PE of Director – *Agenda Item 8*
- ❖ Annual Performance Eval. packet for Director – *Agenda Item 9 (to be distributed at meeting)*
- ❖ Long Range Plan, 2018 Goals 1 & 2 Objectives Results – *Agenda Item 10*
- ❖ Monthly Report, October 2018 - *Agenda Item 13 (to be distributed at meeting)*
- ❖ Notice to Amy Dodson pursuant to NRS 241.031 - *Agenda Item 14*
- ❖ Resolution on Douglas County Admin. Policies & Procedures – *Agenda Item 15*
- ❖ Library miscellaneous/informational (*to be distributed at meeting*)
 - Press Releases
 - Newspaper articles

October 16, 2018

The Douglas County Public Library Board of Trustees will meet at 10:00 a.m. on Tuesday, **October 23, 2018** in the Meeting Room of the in the Pine Nut Room of the Minden Library, 1625 Library Lane, Minden, NV. Below is an agenda of all items scheduled to be considered. All items **For Possible Action** will include a public comment period.

AGENDA

1. Public comments and discussion.

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 will not be taken as a public hearing is not legally required.

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 you wish to comment on a specific agenda item scheduled for action, please do so when that item is opened for public comment.

2. For possible action. Approval of proposed 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. Approval of the minutes of the August 28 and September 27, 2018 regular meetings.

4. Consent Calendar.

Items appearing on the Consent Calendar are items that can be adopted with one motion unless pulled by a Trustee wishing to have an item or items further discussed. When items are pulled for discussion, they will be automatically placed as the next item for discussion or may be continued until another meeting. Motion to approve the Consent Calendar, item 4a.

- a. For possible action. Approval of Gift fund claims
 - i. September/October 2018

5. Review of Budget Performance Report summary and Gift Fund summary [Discussion]
 - a. 9/30/2018
6. For possible action. Discussion on the revisions and proposed changes to the Meeting Room Policy. [Discussion]
7. For possible action. Discussion and possible action to approve expenditure up to \$5,000.00 of the Gift Fund for the Bookmobile, if additional funds are needed. Discussion will include an update on the Bookmobile Project. [Discussion]
8. For possible action. Discussion and review of possible evaluation forms to be considered for the annual Performance Evaluation of the Library Director. [Discussion]
9. Annual performance evaluation of Library Director. [Discussion]
 - a. A packet of information will be given to each Trustee as soon as Item #8 (above) has been discussed and voted upon.
 - b. Performance evaluation will be conducted at the November 28 regular meeting.
10. For possible action. Update on 2011-2020 Long Range Plan. [Discussion]
 - a. Review and discussion of 2018 Goals and Objectives.
 - b. Discussion of possible Goal 1 and Goal 2 Objectives for 2019.
 - c. New 2019 objectives must be adopted by November 27 meeting.
 - d. Discussion on new Long Range Plan for 2021 and beyond.
11. Review of board terms. [Discussion]
 - a. Deborah Blackman 12/31/2018
 - b. Melanie Boudreau 12/31/2018
 - c. Mark Jensen 12/31/2020
 - d. Bonnie Rogers 12/31/2019
 - e. Charles Wolle 12/31/2019
12. List of evaluations completed.
 - a. Brown
 - b. Frederick
 - c. Wilson, Linda
13. Monthly Report. [Discussion]
 - a. Friends / Foundation
 - i. Friends Board Monthly Meeting – November 13, 2018
 - ii. Foundation Meeting – October 30, 2018
 - b. Completed Library Programs
 - c. Current / Planned Library Programs
 - d. Usage statistics
 - e. Facility work

14. For possible action. Discussion on the character, competence, alleged misconduct or physical or mental health of Amy Dodson, Library Director, pursuant to NRS 241.031 and recommendations regarding training, policies and departmental communication. This item was previously heard on August 28, 2018 and continued to the October meeting.

15. For possible action. Discussion on adopting a Resolution formally acknowledging the Douglas County Administrative Policies and Procedures apply to all Douglas County Library employees. Tabled from September 27, 2018 meeting. [Discussion]

16. Public comments and discussion.

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 will not be taken as a public hearing is not legally required.

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.

17. For possible action. Adjournment.

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

Douglas County Libraries, Minden and Zephyr Cove
Douglas County Courthouse
Minden Post Office
Zephyr Cove Post Office
<https://www.douglascountynv.gov/AgendaCenter>
<https://notice.nv.gov>

Supporting material for the meeting is available at the Minden Library, 1625 Library Lane, Minden, NV. A request for copies of the supporting materials may be directed to:

Kathy Munson, Administrative Services Manager
Douglas County Public Library
1625 Library Lane, Minden, NV 89423
775-782-9841
kmunson@douglas.lib.nv.us

Reasonable efforts will be made to assist and accommodate handicapped persons desiring to attend the meeting. Please contact Amy Dodson at 782-9841 before October 23, 2018 for arrangements.

Agenda Item 3

UNAPPROVED
LIBRARY BOARD MINUTES
AUGUST 28, 2018

ATTENDEES

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

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

THE MEETING CONVENED AT 10:00 A.M.

1. PUBLIC COMMENTS AND DISCUSSION [Discussion]

Deborah Blackman asked guests to introduce themselves which they did. The following people were in attendance: **County Staff:** Cynthea Gregory, Deputy District Attorney; Wendy Lang, Human Resources Manager; **Nevada State Library Staff:** Tammy Westergard, Assistant Administrator; Cyndi O, Co-op Coordinator; **Public:** Mary Wood.

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

2. APPROVAL OF PROPOSED AGENDA [Action]

Bonnie Rogers made a motion to approve the agenda as presented. Melanie Boudreau made a second. 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 JUNE 26, 2018 REGULAR MEETING [Action]

Charles Wolle made a motion to approve the minutes as presented. Bonnie Rogers made a second. 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. July / August 2018

*DoCoProcurement/MP	TAB 9/27/18 Mystery Party	02242	\$ 32.95
*DoCoProcurement/MP	STEAM Club 6/6/18; SRP Kick-off Ice Cream Social; TAB pizza 6/20/18	02246	\$ 169.55
DoCoProcurement/KM	Recorder for meetings/conf.	02248	\$ 299.99
Amy Dodson/Petty Cash	ERC-staff birthday; staff mtg snacks 7/10/18	02250	\$ 38.15
Amy Dodson/Petty Cash	ERC event-treats for staff	02271	\$ 14.34
*Julia Brown	SRP-Making Musical Instruments 7/19/18	02266	\$ 48.28
Amy Dodson/Petty Cash	ERC-Staff mtg snacks 8/7/18	02295	\$ 24.56
*DoCoProcurement/MP	STEAM Club 7/11/18; TAB pizza 7/18/18	02298	\$ 63.00
DoCoProcurement/KM	Emp. Recog. gift cards; AD get well flowers	02303	\$ 195.94

*Funding by Friends of the Library

Bonnie Rogers made a motion to approve items on the Consent Calendar. Melanie Boudreau made a second. Deborah Blackman asked for public comment. Melanie Boudreau asked if Amazon reimbursed the library for the defective solar sunglasses. Amy responded yes, a credit was issued. There being no additional public comment, public comment was closed and the motion passed unanimously.

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

a. 6/30/2018

Bonnie Rogers asked if the Capital Projects account amendment was for the HVAC project. Amy Dodson responded yes. Additional funding was needed to complete the project. That funding was obtained from the Room Tax Fund, not the Library budget.

Gift Fund Summary – 6/30/18

Revenue YTD	\$33,026.80
Expenditures YTD	\$12,846.72
Cash Balance YTD	\$87,417.00

b. 7/31/18

Deborah Blackman asked why the HVAC capital funds weren't showing on the 7/31/18 report. Amy Dodson stated the Finance Office doesn't immediately carry forward all funds into the current fiscal year. This is part of their workflow but the transfer will take place in the near future.

Gift Fund Summary – 7/31/18

Revenue YTD	-\$ 637.80
Expenditures YTD	-\$ 71.10
Cash Balance YTD	-\$ 0.00

6. DISCUSSION ON DRAFT LANGUAGE AND PROPOSED CHANGES TO COMMUNITY MEETING ROOM POLICY. SECOND READING; INCLUDES CHANGES REQUESTED BY LIBRARY TRUSTEES AT JUNE 26 MEETING.

[Action]

Amy Dodson presented a revised draft of changes requested by the Board at last month's meeting and asked for Board comment.

Melanie Boudreau asked why item number 10 was italicized. Amy Dodson indicated she was working with the District Attorney's office to finalize that language. It's currently still in draft form.

Bonnie Rogers called out changes needed, Page 1, in paragraph 3, first sentence, "Use of the meeting rooms are..." should read "Use of the meeting rooms is....." and remove commas in the second sentence.

Deborah Blackman asked for additional Board comment. Hearing none, she opened public comment. There being no public comment, public comment was closed.

Charles Wolle made a motion to approve the proposed revisions subject to any changes at next month's Board meeting rather than holding over the matter for future discussion. Bonnie Rogers made a second and the motion passed unanimously.

7. UPDATE ON BOOKMOBILE PROJECT [Discussion]

Linda Wilson provided a brief update of the status of the bookmobile. Other contributors included Cynthia Gregory, Deputy District Attorney, and Charles Wolle, Library Trustee and Foundation member.

- The Library Foundation met on August 15. They were leaning toward Summit Bodyworks but wanted more due diligence performed before contracting with them for a new vehicle. They decided against using the existing vehicle that is partially complete.
- Investigation of OBS Inc. indicated they have no capital funds, only equipment which was used as collateral for two loans. Pursuing them legally when they had no assets was inadvisable.
- The Foundation had no performance bond or insurance to cover their interests while under contract with OBS Inc.
- The County District Attorney helped the Foundation with this matter but was not able to represent the Foundation since they are a private entity. The District Attorney provided assistance to the Foundation with a background check, commercial credit report, and counseling them about their options.
- Amy Dodson did due diligence on OBS. Multiple attempts were made to contact OBS by telephone, Facebook, email, and certified mail (including to the OBS resident agent) with no success.
- The Library Foundation looked into counsel and chose to not hire that other counsel.
- Two other libraries that lost their deposits with OBS decided to move on to another vendor, as well.
- Amy Dodson and the Foundation explored every avenue to pursue recovering the deposit money from OBS.

8. MONTHLY REPORT [Discussion]

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

9. LIST OF EVALUATIONS COMPLETED

- a. Doyle
- b. Frueh

10. DISCUSSION ON THE ASSIGNMENT OF ACTING LIBRARY DIRECTOR WHEN THE LIBRARY DIRECTOR IS ABSENT, SUCH AS FOR PLANNED LEAVE OR ATTENDING OFFSITE TRAINING. [Action]

Amy Dodson indicated this was on the agenda at the request of Board members at the June Board meeting in order to accommodate additional discussion or Board action. Deborah Blackman stated she thought this discussion was finalized at the June meeting. Bonnie Rogers asked for clarification of the decision. Deborah responded stating that Amy Dodson appointed Linda Wilson as the Acting Library Director in her absence.

Bonnie Rogers made a motion to follow the Chain of Command as stated in the Library Handbook wherein one person is appointed the role of Acting Library Director in the Library Director's absence. Melanie Boudreau made a second. Deborah Blackman asked for public comment. Hearing no public comment, public comment was closed. Charles Wolle abstained, indicating he did not understand the motion. The motion passed with 4 in favor and 1 abstention (Charles Wolle).

11. DISCUSSION ON THE PLANS TO HIRE THE LIBRARY TECHNICIAN WHO WILL BE DRIVING THE BOOKMOBILE AND PERFORMING OUTREACH.

[Action]

Amy Dodson indicated at the June Board meeting there was a question when to hire the library technician operating the bookmobile. A couple of Board members favored hiring closer to bookmobile delivery but others suggested hiring sooner so as to maximize training time and help with current staffing shortages.

This position was approved at an Internal Review Committee (IRC) meeting earlier in the year. Wendy Lang confirmed it was approved at IRC. Amy indicated this could go forward with posting on the County's website and if it was posted in the near future and current staff was interested, recruitment could be of a shorter duration. Amy's recommendation was to move forward with the hiring process. She mentioned the van does not require a special driver's license; it is a small van similar to a FedEx van and doesn't require commercial license status. The manufacturer of the van will provide training to staff.

Wendy Lang added that a job requirement is possession of a valid Nevada driver's license. Her department also conducts background checks as part of candidate screening process.

No further discussion followed. Mark Jensen made a motion to authorize Amy Dodson to proceed with hiring the Library Technician. Charles Wolle made a second. Deborah Blackman asked for public comment. Hearing no public comment, public comment was closed and the motion carried.

12. DISCUSSION ON THE PROCEDURES FOR LIBRARY BOARD MEETING AGENDAS. POSSIBLE PROCEDURES WERE DISCUSSED AT THE JUNE 26 MEETING, AND THE TOPIC WAS TABLED UNTIL THE AUGUST MEETING.

[Action]

At last month's Board meeting, there was discussion about formalizing a process to place items on Board agendas. Amy Dodson said in the past, it's been casual but she recommended establishing a formal process. She further recommended establishing a timeline that aligns with NRS requirements. Deborah Blackman asked for clarification whether it was the agenda or the board packets that required posting 5 days prior to each meeting. Kathy Munson indicated it is the agenda not the packet, adding that the period required to post agendas by NRS is 3 working days.

Bonnie Rogers suggested that Amy Dodson and Chair, Deborah Blackman work together to develop the language needed for inclusion in the Bylaws. She would like to see a timeline and how a facilitator would be assigned. Deborah Blackman responded she liked the idea that the person requesting the agenda item takes the lead to facilitate adding said item to the agenda. Amy Dodson indicated there was discussion about this at past Board meetings and the general agreement was that one Board member fills the role as facilitator to gather information and get items to Amy for inclusion on the agenda. She added that Bylaw review is due in 2019 and that

this was a good time to work on language for the Bylaws or alternatively, develop an interim procedure until the official Bylaws review takes place next year.

Deborah Blackman asked about establishing a deadline by which to submit agenda item requests in order to meet NRS posting requirements. Kathy Munson explained that the agenda goes through several iterations prior to finalization and posting. She suggested that all requests be submitted to Amy Dodson no later than 5 p.m. on Monday of the week prior to the week of the Board meeting. That would give time to refine the language needed for the agenda as well as meet the NRS posting requirement of 9 a.m., 3 working days prior to the Board meeting date. Deborah recalled that the Board discussed items being sent to the Chairperson directly, and then the Chair would send on to the Director for inclusion on the agenda. The Board mutually agreed the Chairperson would manage all requests and send them to Amy Dodson.

Melanie Boudreau made a motion that the Chair of the Board submit all items to be included on the Board agenda to Amy Dodson by Monday of the week prior to the week of the scheduled Board meeting, and that this motion is an interim procedure until a final procedure can be defined in a future Bylaws amendment. Mark Jensen made a second. Deborah Blackman asked for public comment. There being no public comment, public comment was closed and the motion carried unanimously.

Bonnie Rogers made a follow up motion - that a revision to the Bylaws regarding agendizing items for Board agendas be completed before December 31, 2018. Melanie Boudreau made a second. Deborah Blackman asked for public comment. There being no public comment, public comment was closed and the motion carried unanimously.

13. DISCUSSION ON THE CHARACTER, COMPETENCE, ALLEGED MISCONDUCT OR PHYSICAL OR MENTAL HEALTH OF AMY DODSON, LIBRARY DIRECTOR, PURSUANT TO NRS 241.031 AND RECOMMENDATIONS REGARDING TRAINING, POLICIES AND DEPARTMENTAL COMMUNICATION. [Action]

Deborah Blackman asked Wendy Lang, Human Resources Director, to open the discussion. For the record, Wendy Lang introduced herself. Wendy explained that the NRS requires an open public meeting if an individual whose character, competence, alleged misconduct or physical or mental health is to be discussed. That individual must be notified of the public meeting and Mrs. Dodson has been notified according to the NRS.

Wendy drew the Board's attention to her 2-page report, addressed to Chairperson Deborah Blackman and included in Board packets. Briefly, Wendy recently conducted an investigation subject to some concerns brought to her attention by employee(s) as well as to address an anonymous call to the Douglas County Fraud, Waste and Abuse hotline.

The subjects of concern were the re-assignment of essential functions outlined in an approved job description from one library employee to another without formally changing the job description or organizational chart; a lack of skill in addressing and communicating with

management and professional staff, and administrative direction to limit communication between Library Trustees and staff.

The memo summarizes Wendy's findings and recommends that the Board of Trustees direct Amy Dodson to, 1) establish written Standard Operating Procedures (reference memo for entire language); 2) attend leadership and management training, with a focus on the legal aspects and performance management; and 3) schedule all library staff to participate in a workshop such as "Discovering Values" offered by the County's liability insurance company, POOL/PACT. Wendy also recommended the Board formally adopt all or some of the Douglas County personnel policies, as well as bylaws and regulations for management of the library. It's especially important to address expectations regarding communication between Library Trustees and staff and ensure that policy is legally compliant and consistent with the U.S. Constitution and NRS prior to adoption.

A lengthy discussion followed, and the substantive points are summarized below.

Board of Trustees

- Review County personnel policies.
- Extend an invitation to the Library Director to attend the Douglas County Supervisory Management Program commencing September 17th.
- Put operational procedures in place to include continued and ongoing management and staff training.
- Review work assignment changes.
- Organizational chart of 2016 is the existing organizational structure, but some staff are working under other org chart versions.
- Request Human Resources conduct a workshop on policy and determine how to mesh the Library's policies with the County's policies.

Wendy Lang, Human Resources Director; Cynthea Gregory, Deputy District Attorney

- Will provide the Trustees with County personnel policies and Douglas County Code.
- Recommends Amy Dodson attend the Douglas County Supervisory Management Program, specifically Phase 1, class 2, "Managing and Supervising People" (2 days).
- The essential functions of the job description in question are those which identify that job as a professional level job. Removing tasks and replacing those with other tasks, may cause employees to work out of class which is a violation of the labor agreement. The legal takeaway is whether removing essential functions from a staff person's job description could be considered constructive discharge.
- Wendy stated she met with 10 or 11 library staff members during her investigation.
- The DCEA contract requires that a represented employee be given written notice of an upcoming investigative interview, the subject of which was staff communication with the Board of Trustees. It was Wendy Lang's determination that the DCEA contract was violated.
- Wendy's intent was to ascertain County liability.
- Cynthea Gregory stated library employees are county employees and the DCEA contract applies to almost all them.

- Wendy stated that Amy Dodson's action would have been more appropriately performed during the performance evaluation process.
- In the State of Nevada, there is no clear yes or no to staff conversations with Library Trustees. Regardless, staff has the right to free speech.
- Cynthea stated it is appropriate for staff to speak to Trustees if a matter is of public concern, such as morale and pay increases.

Amy Dodson

- Amy had three subjects of concern in the memo and recommendations from Wendy Lang.
- First, that she allegedly reassigned essential functions as outlined in an approved job description from one library employee to others. She's being accused of doing so without formally changing the job description or the organizational chart. The only point is any reassignment she's ever made during her time at the library was of functions and responsibilities that are outlined in an approved job description. If Amy were to ask a Library Technician to do something they've never done before, it was something perhaps that a past Library Technician may have done in the past. For example, when an employee resigns, I work with the supervisor to make plans for temporary assignments and handle the vacancy, thus the reason for cross training. I do not ask a Lib Technician to do the work of a Lib Supervisor. I'm not sure how that was interpreted and I may need more information on that. It's very common for small assignments to be shifted around between employees, but the assignment is always within the same class and pay grade.
- Second concern is Amy's lack of skill addressing and communicating with management and professional staff. Amy has taken steps to improve communication across the board. She established one-on-one meetings with each staff member on a regular basis so that all employees get to sit down and talk with her.
- Amy realizes her communication style may be different than what employees have experienced with the previous Library Director. Changes in the workplace can be difficult. Amy is very forthright and direct which is an expression of her enthusiasm and dedication. She is happy to attend any training the Trustees would like her to attend.
- Amy asserted she did not give any staff the directive to limit or curtail their communication with the Library Trustees; not once did she say "you may not do that."
- At the staff meeting mentioned earlier, she gave staff directive to come and talk with her if they had issues or concerns. Not one employee came to her. At that staff meeting she aired excerpts from the video that was shown to the Library Trustees in its entirety, and used it to explain the Chain of Command, i.e., talking with their supervisor, then to her as Director, or going directly to Human Resources. She tried to express to staff this was appropriate.
- Before she aired the video to staff, she went to County Manager Larry Werner, and District Attorney Doug Richie, to discuss the matter.
- Amy stated that in past positions she's never been terminated and never been disciplined, thus the reason the allegations were unexpected. She expressed that she hoped these allegations weren't related to a protected class. She felt very fortunate to be in the position and commented the library has an outstanding staff.

- Amy commented that she researched whether Board of Trustees policy included the adoption of Douglas County policy and found there was no formal adoption. She did determine that the library follows law and county direction for payroll, vacation time, and Human Resources related matters – all regulations, policies, and procedures. The only item slightly different at the library is it's organizationally specific to the library profession.
- With regard to communication deficiencies, Amy stated that at the beginning of the year, she made the offer to new and standing trustees to come and talk to her. Only one trustee responded they would meet with her, Mark Jensen. Two trustees stated they would meet with her on an as-needed basis. The remaining two Trustees refused to meet with her.
- Amy appreciated the opportunity to respond to this notice. It was a shock. Notice and service of process was given two days after her release from the hospital. She was on FMLA medical leave at the time, thus the reason she needs more time to prepare a formal response and consult legal counsel.

Charles Wolle commented this was an item for possible action but he hadn't heard anyone propose any action and to the extent on comments or the qualifications of the Library Director, she has done a terrific job. Charles stated he was not prepared to vote on anything until he knew what was proposed and he knew what the facts were.

Melanie Boudreau commented she didn't feel if the Board of Trustees went with the memo and recommendations, she was still not completely informed enough to make any decision.

Wendy Lang explained the role of Human Resources was to be independent and investigate whatever concerns the Trustees may have. The Trustees would need to rely on her position and role in a due diligence process. She explained her memo simply included recommendations and were a good starting point as to how to proceed, as well as include training. She strongly recommended the Trustees adopt policies and procedures to guide them in taking action on any such matters.

At this time, Deborah Blackman opened public comment.

Mary Wood introduced herself. She stated as a former library employee, there was always confusion among library staff about how county policy applied to the library. An example was the County's update of the policy on computer use. In listening to everyone, it seemed there was disconnect between the Library Director and library staff, so communication is very important. There was no further public comment. Public comment was closed.

Deborah Blackman asked for input and or a motion from the Board. She suggested a motion on the management training matter and then separate motions on the other matters at hand.

Melanie Boudreau stated she was not ready to make any decision.

Bonnie Rogers suggested a recommendation that Amy Dodson attend the county sponsored management training and have staff participate in another training session with POOL/PACT. She stated that was her motion.

Mark Jensen commented he would agree with that motion provided the health of Amy Dodson allowed such attendance, with no specifics as to where, what training or when Amy should attend. Charles Wolle commented that he didn't believe the Director could be obligated by this Board of Trustees to attend any particular training and at this time he was not prepared to direct the Director to attend any training.

Mark Jensen continued, making a motion to encourage the Library Director to attend additional leadership and management training of her choice, as her health allowed, and at her discretion and timing. Charles Wolle made a second. Deborah Blackman asked for public comment. Hearing no comment, public comment was closed. The motion passed with 3 in favor (Mark Jensen, Charles Wolle, and Melanie Boudreau) and 2 opposed (Deborah Blackman, Bonnie Rogers).

Deborah Blackman asked for a motion on the other matter, establishing written standard operating procedures. Referencing Wendy Lang's memo and recommendations, Mark Jensen asked if "establish written Standard Operating Procedures" was job description jargon. Wendy Lang clarified that there are specific tasks within each classification that can vary from person to person, as well as specific procedures to approach various tasks, and that the library develop documented operating procedures based on those tasks.

Amy Dodson stated that the library has written and procedures which are followed regularly and an employee handbook. She planned to start revising the handbook policies in 2019 to improve and expand the language.

Deborah Blackman asked for a motion.

Mark Jensen made a motion that the Trustees directs the Library Director to continue her work on improving the standard operating procedures, job descriptions or other appropriate documentation regarding staff duties, and that she continue to consult with the County's personnel department to ensure the documents are appropriate for the intended purpose. Charles Wolle made a second. Deborah Blackman asked for a deadline. Melanie Boudreau stated this would take time and suggested next spring sometime, March. Mark so moved to amend his motion to include completion by March 2019. Charles Wolle seconded the amended motion. Deborah Blackman asked for public comment. Hearing no public comment, public comment was closed, and the amended motion carried unanimously. Amy Dodson stated she would include this as a recommended objective during the Long Range Plan update process coming up shortly.

Deborah Blackman asked for a motion on personnel policies or whether the Trustees would discuss this at the next meeting. Charles Wolle thought the September meeting was scheduled to be at the Lake Tahoe branch library. Melanie Boudreau and Mark Jensen indicated they would not be present at the September meeting. Deborah Blackman asked Wendy Lang to send the Trustees the personnel policies and the Board would schedule a date to hear the matter. Wendy stated there are 30 plus policies. She will send a direct link to those items.

Melanie Boudreau preferred to hear this matter at the October meeting. Amy Dodson added she needed more time to formulate a formal and more detailed response, adding that the September meeting is a special one for the purpose of starting the Long Range Plan update process and further, two Trustees would be absent at the September meeting. If this matter is put on the October agenda for follow up on everything in the memo's recommendations, it's a more realistic timeline. Amy's performance evaluation process begins the following month and if she is able to accomplish some of these steps by then, it will benefit the performance evaluation process.

Mark Jensen made a motion to move discussion and possible action on the personnel policies matter to the October Board meeting. Charles Wolle made a second. Deborah Blackman asked for public comment. Hearing no public comment, public comment was closed and the motion carried unanimously.

14. PUBLIC COMMENTS AND DISCUSSION

Amy Dodson commented that Board of Trustees training is changing and the reason Tammy Westergard from the Nevada State Library was present today. They've started a new training program for Trustees. Tammy will explain the program in more detail.

Tammy Westergard introduced herself for the record. The state library has a responsibility to provide training for library boards. Up until August 1st, that training was conducted for decades in person, but the state library has advanced it to online learning modules which are now available for Board use. The training modules are driven from Nevada library law as well Best Practices from the American Library Association. As it's deployed, it will be rolled out in a phased approach since they are still getting feedback. It is consider in beta mode now, but when complete, the State Library will reach out to library directors across the state asking them to get it out to their Boards. When each trustee completes the training modules, he or she would earn certification; there are 10 modules and a module for extra credit. Through the module program, Trustees will have another resource with whom to engage, the State Council on Libraries & Literacy (a 17 member body). This organization is specifically called out in statute and exists to represent various groups. When Boards are wrestling with issues, the State Council becomes the subject matter experts and is there to guide conversations and provide resources. Tammy went on to state that these services are not just available to Boards, but also to municipalities and counties.

Deborah Blackman asked for public comment. Deborah Blackman offered her own public comment by encouraging all Trustees to talk to the public, talk to staff and make their own decisions and bring those to the October Board meeting for discussion and action. Hearing no further public comment public comment was closed.

15. Adjournment [Action].

There was no further action or discussion. The meeting adjourned at 12:25 p.m.

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Agenda Item #3

UNAPPROVED
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.

km

Consent Calendar
Agenda Item 4a

Gift Fund Claims
September / October 2018

*Amy Dodson/Petty Cash	Creative Dance 9/7; TAB Murder Mystery 9/27	02373	\$ 77.97
*Amy Dodson/Petty Cash	STEAM Club 10/3; Staff Mtg refreshments 10/2	02387	\$ 71.89
*Scholastic, Inc.	2 nd Grade Program mtls.	02388	\$ 300.75
*Demco	2 nd Grade Program mtls	02392	\$ 269.84
Demco	Shelf for Launchpads (funded by Smallwood Grant)	02396	\$1,001.97
*DoCoProcurement/MP	Staff Mtg refreshments 9/11; Halloween Boo Bash 10/30; TAB Murder Mystery 9/27; 2 nd Grade Program; TAB Mtg 9/19	02412	\$ 249.13
DoCoProcurement/KM	ERC, Gift cards for On The Spot Aw.	02413	\$ 50.00

*Funding by Friends of the Library

Agenda Item #5

Douglas County Public Library

Budget Summary % of Fiscal Year
 Fiscal Year 2018-2019 Month End 9/30/2018 24.9%

EXPENDITURE ACCOUNTS

Salaries & Wages					
Budgeted	Augments	Current month	Year-to-date	% Used	
\$892,706		\$64,276	\$192,499	22%	

Benefits					
Budgeted	Augments	Current month	Year-to-date	% Used	
\$428,362		\$32,388	\$97,095	23%	

Services & Supplies						
Budgeted	Amend-ments	Current month	Encumber	Year-to-date	% Used	
\$370,968	\$0	\$29,421	\$10,072	\$112,087	33%	

Some individual lines are paid only once per year, in July and will therefore show a higher than expected percentage of disbursements in the early months of a fiscal year.

Capital Outlay **

Budgeted	Amend-ments	Current	Encumber	Year-to-date	Amended Less YTD	% Used	
\$0		\$0	\$0	\$0	\$0	\$0	0%

Capital Projects ** 234-804-562-000 & 234-804-564-500

Budgeted	Amended Budget	Current	Encumber	Year-to-date	Budget less YTD	% Used	
\$0	-\$4,880		\$0	\$600	-\$5,480	-12%	

*** These are pass-through accounts. During the year money will be transferred from Services & Supplies lines or money will be augmented by grant payments. Any single item costing \$10,000 or more will pass through this account. As augmentations are done only twice per fiscal year, these accounts will often show a negative balance.*

Library Expense Budget Performance Report

Fiscal Year to Date 09/30/18
Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund 234 - Room Tax										
Department 804 - Library										
EXPENSE										
Salaries & Wages										
510.000	Salaries & Wages	858,220.00	.00	858,220.00	54,683.30	.00	160,971.32	697,248.68	19	151,539.99
510.125	Salaries-Other	34,486.00	.00	34,486.00	.00	.00	.00	34,486.00	0	.00
511.170	Overtime	.00	.00	.00	.00	.00	.00	.00	+++	.00
511.171	Holidays	.00	.00	.00	3,106.24	.00	6,017.60	(6,017.60)	+++	5,121.76
511.172	Comp Paid	.00	.00	.00	220.76	.00	1,891.04	(1,891.04)	+++	153.18
511.173	Vacation	.00	.00	.00	5,633.95	.00	17,454.86	(17,454.86)	+++	17,622.11
511.174	Sick	.00	.00	.00	632.19	.00	6,164.19	(6,164.19)	+++	4,953.20
516.120	Contract Salaries	.00	.00	.00	.00	.00	.00	.00	+++	.00
<i>Salaries & Wages Totals</i>		\$892,706.00	\$0.00	\$892,706.00	\$64,276.44	\$0.00	\$192,499.01	\$700,206.99	22%	\$179,390.24
Employee Benefits										
511.180	Benefits	20,701.00	.00	20,701.00	.00	.00	.00	20,701.00	0	.00
511.181	Retirement	231,457.00	.00	231,457.00	17,404.33	.00	52,147.37	179,309.63	23	47,468.63
511.182	Workers Comp	10,790.00	.00	10,790.00	2,423.94	.00	7,255.34	3,534.66	67	6,661.34
511.183	Group Insurance	141,737.00	.00	141,737.00	10,829.40	.00	32,488.20	109,248.80	23	26,308.04
511.184	Unemployment	4,291.00	.00	4,291.00	323.88	.00	968.38	3,322.62	23	900.74
511.186	Medicare	12,444.00	.00	12,444.00	890.92	.00	2,687.49	9,756.51	22	2,521.11
511.188	Co. Dependent Insurance	.00	.00	.00	.00	.00	.00	.00	+++	.00
511.190	Pact Other	.00	.00	.00	.00	.00	.00	.00	+++	.00
511.191	Pact Fire/Law Heart/Lung	.00	.00	.00	.00	.00	.00	.00	+++	.00
511.195	Gasdi	750.00	.00	750.00	.00	.00	.00	750.00	0	125.75
511.201	PEBS-Ret.Medical	6,192.00	.00	6,192.00	516.00	.00	1,548.00	4,644.00	25	1,548.00
<i>Employee Benefits Totals</i>		\$428,362.00	\$0.00	\$428,362.00	\$32,388.47	\$0.00	\$97,094.78	\$331,267.22	23%	\$85,533.61



Library Expense Budget Performance Report

Fiscal Year to Date 09/30/18
Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month		YTD Encumbrances	YTD Transactions		Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
					Transactions	Amount		Transactions	Amount			
520.029	Program Underwriting	5,000.00	.00	5,000.00	294.41	.00	.00	1,529.82	3,470.18	31	3,940.21	
520.045	Computer System	50,000.00	.00	50,000.00	4,124.47	.00	.00	35,973.11	14,026.89	72	42,258.46	
520.055	Telephone Expense	5,500.00	.00	5,500.00	492.58	.00	.00	1,298.97	4,201.03	24	960.95	
520.060	Postage/Po Box Rent	3,200.00	.00	3,200.00	15.99	.00	.00	757.70	2,442.30	24	716.98	
520.064	Travel	6,000.00	.00	6,000.00	609.56	.00	.00	609.56	5,390.44	10	1,181.66	
520.072	Advertising	.00	.00	.00	1.22	.00	.00	1.22	(1.22)	+++	.00	
520.078	Printing & Binding	100.00	.00	100.00	.00	.00	.00	53.43	46.57	53	.00	
520.085	Communications	1,600.00	.00	1,600.00	.00	.00	.00	.00	1,600.00	0	1,320.00	
520.088	Utilities	32,000.00	.00	32,000.00	2,200.63	.00	.00	5,148.82	26,851.18	16	5,347.34	
520.097	Maint B&G	2,000.00	.00	2,000.00	.00	.00	.00	329.86	1,670.14	16	414.70	
520.098	Janitorial Services	30,072.00	.00	30,072.00	.00	10,072.45	.00	2,014.49	17,985.06	40	98.64	
520.107	Maint Equip	9,000.00	.00	9,000.00	.00	.00	.00	1,924.00	7,076.00	21	360.00	
520.110	Veh. Maint-Shop Parts	.00	.00	.00	.00	.00	.00	.00	.00	+++	.00	
520.114	Motor Pool Expense	5,840.00	.00	5,840.00	486.67	.00	.00	1,460.01	4,379.99	25	1,419.99	
520.136	Rents & Leases Equipment	5,000.00	.00	5,000.00	305.44	.00	.00	647.14	4,352.86	13	609.44	
520.156	Risk Mgmt-Co. Insurance	32,014.00	.00	32,014.00	8,003.50	.00	.00	8,003.50	24,010.50	25	8,280.00	
520.169	EMRB Assessment	.00	.00	.00	.00	.00	.00	90.00	(90.00)	+++	94.50	
520.170	Memberships	650.00	.00	650.00	20.00	.00	.00	70.00	580.00	11	50.00	
520.200	Training & Education	2,000.00	.00	2,000.00	225.00	.00	.00	225.00	1,775.00	11	.00	
520.240	Data Lines	9,000.00	.00	9,000.00	890.25	.00	.00	1,976.39	7,023.61	22	2,137.50	
521.100	Professional Services	100.00	.00	100.00	275.00	.00	.00	275.00	(175.00)	275	470.00	
521.134	Cataloging	25,000.00	.00	25,000.00	1,181.61	.00	.00	3,007.02	21,992.98	12	2,357.08	
521.500	Admin & Overhead	.00	.00	.00	.00	.00	.00	.00	.00	+++	.00	
530.001	Circulation Supplies	1,500.00	.00	1,500.00	.00	.00	.00	.00	1,500.00	0	759.00	
532.003	Gas & Oil	.00	.00	.00	.00	.00	.00	.00	.00	+++	.00	
532.054	Library Materials	131,769.00	.00	131,769.00	8,115.93	.00	.00	40,734.73	91,034.27	31	38,186.52	

Library Expense Budget Performance Report

Fiscal Year to Date 09/30/18
Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/Rec'd	Prior Year YTD
532.057	Processing Materials	3,000.00	.00	3,000.00	579.26	.00	1,893.92	1,106.08	63	727.29
532.065	Institutional Supplies	500.00	.00	500.00	.00	.00	.00	500.00	0	.00
533.800	Office Supplies	3,000.00	.00	3,000.00	179.50	.00	655.74	2,344.26	22	315.21
533.801	Paper Supplies	.00	.00	.00	.00	.00	.00	.00	+++	.00
533.802	Small Equipment	2,000.00	.00	2,000.00	.00	.00	1,767.05	232.95	88	1,207.68
533.813	Office Products Program	4,500.00	.00	4,500.00	1,419.63	.00	1,640.13	2,859.87	36	462.54
533.817	Small Projects	623.00	.00	623.00	.00	.00	.00	623.00	0	1,513.06
540.010	Grants-Services & Supplies	.00	.00	.00	.00	.00	.00	.00	+++	.00
540.012	Statewide Collection Gran	.00	.00	.00	.00	.00	.00	.00	+++	.00
<i>Services & Supplies Totals</i>		\$370,968.00	\$0.00	\$370,968.00	\$29,420.65	\$10,072.45	\$112,086.61	\$249,808.94	33%	\$115,188.75
<i>Capital Outlay/Projects</i>										
560.010	Capital Outlay- Grants	.00	.00	.00	.00	.00	.00	.00	+++	.00
562.000	Capital Projects	.00	(4,880.00)	(4,880.00)	.00	.00	600.00	(5,480.00)	-12	11,058.14
562.200	Buildings	.00	.00	.00	.00	.00	.00	.00	+++	.00
562.500	Infrastructure	.00	.00	.00	.00	.00	.00	.00	+++	.00
563.300	Improvements	.00	.00	.00	.00	.00	.00	.00	+++	.00
564.500	Machinery & Equipment	.00	.00	.00	.00	.00	.00	.00	+++	24,507.77
<i>Capital Outlay/Projects Totals</i>		\$0.00	(\$4,880.00)	(\$4,880.00)	\$0.00	\$0.00	\$600.00	(\$5,480.00)	-12%	\$35,565.91
EXPENSE TOTALS		\$1,692,036.00	(\$4,880.00)	\$1,687,156.00	\$126,085.56	\$10,072.45	\$402,280.40	\$1,274,803.15	24%	\$415,678.51
Department 804 - Library Totals		(\$1,692,036.00)	\$4,880.00	(\$1,687,156.00)	(\$126,085.56)	(\$10,072.45)	(\$402,280.40)	(\$1,274,803.15)	24%	(\$415,678.51)
Fund 234 - Room Tax Totals		\$1,692,036.00	(\$4,880.00)	\$1,687,156.00	\$126,085.56	\$10,072.45	\$402,280.40	\$1,274,803.15		\$415,678.51
Grand Totals		\$1,692,036.00	(\$4,880.00)	\$1,687,156.00	\$126,085.56	\$10,072.45	\$402,280.40	\$1,274,803.15		\$415,678.51



Gift Fund Expense Budget Performance Report

Fiscal Year to Date 09/30/18
Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/Ret'd	Prior Year Total
Fund 235 - Library Gift Fund										
Department 800 - Library Gift Fund										
EXPENSE										
Services & Supplies										
532.061	Library Gift Fund	.00	.00	.00	2,515.83	.00	2,933.05	(2,933.05)	+++	12,693.37
<i>Services & Supplies Totals</i>		\$0.00	\$0.00	\$0.00	\$2,515.83	\$0.00	\$2,933.05	(\$2,933.05)	+++	\$12,693.37
EXPENSE TOTALS										
Department 800 - Library Gift Fund Totals		\$0.00	\$0.00	\$0.00	\$2,515.83	\$0.00	\$2,933.05	(\$2,933.05)	+++	\$12,693.37
Fund 235 - Library Gift Fund Totals		\$0.00	\$0.00	\$0.00	\$2,515.83	\$0.00	\$2,933.05	(\$2,933.05)	+++	\$12,693.37
Grand Totals		\$0.00	\$0.00	\$0.00	\$2,515.83	\$0.00	\$2,933.05	(\$2,933.05)		\$12,693.37

Gift Fund Trial Balance Listing

Through 09/30/18
Detail Listing
Exclude Rollup Account

Account	Account Description	Balance Forward	YTD Debits	YTD Credits	Ending Balance	Prior Year YTD Balance
Fund 235 - Library Gift Fund						
<i>Current Assets</i>						
101.000	Cash	108,868.95	5,222.94	3,415.65	110,676.24	87,805.59
101.090	Investment-FMV Adjust	(1,048.08)	.00	.00	(1,048.08)	(280.55)
121.100	Interest Receivable	187.18	47.61	23.95	210.84	69.58
155.000	Prepaid Expense	32.95	.00	32.95	.00	.00
	<i>Current Assets Totals</i>	\$108,041.00	\$5,270.55	\$3,472.55	\$109,839.00	\$87,594.62
<i>Current Liabilities</i>						
202.000	Accounts Payable	(502.49)	3,402.59	2,900.10	.00	.00
207.000	Due To Other Funds	(13.06)	13.06	.00	.00	.00
	<i>Current Liabilities Totals</i>	(\$515.55)	\$3,415.65	\$2,900.10	\$0.00	\$0.00
<i>Fund Balance</i>						
253.000	Fund Balance	(87,417.57)	.00	.00	(87,417.57)	(87,417.57)
254.000	Prior Year Adjustment	72.20	.00	.00	72.20	.00
	<i>Fund Balance Totals</i>	(\$87,345.37)	\$0.00	\$0.00	(\$87,345.37)	(\$87,417.57)

Gift Fund Income Statement

Through 09/30/18
Detail Listing
Exclude Rollup Account

Account	Account Description	YTD Budget Amount	MTD Actual Amount	YTD Actual Amount	Budget Less YTD Actual	% of Budget	Prior Year YTD Total
Fund Category Governmental Funds							
Fund Type Governmental-Spec Revenue							
Fund 235 - Library Gift Fund							
REVENUE							
	Department 000 - Revenue						
	Interest Revenue						
361.211	Invest. Earnings-LGIP	.00	26.16	53.26	(53.26)	+++	29.43
361.212	Invest. Earnings-BNY Mellon	.00	122.83	248.91	(248.91)	+++	19.18
	<i>Interest Revenue Totals</i>	\$0.00	\$148.99	\$302.17	(\$302.17)	+++	\$48.61
	<i>Miscellaneous Revenue</i>						
367.102	Donations	.00	3,523.59	4,944.43	(4,944.43)	+++	4,080.94
	<i>Miscellaneous Revenue Totals</i>	\$0.00	\$3,523.59	\$4,944.43	(\$4,944.43)	+++	\$4,080.94
	Department 000 - Revenue Totals	\$0.00	\$3,672.58	\$5,246.60	(\$5,246.60)	+++	\$4,129.55
	REVENUE TOTALS	\$0.00	\$3,672.58	\$5,246.60	(\$5,246.60)	+++	\$4,129.55
EXPENSE							
	Department 800 - Library Gift Fund						
	Services & Supplies						
532.061	Library Gift Fund	.00	2,515.83	2,933.05	(2,933.05)	+++	3,952.50
	<i>Services & Supplies Totals</i>	\$0.00	\$2,515.83	\$2,933.05	(\$2,933.05)	+++	\$3,952.50
	Department 800 - Library Gift Fund Totals	\$0.00	\$2,515.83	\$2,933.05	(\$2,933.05)	+++	\$3,952.50
	EXPENSE TOTALS	\$0.00	\$2,515.83	\$2,933.05	(\$2,933.05)	+++	\$3,952.50
Grand Totals							
	REVENUE TOTALS	.00	3,672.58	5,246.60	(5,246.60)	+++	4,129.55
	EXPENSE TOTALS	.00	2,515.83	2,933.05	(2,933.05)	+++	3,952.50
	Grand Total Net Gain (Loss)	\$0.00	\$1,156.75	\$2,313.55	\$2,313.55	+++	\$177.05

Agenda Item #6

COMMUNITY MEETING ROOM POLICY DOUGLAS COUNTY PUBLIC LIBRARY

REVISIONS PROPOSED to LIBRARY BOARD OF TRUSTEES – October 23, 2018

The Douglas County Public Library provides meeting space at both the Main Library in Minden and the branch library at Lake Tahoe. Meeting Rooms are intended as space(s) for library programs and events, as well as meeting and study space(s). Use of these spaces must not prevent or interfere with the Library's primary purpose, goals, objectives, activities and functionality of the room.

Use of the meeting rooms is governed by the following regulations. Applications may be rejected and accepted applications may be rescinded for violation of library policies or conduct inconsistent with library rules and regulations. The Library Director has the responsibility for interpretation and enforcement of this policy. Any protests must be made in writing to the Library Board of Trustees whose decision will be final. The library reserves the right to use the meeting rooms for library purposes such as meetings and programs at any time.

1. All reservations are subject to room availability on a first-come, first-serve basis. Room availability may be verified in person or by phone during library hours.
2. A completed and signed application must be submitted at least one week prior to event.
3. Reservations may be made up to six months in advance. Groups who conduct recurring meetings for a 12-month period may reserve space for 6 months in advance but are asked to resubmit requests for the remaining months of the calendar year. The application must be signed by an authorized representative of the group. Requests should include anticipated time to set up, conduct the meeting, and clean up. Verification of non-profit status may be required.
4. The meeting rooms are only available during library hours. Under special circumstances this provision may be waived at the discretion of the Library Director. Groups must vacate the rooms at least 10 minutes prior to library closing.
5. Groups who meet regularly may use meeting rooms only once per month.
6. New applications must be completed at the start of each calendar year.
7. The meeting rooms and restrooms must be left in a clean and orderly condition. Those using the rooms are financially responsible for any damage, excessive mess, or breakage that occurs while they are using the rooms.
8. Library-owned equipment in meeting rooms must be reserved at the time of application. Library staff will prepare and set up Library-owned technical equipment for users.
9. The library may close the meeting rooms for such purposes as cleaning, maintenance, library use, or repair.
10. No commercial use may be made of the meeting rooms except for public service programs approved by the Library Director. No fee may be charged and no goods or

services traded or sold. This provision may be waived at the discretion of the Library Director for special circumstances, such as goods sold by local library groups in library fundraising promotions or events in furtherance of the library's mission.

11. No ceremonies may take place in meeting rooms. Examples include formal communal worship, civil marriages, and cultural rituals.
12. Private closed meetings cannot be accommodated. Library staff and volunteers have access to the meeting rooms and associated storage areas at all times and may work within the meeting rooms during scheduled meetings.
13. Organizations using the meeting room are responsible for the promotion and advertising of meetings or events. Groups using the rooms must remove all personal property; no storage is available.
14. A group is required to set up and take down its own equipment, chairs, and tables.
15. No food should be left on library premises.
16. Food and beverages may be served. Kitchen equipment may be available at the Lake Tahoe branch, at the supervisor's discretion. Food left in kitchens will be discarded. All kitchen facilities must be left clean.
17. Smoking, vaping, and any consumption of alcoholic beverages are prohibited anywhere in the library buildings.
18. Users of the meeting rooms must not interfere with normal library operations by such activities as excessive noise.
19. The library is not responsible for lost, stolen, or damaged property of meeting room users. Groups using the meeting rooms assume full liability and responsibility for injury or damage to persons, equipment and property. Proof of liability insurance in the amount of \$1,000,000.00, may be required depending on the nature of the event. Such determination will be made by the Library Director.
20. Groups whose meeting attendance involves more than twenty persons are requested to park on the street at the Minden library and in the upper parking area at the Lake. This provision does not apply to persons with disabilities.
21. Groups of minors must have adult chaperones. Children must not be left unsupervised in the library or on the library grounds while their parents attend meetings.
22. Use of the Community Room is subject to Douglas County Library Policies. Failure to comply with policies may result in denial of future use by the organization.
23. No illegal acts may take place while groups are using the meeting rooms.

*Library Board of Trustees
Adopted 1990, Revised 1996, 2000, 2004, 2007, 2008
Revision proposed October 23, 2018*

Agenda Item #8

SAMPLE

Douglas County Annual Evaluation Form - All Employees

Competency Section | 4 Point Scale

Values

Based on these core values, Douglas County employees are dedicated to providing essential and cost-effective public services fostering a safe, healthy, scenic, and vibrant community for the enjoyment of our residents and visitors. Employees are evaluated on their performance based on these core values.

Integrity

The employee demonstrates honest and ethical conduct through their actions at all times.

Rating 0-3

Comment

Accountability

The employee accepts responsibility for their actions.

Rating 0-3

Comment

Customer Service

The employee delivers efficient and effective service with an attitude of respect and fairness.

Rating 0-3

Comment

Leadership

The employee establishes the tone and direction for success; motivating and inspiring others to accomplish a shared vision.

Rating 0-3

Comment

Communication

The employee ensures open dialogue through proactive listening and sharing of information throughout the organization and the community.

Rating 0-3

Comment

Agenda Item #8

Teamwork

The employee works together with others to achieve shared goals.

Rating 0-3

Comment

Goal Section | Future/List

Goals

Enter 2-3 goals for the employee for the upcoming evaluation period. Be specific with time period to accomplish the goals and what is to be accomplished. Goals should be Specific, Measurable, Attainable, Realistic and Time-based, and meet the goals and objectives of the individual, the department and the County as a whole. Goals can be short-term (days or weeks) to long-term (up to a year).

Evaluation Overall Section

Overall Comment

Scores

0 = Requires Substantial Improvement

1 = Opportunity for Improvement

2 = Meets Expectation

3 = Exceeds Expectation

The final score is calculated as the average of the scores for all of the Values. Merit raises are based upon the final score as follows:

Score	Merit %	Rating
0.0-0.9	0%	Requires Substantial Improvement
1.0-1.9	1.0-1.9%	Opportunity for Improvement
2.0-2.9	2-2.9%	Meets Expectation
3	3%	Exceeds Expectation

Douglas County Public Library Director Performance Evaluation Form

Name Amy Dodson Review Date 11/28/2017

Position: Library Director Rating Period 12/01/16-12/01/17

Evaluating Supervisor: Library Board of Trustees Evaluation Type Annual

INSTRUCTIONS: Use the following scale to rate the employee's typical level of performance for the rating period by placing a check in the box.

Superior: *Demonstrates exceptionally high ability in greatly exceeding established job performance expectations. May be recognized beyond work group for contributions.*

Fully Competent: *Consistently meets and may sometimes exceed job performance expectations.*

Does Not Meet: *Work does not meet job performance expectations.*

Performance Statements	Superior (S)	Fully Competent (FC)	Does Not Meet (DNM)
<p>Leadership: Develops Staff: The Director develops highly skilled, successful employees; ensures staff is properly and timely trained and equipped to perform their jobs (e.g., supplies in stock, training scheduled and completed, etc.); uses diverse strengths and talents of employees to accomplish objectives; delegates activities to those responsible and/or capable; reviews employees' work and holds them accountable for high quality performance; quickly, fairly and consistently diagnoses and addresses employee performance issues; keeps accurate and up-to-date employee records; probationary and annual reviews are completed on time; follows standards for documenting progressive discipline, developing performance improvement plans, action plans, and employee development plans; helps employees understand and improve against standards (e.g., uses "what, why, how, check," etc.); helps talented employees advance.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Leadership: Sets Expectations: The Director establishes the tone and direction for success, motivating and inspiring others to accomplish a shared vision; sets strategic goals that represent high and positive expectations for the growth and development of the department and in alignment with the County strategic goals; sets departmental and individual goals that encourage self and others to reach higher performance standards; positively influences the county's reputation both inside and outside of the department/organization, and is attentive to the effect of his/her behavior on all stakeholders, both inside and outside the organization; clearly and consistently communicates and enforces expectations including performance standards, policies, procedures, department goals and objectives.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Leadership: Listens to and responds to employees: Listens to, acts on, and advances employee suggestions, concerns, and questions; responds to employee pay issues and time off requests in a reasonable time; seeks employee feedback to improve workplace and management style; follows policies and procedures for planning, scheduling, and adjusting coverage, distributing job assignments, granting annual pay raises, and executing discipline; uses good judgment when making exceptions; ensures employees work well as a team and quickly addresses complaints or interpersonal issues; ensure understanding, cooperation, and consistency within department and between shifts; ensures employees know how their job contributes to the success of the department/division/county; provides ongoing feedback; recognizes and rewards individual and team performance (e.g., personal thanks, positive work history, etc.) for achieving important objectives/projects; gives credit to those who deserve it.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Job Organization: The Director delegates responsibility effectively, uses time productively, operates in an orderly and systematic manner.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Performance Statements	Superior (S)	Fully Competent (FC)	Does Not Meet (DNM)
Execution of Policy: The Director understands and complies with the overall policies, laws and philosophy of Douglas County and of the Douglas County Public Library. The Director's efforts lead towards successful accomplishment of goals, results are measured against goals, goals are affirmed or mid-course corrections deployed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Planning: The Director translates policies and objectives into specific and effective programs, independently recognizes problems, develops relative facts, formulates alternate solutions and decides on appropriate recommendations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Budget: The Director develops a reasonable and appropriate budget in a systematic and effective manner, manages the budget satisfactorily and controls expenses within the levels set in the budget.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication: The Director ensures open dialogue through proactive listening and sharing of information throughout the organization and the community; respects differences of opinion and seeks first to understand before offering own opinion; ensures a consistent and timely flow of information to team members; asks for opinions and ideas and allows others to complete their thoughts; is clear and concise with oral and written presentations; uses information technology to improve communications.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Board Communication: The Director submits accurate and complete staff reports. The Director provides the Library Board with adequate information to make decisions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Written Communication: The Director's letters, memoranda and other forms of written information are clear and well-written.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Response to Library Board of Trustees: The Director responds positively to suggestions and guidance from the Library Board and is attuned to the Library Board's attitudes, feelings, and needs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Accountability: Effectively manages internal and external resources and identifies cost effective ways to get work successfully accomplished; gets the most out of limited resources and works within budget; upholds all standards, policies, procedures and regulations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Productivity: The Director can be depended on for sustained productive work, readily assumes responsibility, meets time estimates within control.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stress Management: The Director is able to resolve problems under unpleasant conditions, tolerates conditions of uncertainty, adequately deals with the stress inherent to the position.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Total for General Administration: Count ratings of S, FC, or DNM for this category Enter on this line and in the Overall Rating matrix.			

External Relationships			
Community Relations: The Director skillfully deals with the news media, properly avoids politics and partisanship, shows an interest in the community, accurately conveys the policies and programs of the Library.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Community Reputation: The Director is regarded as a person of high integrity and ability.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Professional Reputation: The Director deals effectively with other public managers, is respected by representatives of other entities, participates in professional development opportunities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Intergovernmental Relations: The Director works well with government and library representatives in a manner beneficial to the Library, facilitates cooperative efforts among various local agencies and the Library.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teamwork: The Director works cooperatively with other departments/divisions to improve overall performance of the organization; participates in meetings and cross-functional teams; builds relationships with others as valuable resources; offers to help out and cooperates with peers/co-workers to coordinate work and to avoid working at cross-purposes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Total for External Relationships: Count ratings of S, FC, or DNM for this category Enter on this line and in the Overall Rating matrix			
Personal Characteristics			
Imagination: The Director shows originality in approaching problems, creates effective solutions, visualizes the implications of alternatives.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Objectivity: The Director is composed and unbiased, conveys a rational viewpoint based on facts and qualified opinions, separates personal feelings from Library interest.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Drive: The Director is energetic, enterprising, self-directed, motivated.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Judgment and Decisiveness: The Director reaches quality decisions in a timely fashion, exercises good judgment in making decisions and in general conduct.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attitudes: The Director is cooperative and adaptable with an enthusiastic attitude toward the Library, both professionally and personally.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Integrity: The Director demonstrates honest and ethical conduct through all actions; speaks positively about the County, peers, and co-workers; dispels gossip and rumors; maintains confidentiality and is respectful; responds to and meets commitments to manager/director, peers, and subordinates; demonstrates an understanding and respect for cultural, religious, and gender differences; acts with integrity, controls anger and impatience, is polite, helpful, courteous, and maintains a professional image with the public, customers, management, and co-workers. The Director fulfills responsibilities and duties in accordance with the Code of Ethics of the American Library Association.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Self-Assurance: The Director is self-assured of abilities, accepts constructive criticism, takes responsibility for mistakes, confidently makes decisions and takes actions without undue supervision from the Library Board of Trustees.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Total for Personal Characteristics: Count ratings of S, FC, or DNM for this category Enter on this line and in the Overall Rating matrix			

Overall Performance Rating

Overall Performance Rating	Superior (S)	Fully Competent (FC)	Does Not Meet (DNM)
General Administration Enter the total number for this category to the right.			
External Relationships Enter the total number for this category to the right.			
Personal Characteristics Enter the total number for this category to the right.			
Goals Enter the total number for this category to the right.			
Total Count ratings of S, FC, or DNM for this category Enter on this line and in the Overall Rating matrix			

Overall Performance Rating & Merit Increase (circle one)

Overall Rating	Rating Description	Total Numbers	Suggested Merit
Superior	Far exceeded expectations across almost all performance standards.		4%
Fully Competent	Performed as required all of the time.		3%
Does Not Meet	Did the bare minimum much of the time and/or had one or more performance issues.		0%

Evaluating Supervisors Comments

Strengths:

Weaknesses:

Suggestions & Specific Direction:

Specific Goals for 2017-18 are listed and rated on attached sheet.

General Comments/Direction for Improvement:

Employee Comments

Employee Signature _____ Date _____

Library Trustee

Date



BOARD OF COMMISSIONERS

1594 Esmeralda Avenue, Minden, Nevada 89423

Lawrence A. Werner
COUNTY MANAGER
775-782-9821

COMMISSIONERS:
Barry Penzel, CHAIRMAN
Steven Thaler, VICE-CHAIRMAN
Nancy McDermid
Larry Walsh
Dave Nelson

MEMORANDUM

To: Management Team
From: Lawrence A. Werner *LW*
Date: September 7, 2017
RE: NeoGov Perform Employee Evaluations and Merit System

As you are all aware, NeoGov Perform is now in place for all probationary and annual performance evaluations with due dates beginning September 9, 2017.

Scoring in NeoGov Perform is calculated on an average of the ratings given for the six County Values. The score that NeoGov Perform calculates for an annual evaluation is the percentage of the merit increase.

The breakdown of the scoring and resulting merit award is provided in the following table:

Score	Merit	Rating
3.0	3%	Exceeds Expectation
2-2.9	2.0-2.9%	Meets Expectation
1-1.9	1.0-1.9%	Opportunity for Improvement
0-.9	0%	Requires Substantial Improvement

Each merit equates to a ranking of Exceeds Expectation, Meets Expectation, Opportunity for Improvement, or Requires Substantial Improvement.

Probationary evaluations do not have a merit increase associated with them, but are required to be done within the NeoGov Perform system.

Mailing Address: P.O. Box 218, Minden, NV 89423

Agenda Item #10

Goal #1 (2018 objectives) RESULTS

(see attachments for Objectives 1-3)

Douglas County residents and visitors will access the digital world using high-speed connectivity, emerging technologies and guidance from specialists in information, media and technology.

Objective #1 – Implement RFID technology for library collections across all locations

- A. Finish RFID retro-tagging of entire collection by April 30, 2018 **Completed before deadline**
- B. Install security gates and self-check stations by April 30, 2018 **Completed before deadline**
- C. Educate and train staff to use RFID self-check system and train public effectively **Complete**
- D. Educate and train patrons to use RFID self-check system by April 30, 2018 **Complete & ongoing**
- E. Monitor and document use and function of RFID system **Ongoing**

Objective #2– Increase technology available to patrons

- A. Evaluate needs for additional devices **Complete & ongoing**
- B. Evaluate technology in high demand **Complete & ongoing**
- C. Investigate Virtual Reality technology as a possible addition to the library's collection, using NV State Library as a resource **Completed**
- D. Try new marketing strategies to promote technology and eResources
 - i. Use social media and outreach efforts to reach more patrons **Complete & ongoing; implemented Facebook ads, redesigning website**
 - ii. Promote technology devices and eResources simultaneously **In progress; exploring options such as iPad dispensing machines. The library will soon begin circulating LaunchPads (Smallwood Grant)**

Objective #3 – Assess, test and streamline eResources

- A. Monitor and evaluate current digital offerings, using statistics and patron feedback **Complete & ongoing**
- B. Evaluate Axis 360 eBooks and eAudiobooks by December 31, 2018 **not complete yet**
- C. Simplify patron access to digital resources by December 31, 2018 **not complete yet**

Agenda Item #10

Goal #1 (2018 objectives) RESULTS

Douglas County residents and visitors will access the digital world using high-speed connectivity, emerging technologies and guidance from specialists in information, media and technology.

Objective #1 – Implement RFID technology for library collections across all locations

- A. Finish RFID retro-tagging of entire collection by April 30, 2018 **Completed before deadline**
- B. Install security gates and self-check stations by April 30, 2018 **Completed before deadline**
- C. Educate and train staff to use RFID self-check system and train public effectively **Complete**
- D. Educate and train patrons to use RFID self-check system by April 30, 2018 **Complete & ongoing**
- E. Monitor and document use and function of RFID system **Ongoing**

On 12/11/17 staff started working towards weekly quota that would get 90% of the collection tagged by 3/31/18. Tagging was 100% complete by 1/31/18.

Self-check station installation and initial staff training was completed during the week of 3/12 – 3/16/18. (The security gates were out of stock causing their arrival to be delayed. They were installed between 4/16 – 4/19/18.) Larry continued to work with Tech-Logic to ensure the gates were reporting correctly and to obtain monthly statistical reports. This project is now complete.

Staff members received initial training from Tech-Logic when their installer was on-site setting up the self-check machines. Larry trained desk staff to use the security software after the gates were installed and the software was configured. This was completed by 4/30/18.

Volunteers were introduced to the new equipment during the Volunteer Reception on 4/13/18, and the library hosted a Library Technology Day on 4/10/18. Staff members continue to assist the public with using the self-check machines as needed.

Statistical reports continue to be run on a monthly basis. Larry monitors the software and hardware as part of his network administrator duties.

Agenda Item #10

Objective #2– Increase technology available to patrons

- A. Evaluate needs for additional devices **Complete & ongoing**
- B. Evaluate technology in high demand **Complete & ongoing**
- C. Investigate Virtual Reality technology as a possible addition to the library's collection, using NV State Library as a resource **Completed**
- D. Try new marketing strategies to promote technology and eResources
 - i. Use social media and outreach efforts to reach more patrons **Complete & ongoing; implemented Facebook ads, redesigning website**
 - ii. Promote technology devices and eResources simultaneously **In progress; exploring options such as iPad dispensing machines. The library will soon begin circulating LaunchPads (Smallwood Grant)**

Virtual Reality pilot program through the NV State Library is in progress. Installed VR hardware in Pine Nut Room (ahead of deadline). Started weekly Teen VR day on Fridays (in progress).

New Library website – part of the Douglas County website – is scheduled to go live on 10/31/18. We (Heather) are making improvements to the Digital Branch pages to be renamed eLibrary.

From 6/14 through 8/23/18 the library offered a beginning genealogy class that included use of Heritage Quest, the library's genealogy database. Heritage Quest was also promoted during an 10/4/18 presentation to the local genealogy club.

We purchased six "Dot & Dash" Robots. They are almost ready to circulate. These robots will be circulated from the library and the bookmobile.

The library is exploring the purchase of a mobile device dispenser. This would replace our remaining mobile devices in Minden with newer iPads. The dispenser has software that would clear all user data, ensuring patron privacy.

In June 2018 the library received a \$13,546 grant from the Smallwood Foundation to purchase a collection of LaunchPads (and bookcase in which to display them). LaunchPads are mobile devices that contain specialized programs such as foreign language instruction for teens/adults, math lessons for children, and brain games for adults. These became available around 9/21/18.

Between now and the end of December, we (Heather) will be working to redesign and remap access to the library's digital resources using the new website. We (Heather) are also endeavoring to establish a stronger online and social media presence to better publicize the library.

Agenda Item #10

Objective #3 – Assess, test and streamline eResources

- iii. Monitor and evaluate current digital offerings, using statistics and patron feedback **Complete & ongoing**
- iv. Evaluate Axis 360 eBooks and eAudiobooks by December 31, 2018 **not complete yet**
- v. Simplify patron access to digital resources by December 31, 2018 **not complete yet**

Usage statistics for the library's digital resources are gathered monthly and evaluated annually at renewal time to determine if usage justifies the cost of each.

Some staff have seen a demo of this product, but other projects have pushed this item to a lower priority. We will continue to pursue this option

Between now and the end of December, we (Heather) will be working to redesign and remap access to the library's digital resources using the new website.

Agenda Item #10

Goal #2 (2018 objectives) RESULTS

(see attachments for Objectives 2-4)

Douglas County residents will have services, resources and programs designed to stimulate imagination, satisfy curiosity and create young readers.

Objective #1 – Establish Bookmobile service for valley region of Douglas County

- A. Form a Bookmobile committee by January 31, 2018 to create a service plan for mobile services **Complete; committee will reconvene when new delivery date is known**
- B. Train appropriate staff on bookmobile functions and services within thirty (30) days of delivery **On hold—new delivery date is unknown**
- C. Launch bookmobile service within thirty (30) days of delivery **On hold—new delivery date is unknown**

Objective #2 – Introduce one or more new programs at Lake Tahoe branch

- A. Program(s) will be sustainable **Complete & ongoing**
- B. Program will be aligned with rebranding efforts of DCPL as “more than books” **Complete & ongoing**
- C. Program will be launched by December 31, 2018 **Complete before deadline**

Objective #3 – Introduce one or more new programs for children

- A. Children’s program(s) will be a sustainable program that follows STEAM model **Complete & ongoing**
- B. Program will be aligned with rebranding efforts of DCPL as “more than books” **Complete & ongoing**
- C. Program will be launched by December 31, 2018 **Complete before deadline**

Objective #4 – Introduce one or more new programs for adults

- A. Adult program(s) will be sustainable **Complete & ongoing**
- B. Program will be aligned with rebranding efforts of DCPL as “more than books” **Complete & ongoing**
- C. Investigate possible workforce development programs by September 30, 2018 **Not Complete**
- D. Program(s) will be launched by December 31, 2018 **Complete**

Objective #5 – Summer Reading 2018 patrons will have a Summer Reading Program that features a musical theme of “Libraries Rock” for all age groups

- A. Launch SRP by June 1, 2018 to include children, teens, and adults **Complete**
- B. Evaluate SRP by September 30, 2018 **Complete**

Agenda Item #10

Goal #2 (2018 objectives)

Douglas County residents will have services, resources and programs designed to stimulate imagination, satisfy curiosity and create young readers.

Objective #2 – Introduce one or more new programs at Lake Tahoe branch

- A. Program(s) will be sustainable **Complete & ongoing**
- B. Program will be aligned with rebranding efforts of DCPL as “more than books” **Complete & ongoing**
- C. Program will be launched by December 31, 2018 **Complete before deadline**

Christmas Ornament Decorating	43	
Whittell High School Art Nights (2)	18 at both	
Ice Cream Cone Bird Feeders	8	
Author Talks		
JoAnn Conner	4	
Jennifer Quashnick	3	
Adult Summer Reading Program	20	
DIY Green Cleaners		1
Book Sculptures	9	
3D Pens	3	
Musical Instrument Making	0	

Objective #3 – Introduce one or more new programs for children

- A. Children’s program(s) will be a sustainable program that follows STEAM model **Complete & ongoing**
- B. Program will be aligned with rebranding efforts of DCPL as “more than books” **Complete & ongoing**
- C. Program will be launched by December 31, 2018 **Complete before deadline**

Creative Dance for Little Feet

Ages 3-4 and 4-6 10 average attendance

Children learn about movement, dance, and rhythm. This program’s success was so great it necessitated adding a second class for 4-6 year olds.

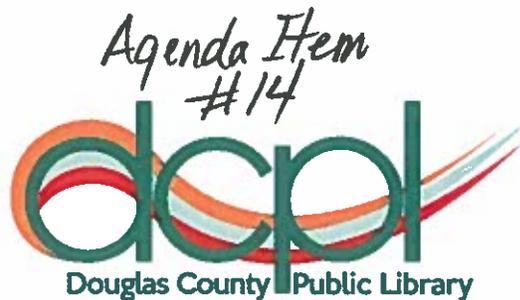
STEAM Club 22 average attendance

Ages 4-11

Children participate in hands-on STEAM related activities and experiments (monthly).

During the fall of 2017 we introduced two new children’s programs: *Creative Dance for Little Feet* and *STEAM Club*. In *Creative Dance for Little Feet* children ages 3 to 4 learn about

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

douglas.lib.nv.us

Douglas County Library Board of Trustees NOTICE PURSUANT TO NRS 241.033

October 10, 2018

Mrs. Amy Dodson
Douglas County Library Director
1282 Halter Ct.
Minden, NV 89423

RE: Notice of a Meeting of the Douglas County Library Board on October 23, 2018

Dear Amy:

At its August 28, 2018, meeting, the Douglas County Library Board of Trustees (“Board”) considered your character, competence, alleged misconduct or physical or mental health pursuant to NRS 241.031 as part of the Board’s meeting agenda, specifically Item 13. At your request, the Board continued the item to the October 23, 2018, meeting. Again you are being noticed that on October 23, 2018, the Board will consider your character, competence, alleged misconduct or physical or mental health pursuant to NRS 241.031. This second notice is being provided pursuant to NRS 241.033. The Douglas County Library Board has the power and responsibility to appoint, evaluate and supervise you, the Library Director, as stated in NRS 379.025. As an appointed public official, Library Director, NRS 241.031 requires any discussion of your character, competence, alleged misconduct or physical or mental health must be held in an open meeting.

Among the issues of concern and general topics which may be discussed are the findings and recommendations of a personnel investigation conducted by the Human Resources as set forth in the attached, Performance Improvement Report. The subjects of concern addressed in the Report include the Library Director’s: 1) re-assignment of essential functions as outlined in an approved job description from one Library employee to others without formally changing the job description or organizational chart, 2) a lack of skill in addressing and communicating with management and professional staff, and 3) administrative direction to limit communication between Library Trustees and staff.

The title of the agenda item is as follows:

For possible action. Discussion on the character, competence, alleged misconduct or physical or mental health of Amy Dodson, Library Director, pursuant to NRS 241.031 and recommendations regarding training, policies and departmental communication. This item was previously heard on August 28, 2018 and continued to the October meeting.

The Board meeting will occur on October 23, 2018, at 10:00 a.m., in the Pine Nut Room of the Douglas County Minden Library, 1625 Library Lane, Minden, Nevada. You are invited to attend and to provide a response.

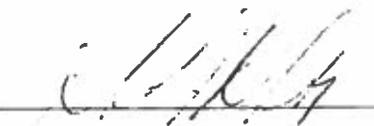
PROOF OF SERVICE

I, M. J. MURPHY, hereby swear or affirm under penalty of perjury that, in accordance with NRS 241.033, I personally served the foregoing Notice of Meeting of the Douglas County Library Board on Amy Dodson at the following address:

1015 LIBERTY AVE
DOUGLAS, NV

on the 11th day of October, 2018, at approximately 4:35 (a.m./p.m.)

DATED this 11th day of October, 2018.

By:  M. J. MURPHY



HUMAN RESOURCES

1594 Esmeralda Ave.
Minden, NV 89423
(775) 782-9860 Fax (775) 782-9083

TO: Deborah Blackman, Chairperson Douglas County Library Board

FROM: Wendy Lang, Douglas County Human Resources Director

SUBJECT: Performance Improvement Report for Amy Dodson, Library Director

DATE: August 17, 2018

A recent investigation was conducted by Human Resources into concerns raised by employee(s) as well as to address an anonymous call made to the Douglas County Fraud, Waste, and Abuse hotline. Below is a summary of the findings based on the investigation and recommendations for mandated performance improvement. The subjects of concern are the Library Director's: 1) re-assignment of essential functions as outlined in an approved job description from one Library employee to others without formally changing the job description or organizational chart, 2) a lack of skill in addressing and communicating with management and professional staff, and 3) administrative direction to limit communication between Library Trustees and staff.

It was verified and confirmed assignments have been removed or reassigned among staff without consideration of job descriptions. Multiple organizational charts exist, some of which are in draft form or have not been adopted by the Library Trustees. Reporting relationships are unclear and changed frequently, and job duties are inconsistent with job descriptions. It is within the Library Director's purview to manage the approach to work assignments; however, these requirements should be clearly communicated to the employees and consistent with the job description and organizational chart. It is also important to stress, that failures to comply will be addressed through performance feedback and progressive discipline and not through the removal of the work assignments altogether. Failing to provide continuous coaching and feedback or opportunities for the employee to change their behavior or approach is a disservice to the employee. Additionally, one of the stated essential functions of the position requires, the director, "*Exercises administrative direction or direct supervision over management, professional, and support staff. Effectively manages department personnel by evaluating and analyzing department issues, and recommending and implementing solutions; participates in the interview process and training of new employees; develops staff skills; listens and responds to employee problems, concerns, and complaints and suggests solutions that may rectify the situation; prepares performance evaluations, discusses performance with assigned staff, and counsels employees concerning performance improvements.*" It is recommended that specific assignments and direction provided to management and professional employees by the Library Director be documented in order to provide a clear record of stated expectations.

Through the course of my investigation, sufficient information was gathered to substantiate allegations of employees being addressed in an unprofessional and inappropriate manner. One of these meetings violated Douglas County Employees' Association Agreement as well as contradicted previous guidance given by Human Resources to the Library Director. Employees in positions which are covered by the terms and conditions of the DCEA Agreement have a right to have a representative present in such meetings. It is critical the Library does not infringe on any rights or protections afforded

these employees. These types of actions can adversely affect relations with the Library's management and professional employees and impact the work of the employees with their respective subordinates and thus the effective functioning of the department.

An anonymous call was received by the Douglas County Fraud, Waste, and Abuse hotline which reported a directive from the Library Director regarding communications between Library Trustees and staff. According to the report, the directive allegedly was to limit conversation between Library staff and Trustees, and to advise the Library Director of any communications which occur. The caller cited NRS 379.020 and 379.025, stating such a directive undermines the authority of the Library Trustees as provided by these statutes. Various staff members and minutes of the Library staff meetings have confirmed similar direction and training has been provided by the Library Director. No policy exists which states communications between Library Trustees and staff are inappropriate or discouraged. This direction borders on infringement of first amendment rights of employees and can potentially "chill" the employee's ability to bring concerns forward if those concerns involve the Library Director or a matter of public concern.

Nevada Revised Statutes, (NRS), Chapter 379 is clear that the operations of the Library are the responsibility of the Director. The approach and decisions taken by the Director are at the Director's discretion, barring those which may be in conflict with applicable policy or law. Individuals may have differing opinions relative to the decisions made by the Library Director, however only the Library Trustees have the ability to evaluate the performance of the Director.

It is recommended the Library Trustees direct Amy Dodson to:

1. Establish written Standard Operating Procedures for various staff duties in order to clearly establish protocol for staff. This clearly communicates the expected process which should be followed and gives the Library Director a basis for which to determine employee performance of the required duties. Generally, people take action with the best of intention, but unintended consequences and perception can be harmful. These expectations must be communicated with staff and the Library Director must work to develop a good working rapport through directives, communication, and performance feedback.
2. Attend leadership and management training, with a focus on the legal aspects and performance management.
3. Schedule all Library staff to participate in a workshop such as "Discovering Values" offered by POOL/PACT.

Additionally, it is recommend the Library Trustees formally adopt all or some of the Douglas County personnel policies or their own policies, as well as bylaws and regulations for the management of the Library. Specifically, it is important to address the expectation regarding communication between Library Trustees and staff, ensuring any such policy is legally compliant and consistent with the United States Constitution and Nevada Revised Statutes prior to adoption.

Agenda Item #15

**Douglas County Library
Board of Trustees
Resolution Number 2018R-001**

A RESOLUTION ACKNOWLEDGING AND CONFIRMING THE DOUGLAS COUNTY ADMINISTRATIVE POLICIES AND PROCEDURES APPLY TO ALL DOUGLAS COUNTY LIBRARY EMPLOYEES.

WHEREAS, the Douglas County Code, Title 2 Administration and Personnel states the intent of the codes and policies, "is to provide for more effective county administration through the use of standardized personnel policies and procedures applicable to all county personnel;" and such standardized personnel policies and procedures are further defined in the Douglas County Administrative Policies and Procedures; and

WHEREAS, the Douglas County Human Resources Department on August 17, 2018, recommended for clarification and efficiency the Douglas County Board of Library Trustees acknowledge the applicability of the Douglas County Code and Douglas County Administrative Policies and Procedures to all Douglas County Library employees; and

NOW, THEREFORE, BE IT RESOLVED, that the Douglas County Library Board of Trustees' acknowledges and confirms the Douglas County Administrative Policies and Procedures apply to all Douglas County Library employees.

ADOPTED this ____ day of _____ 2018 by the following vote:

AYES: Trustees _____

NAYS: _____

Deborah Blackman, Chairperson
Douglas County Library Board of Trustees

ATTEST: _____
Clerk to the Board of Trustees
Kathy Munson, Administrative Services Manager