

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

*APPROVED 11/26/19*  
**LIBRARY BOARD OF TRUSTEES MINUTES**  
**October 22, 2019**

**ATTENDEES**

**Library Board Members:** Mark Jensen, Chairperson, Bonnie Rogers, Vice Chairperson, Trustees Charles Wolle, Kate Garrahan, and Lisa Foley.

**Library Staff:** Amy Dodson, Library Director, Julia Brown, Library Branch Supervisor, and Kathy Munson, Administrative Services Manager; Clerk to the Board.

**County Staff:** Doug Ritchie, Chief Deputy District Attorney; Terri Willoughby, Chief Financial Officer.

**THE MEETING CONVENED AT 10:01 A.M.**

**1. PUBLIC COMMENTS.**

Chairperson Mark Jensen asked for public comment. Hearing no public comment, public comment was closed.

**2. APPROVAL OF PROPOSED AGENDA. [Action]**

Chairperson Jensen asked for public comment.

Trustee Lisa Foley stated that Item #13 was on the agenda at her request but a portion of what she requested on the agenda was omitted. In her opinion, the item appears to be a policy change rather than how a complaint about the library closure was resolved.

Deputy District Attorney (DDA) Doug Ritchie advised that Item #13 as written could include discussion about personnel matters and library closures due to hazardous conditions as well as policy considerations.

Chairperson Jensen asked if there was any further public comment. Hearing none, public comment was closed.

**MOTION/VOTE:**

Trustee Charles Wolle made a motion to approve the agenda as presented. Trustee Kate Garrahan made a second and the motion carried unanimously.

**3. APPROVAL OF THE MINUTES OF THE SEPTEMBER 26, 2019 REGULAR MEETING. [Action]**

Chairperson Jensen asked for discussion.

Referring to Agenda Item #7, on Page 6, second paragraph, Trustee Foley requested that Trustee Charles Wolle's comment, regarding the advantage of keeping the existing director evaluation form because of the ability to compare prior years' evaluations, be put in the transcribed minutes. Trustee Wolle agreed.

Referring to a bulleted item further down on Page 6, Vice Chairperson Bonnie Rogers stated she did not remember that she had commented that the current evaluation form was too subjective. She requested her name be removed from that sentence.

Kathy Munson indicated that this was taken verbatim from the meeting recording. DDA Ritchie advised that if the comment was on the recording, it could not be changed. Munson advised that she would note Vice Chairperson Rogers' objection in today's meeting minutes' transcription.

Chairperson Jensen asked for public comment. Hearing none, public comment was closed.

**MOTION/VOTE:**

Trustee Wolle made a motion to approve the minutes as corrected by Trustee Foley. Trustee Foley made a second and the motion carried unanimously.

**4. CONSENT CALENDAR. [Action]**

Items on the Consent Calendar are as follows:

- a. Approval of Gift fund claims.
  - i. September/October 2019

Baker & Taylor	Donation in memory of Mary Ann Boyd DLT volunteer	03020	\$ 18.18
*DoCoProcurement/MP	Staff Mtg refreshments 9/10; TAB Mtg refreshments 9/18	03038	\$ 41.02
Recorded Books	Smallwood Foundation (Bookmobile Materials)	03041	\$ 686.63
Midwest Tape	Smallwood Foundation (Bookmobile Materials)	03042	\$ 27.24

\*Funding/partial funding by Friends of the Library

Chairperson Jensen asked for public comment. Hearing no public comment, public comment was closed.

MOTION/VOTE:

Vice Chairperson Rogers made a motion to approve the Consent Calendar. Trustee Foley made a second and the motion carried unanimously.

**5. PRESENTATION AND DISCUSSION ON BUDGET AND FINANCE BY DOUGLAS COUNTY CFO TERRI WILLOUGHBY. [Presentation]**

Terri Willoughby, Douglas County CFO, introduced herself, stating she was invited to give a presentation on budget and finance.

Library Finance Presentation summary

- The Douglas County Sales and Use Tax Act of 1999 is the primary funding source for the library. It's also known as the PALS tax. Voters approved a one-quarter of one percent increase in the sales tax for "acquisition, development, operation and maintenance of libraries, airports and facilities and services for senior citizens and for the operation and maintenance of parks and recreational programs and facilities."
- The original ordinance did not specify breakout of sales tax revenue between various sources. On August 15, 2019, the Board of County Commissioners voted on a resolution to set fixed funding percentages as agreed to by the stakeholder. The library's share is set at 55% by resolution. The allocations will be effective with fiscal year 2020-21.
- The balance of the library's budget is funded from a transfer from the county's General Fund. In fiscal year 2019-20, the percentage of General Fund transfer equaled 46% of the library's budget; the percentage of sales tax funds equaled 54%.
- The intent is to move the library into its own fund rather than have it be in the Room Tax Fund. It will be a separate special revenue fund called the Library Services Fund and the revenue above would be the funding source.
- Gift Fund - the Library Board of Trustees (LBOT) has authority over the Gift Fund, established by NRS 379.026. Revenue is derived all or in part by gift or bequest. Uses are established in this NRS chapter. These funds are in a separate special revenue account.
- Finance process – the LBOT submits annual budgets to the BOCC after the Library Director prepares the budget. Library is required to comply with county rules, regulations, and NRS guidelines. The BOCC has final authority over the library's budget.
- Purchasing authority – limits are based on annual spending per vendor. Some items may require review by the Internal Review Committee (IRC). Spending approval limits: Department Heads, \$10,000, County Manager, up to \$50,000, BOCC must approve over \$50,000. Purchase orders are required for annual purchases over \$5,000.
- Budget process/internal controls – process starts in November/December for coming fiscal year; adoption in May. Directors responsible for submitting budgets and forecasting needs in the coming fiscal year, after LBOT approval. Once budget is

adopted by BOCC, it cannot go over budgeted amount in each area (Salaries & Benefits, Services & Supplies, and Capital Outlay). Budget transfers can be done within fund, department and area; approval at IRC. Budget augments are overall increase of a fund or department and require additional revenue to support the increase.

- Asset management/capital outlay – all library assets are county-owned. Finance maintains asset records and accounting. Capital outlay is a new purchase of capital asset (useful life greater than one year) or cost that extends useful life of existing asset. Maintenance is routine cost of service to preserve asset. Repairs restore asset to previous condition. For budgeting and financial reporting, Maintenance & Repairs are considered operating expenses; Capital Outlay is separate category and must have Board-approved project. Finance tracks by project numbers.
- County Financial Tools – Quarterly Finance Reports; Monthly Budget Performance Reports are made available to Directors; Amazon Business-centralized account administered through Finance; Overtime reports-payroll reports are distributed to Directors to assist in managing staff overtime; Purchasing assistance and monitoring; Internal audit.

Substantive comments not in spoken order:

- CFO Willoughby – the BOCC has authority to change the budget numbers submitted to them by the LBOT, i.e., they may decide they want to fund a particular line item, but not another.
- DDA Ritchie – under the NRS, the Library Director prepares a tentative budget, the LBOT approves the budget and the Director submits it to BOCC for consideration. Within that budget are broad categories, for example, the Library may submit a \$500,000 allocation for Library Materials, but subsequently the LBOT wants to use that allocation for the roof. That would not be authorized because the budget the LBOT submitted was approved and cannot be changed. There is policy that the county has implemented whereby the BOCC can reject a requested LBOT reallocation.
- CFO Willoughby – Finance is looking at spending throughout the entire county because we've had some internal audit findings where we've had to look at NRS compliance. With regard to purchasing, we look at the total dollar value of a contract, such as a multi-year contract that may be for \$10,000 within a fiscal year, but over 10 years it may be worth \$100,000 which pushes the contract into the category of needing BOCC approval. Purchase of some items may require IRC review to determine if the County Manager can approve it, or if it should be passed to the BOCC for their review and approval.
- Director Dodson – the limit of \$10,000 annual spending per vendor per year is new and only since CFO Willoughby arrived. We've had multiple purchases with the same vendor that went over \$10,000.
- CFO Willoughby – the new policies are Best Practice and comply with the law. We are trying to comply with legal requirements.
- DDA Ritchie – the county is incorporating NRS requirements into county policies so the same amount of thresholds that trigger internal policies also match the NRS; this is an extra safeguard and level of transparency. The LBOT could implement internal policies

that are similar to this, say if a proposed expenditure goes up to \$50,000, it has to go to the LBOT for approval before it goes to the IRC.

- Director Dodson – we have not gone to the County Manager in the past for purchase orders over \$10,000 because of new per vendor policy. We have not had single purchases that go over \$10,000 from any library materials vendors but some single vendor total year expenditures were over \$100,000. Next fiscal year, we will have to prepare purchase orders to all vendors with whom we spend over \$10,000 and then take those to the IRC.
- CFO Willoughby – this new process assures that we are complying with NRS. The Gift Fund is not excluded from these limits since the Gift Fund holds public monies and has to comply with NRS. Also, Library Materials are exempt from the competitive bidding process, but we ask that you utilize the piggyback provision, that is, other agencies may have contracts with library material vendors and have bigger purchasing budgets and it may be possible to piggy back on their bulk pricing. We now belong to a purchasing co-operative and can purchase through the co-op in order to save money.
- Vice Chairperson Rogers – perhaps the LBOT should do a resolution that they will abide by the county purchasing policies.
- Trustee Garrahan – our Bylaws already state that we will abide by all county policies and procedures. Garrahan added that she emailed County Manager Cates and asked for an IRC policies and procedures checklist.
- CFO Willoughby – she will provide a checklist to the LBOT. She advised that the towns have different procedures, such as two board members that sign off on expenditures because they go over the Town Managers' authority. Willoughby suggested the LBOT look into the towns' processes for ideas to develop library policies and procedures.
- CFO Willoughby – Finance has implemented a procedure where certain staff are assigned to certain departments. An auditor will be assigned to the library and be responsible to monitor the library budget. We are now looking at September, 25% through the fiscal year. For example, if the department has spent 75% of their budget, we will figure out why.
- CFO Willoughby – the budget year process kicks off soon, formally starting in November/December and has to be adopted by May. The library director is responsible for presenting the budget that the LBOT has approved. The director forecasts needs for the coming fiscal year and is required to look at current year actuals, comparing them to their tentative budget and preparing accordingly. Finance provides budget reports every month of the current fiscal year, budget to actuals, for directors to review. In a given fiscal year, the budget areas consist of Salaries & Benefits, Services & Supplies (operations costs), and Capital Outlay. Budgets cannot go over the allocated amount in each area. Budget overages within an area are okay as long as the total budget of all area combined is not exceeded.

The discussion concluded and the Board thanked CFO Willoughby for her presentation.

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

a. 9/30/2019

Director Amy Dodson indicated this reporting period represents the end of the first quarter of the fiscal year at 25% expended. The library budget is well within 25% in each category. A couple of line items may appear overspent. This is because some expenditures are paid in full in the early part of the fiscal year.

In Salaries & Wages, the large transactions for Vacation Payout and Sick Leave Payoff occurred because of a staff member retirement. The county is required to pay out these funds in dollars from the employee's bank of leave. We are required to budget each positions full salary and benefits for each fiscal year, so when this happens, we have salary savings until the position is filled. The salary savings offsets the large payout of unused annual and sick leave.

DDA Ritchie stated that all county departments fund Salaries & Wages and Employee Benefits internally, that is, they allocate an entire fiscal year amount for employees' salaries and benefits.

There was no further discussion.

Gift Fund Summary – 9/30/19

Revenue YTD	\$ 17,291.78
Expenditures YTD	\$ 1,735.20
Fund Balance YTD	\$107,525.45

*The Board of Trustees took a 5-minute recess at 11:00 a.m.*

Chairperson Jensen stated, for the record, the reconvening of the Library Board of Trustees at 11:07 a.m.

**7. PERFORMANCE EVALUATION OF LIBRARY DIRECTOR. DISCUSSION AND POSSIBLE ACTION ON DRAFT OF CHANGES TO EVALUATION FORM. [Action]**

Chairperson Jensen asked for public comment. Hearing no public comment, public comment was closed.

Chairperson Jensen passed out a redlined document to use for comparison to the current evaluation form and the proposed revision which is shown with no redlines.

Director Dodson drew attention to a Supporting Document for Agenda Item #7, the County Manager's memo from September 2017, regarding the employee evaluation and merit system.

Dodson verified with Human Resources (HR) that the scoring and merit award protocol is still valid.

A long discussion followed. Substantive comments are noted below, not in spoken order.

- Chairperson Jensen – referred to the County’s rating scale:

0-Needs improvement

1-Opportunity for Improvement

2-Meets Expectation

3-Exceeds Expectation

Jensen inquired with HR about the terminology they used. There is no expanded description or useful example beyond what he has identified. He suggested that the proposed draft form reflect this rating scale, rather than the rating scale that’s currently shown in the far right column of the proposed draft if the remainder of the Trustees agree.

- Vice Chairperson Rogers – in the existing form, sub heading “Leadership: Listens to and responds to employees” was removed. Why?
- Chairperson Jensen and Trustee Garrahan felt there was redundancy and unnecessary detail in the existing form. They tried to model the proposed draft form to reflect the county’s core values and adapt the Library Board’s expectations of the Director within the framework of those core values. Those were poorly written in the existing form. The proposed draft has been streamlined and broken out into categories to match the county’s core values.
- Director Dodson - on Page 3 of the proposed draft, she recommended the “Overall Performance” rating titles and descriptions match the county’s titles.
- Vice Chairperson Rogers – the county uses the category “Accountability” but the proposed draft uses the word “Administration”. Rogers would like to go back to the word “Accountability” but is agreeable to “Administration/Accountability”. She would also like to see more explanation in “Integrity”. “Planning” should be put back into the document.
- Chairperson Jensen expressed that with the changes presented today, it’s a step in the right direction.
- Trustee Foley asked about the process from here. Do we meet again to look at the next version and wait for the new Board to continue?
- Chairperson Jensen indicated the intent was to approve it and use it for the Director’s November evaluation. Also, it will benefit the incoming Trustees next year.
- Trustee Garrahan commented that the form was streamlined and matches the county’s.
- Director Dodson indicated she had no problem using the new form for her evaluation in November.

MOTION/VOTE:

Trustee Garrahan made a motion to approve the new form with the changes discussed: rating scale to match the county’s scale of 0, 1, 2, and 3, change “Administration” to “Accountability

and Administration” and add the “Planning” paragraph back in. Trustee Wolle made a second and the motion carried unanimously.

**8. DISCUSSION OF STATE LIBRARY’S ONLINE TRAINING FOR NEVADA LIBRARY TRUSTEES AND REVIEW OF COMPLETED MODULES. [Discussion]**

Chairperson Jensen asked if there was discussion. Hearing none, discussion was closed.

**9. DISCUSSION OF BYLAWS AND POSSIBLE REVISIONS. [Action]**

Trustee Foley indicated the draft bylaws were not available because she and Vice Chairperson Rogers were still working on them. The draft will be available for the Trustees’ November meeting.

Director Dodson stated she will revise her earlier recommendations of the previous version of the draft bylaws once she receives the version of the draft document that will be presented at the November meeting.

Referring to Director Dodson’s earlier input on the draft bylaws, Vice Chairperson Rogers called attention to Dodson’s recommendation that former employees of Douglas County including the library could not serve on the Board of Trustees for 10 years. Rogers noted that current county policy states that former employees can serve on a county board 12 months after their last day of service. Rogers didn’t think this Board could violate county policy.

Director Dodson responded that it’s up to the Library Board to set policy.

Chairperson Jensen agreed the Board could set their own policy.

Vice Chairperson Rogers questioned whether the Board could violate county policy, adding that the BOCC can appoint anyone they like.

DDA Ritchie informed everyone that the BOCC sets policy regarding appointments to boards and a library policy can’t diverge from county policy.

Vice Chairperson Rogers felt that this Board shouldn’t limit people who want to apply.

Director Dodson and Chairperson Jensen shared the sentiment that having a former library employee on the Library Board of Trustees in the past was not good.

Chairperson Jensen asked if there was anything about this in Nevada Revised Statutes (NRS).

DDA Ritchie responded there was not. He has discussed the county’s one (1) year prohibition with the County Manager, but the BOCC themselves routinely violate the policy because open Board positions are difficult to fill and the BOCC often appoints former employees. There’s a whole section in NRS that deals with ethical issues, but it hasn’t been working for us.

Chairperson Jensen agreed that the opportunity to participate in local government shouldn't be stifled, but can be awkward if a former employee who is appointed to the Library Board would then be their former boss's boss.

DDA Ritchie stated the BOCC was looking at the fiduciary part of appointing a former county employee to a Board position rather than the ethical one.

Trustee Garrahan recommended simply putting verbiage in the Bylaws that states the LBOT will follow all county policy.

There was no further substantive discussion and no action taken.

**10. DISCUSSION OF LONG RANGE PLAN, AND PLANNING FOR 2020. NEVADA STATE LIBRARY'S STRATEGIC PLAN CAN BE ACCESSED ONLINE AT**

**<https://www.imls.gov/sites/default/files/state-profiles/plans/nevada5yearplan.pdf>**

**[Discussion]**

Vice Chairperson Rogers passed out a brochure from the Carson City Library for the Nevada Library Cooperative (formerly CLAN). Printed on it is the CLAN's Strategic Plan, 2019-2024. Rogers thought this would be helpful as our library looks at its goals for the next 10 years. Trustee Foley particularly liked the graph that shows each county in Nevada and what percentage of the population had registered library cards. Our county is roughly in the middle. Now that we have the bookmobile, this intent goes together with exposing people to the library and library card sign up. As Board members, keep this in mind as we look at our goals over the next 10 years.

Director Dodson indicated our plan is named the Long Range Plan but we can name it whatever we like. Speaking to our library's percentage of registered library cards, Dodson informed the Board it's simply a matter of population density and math. Our percentage has gone up in the past 2 years and is up by 2% in comparison to Washoe County. There are a lot of low population rural counties in Nevada that have a high percentage of residents who hold library cards.

With regard to the Long Range Plan, Chairperson Jensen asked when it's scheduled that we start the discussion.

Director Dodson responded that we should start in the spring of 2020 while we finish out the previous one. It's daunting but it can be done.

Chairperson Jensen thought it would be nice to start as early as feasible and incoming board members should be made aware of the timing.

There was no further discussion. Chairperson Jensen indicated the Board would look at this more closely at next month's meeting.

## **11. DISCUSSION OF NEW DCPL NEWSLETTER. [Discussion]**

Trustee Foley asked if the library had done a newsletter in the past.

Director Dodson responded indicating it's an experimental project right now. The newsletter that the Board received is the latest. We are trying to fine tune it and are open to suggestions. It's planned to be a quarterly newsletter. If demand and content is there, we may move it to monthly. Dodson and Library Technician, Kitty Weber, put it together.

Trustee Foley asked about an emailed version.

Director Dodson stated we are looking at extrapolating information from our database, but until that time, we post the newsletter online and on social media, as well as taken copies to several locations at the lake and valley.

## **12. DISCUSSION OF POSSIBLE GRANT OPPORTUNITY FOR IMLS CODE CLUB FOR SMALL AND RURAL LIBRARIES. APPLICATIONS ARE ONLINE AND DUE OCTOBER 31, 2019. [Action]**

Chairperson Jensen asked for public comment. Hearing no public comment, public comment was closed.

Director Dodson stated that we applied for this grant last year but didn't get it. The format has changed. The grant is from the Institute of Museum of Library Services (IMLS) and they are funding Code Club at small and rural libraries only. It provides the tools and software needed for 9 to 18 year old kids.

The grant includes software, and programmable robots, etc. It starts in January, we submit progress reports, and one adult runs the program. It doesn't matter if that adult has an IT specialty because the requirements are to help children learn and collaborate. The program leader doesn't need to know how to code to run the program. Board approval is needed in order to apply. Traditionally, as with all routine grants that we receive, I prefer to bring them to the Board of Trustees for approval.

### MOTION/VOTE:

Vice Chairperson Rogers made a motion to approve submitting the Code Club for Small & Rural Libraries application. Trustee Garrahan made a second and the motion carried unanimously.

## **13. DISCUSSION AND POSSIBLE ACTION ON DRAFT OF UPDATE TO LIBRARY POLICY, "EMPLOYEE ABSENCES DUE TO HAZARDOUS CONDITIONS". [Discussion]**

Director Dodson noted that current library policy "Employee Absences Due to Hazardous Conditions", 1999 and 2008, was in Board packets. This came up due to a customer complaint. This particular person felt that the library should not close during winter weather. The County Manager initially responded to the complaint by email. Dodson also responded to the patron and

explained that the library policy would be reviewed. She also provided the Douglas County policy “Employee Absences Due to Inclement Weather” (Policy 200.38).

Director Dodson stated that the library policy only addresses the Lake Tahoe branch. Dodson’s proposal for the revised library policy includes all locations, including the bookmobile. She felt it important to include information about winter weather road plowing by the governing jurisdictions, Douglas County School District, Douglas County Parks Department, and Nevada Department of Transportation (NDOT) in the proposed policy.

Vice Chairperson Rogers suggested using the title “Hazardous Conditions” be used since there are other hazards to consider such as fire, flooding, weather, etc.

Trustee Foley stated over the years plowing conditions change. Foley felt that the plowing information should not be in the policy. It should just state if the webcam shows the roads are plowed and if schools are open, the library should not close.

Vice Chairperson Rogers suggested that the language from Section C of the Douglas County Policy, “EMPLOYEE DECISION NOT TO REPORT FOR DUTY” be included in the library’s policy in the event an employee decides it’s too dangerous to drive to work. The employee would have to take the day as annual leave or leave without pay.

Director Dodson informed the Board that for the Lake Tahoe branch, reliance was on the Parks Department to obtain information about road conditions. Subsequently, a webcam was installed that displays conditions at the main parking lot and a portion of Warrior Way. Dodson stated that at the Minden library, the main access road, County Road, is plowed by the Town of Minden and Highway 395 is plowed by NDOT but not at the same time. County Road is not first on the list to be plowed, so it may be later in the day that it’s accessible.

Trustee Garrahan suggested that due to the reliance on several different agencies responsible for plowing, we should base the policy on accommodation of roadway plowing.

Vice Chairperson Rogers asked if she checks to see that the school district has announced a late start, for example, at 10 a.m.

Director Dodson replied yes. If the school district reports a late start, she would direct staff who normally start their shift at 9 a.m., to report to work at 10 a.m. If the schools are closed, Dodson will usually close the library, but it’s not the only deciding factor.

Chairperson Jensen indicated he hoped that Director Dodson could update the proposed draft per today’s discussion for vote at another meeting.

Director Dodson, just to be clear, stated that the Trustees would like her to change the name of the policy to “Hazardous Conditions Policy”, condense the language regarding plowing by different entities surrounding our locations, and add language that the county policy states that employees must use their leave time in the event they choose not to report to work.

Continuing, Dodson stated that she met with the County Manager's liaison to the library, Assistant County Manager Jenifer Davidson, Doug Ritchie and Chairperson Jensen. They discussed the complaint; she learned more about the complainant. They spoke of the policies that applied and that the Library Board of Trustees had the freedom to develop their own policy that aligns with county policy in terms of closing the library or adjusting library hours. The agreed upon course of action was good, in that she would respond to the patron and move forward with revising library policy. She had not contacted the patron yet. Improvement plans are to maintain open communication with each department informing the other about closures, and complaints. Just improve communication across the board.

Chairperson Jensen confirmed he thought the meeting was a good one. They recognize that the library is its own entity and that communication is key to keep things going well.

Trustee Foley asked if patrons could be alerted so they knew that the library would be closing especially the Lake Tahoe residents since they are more likely to be impacted by a closure.

Director Dodson responded that closures are posted on our website, on social media sites, sent to local news stations, and signs are posted on the library entry doors. She was not sure what type method could be used to notify patrons. The telephone system is very old and there's no way to remotely change the answering machine message. We've never sent out blast emails like that before.

Trustee Garrahan suggested a notification system possibly through the website that sends out messages to patrons who sign up.

Chairperson Jensen asked if there was any more discussion.

Director Dodson commented that she would make the requested changes and bring the proposed draft back to next month's meeting, also look into notification systems.

There was no action taken.

#### **14. DISCUSSION OF POTENTIAL POLICY TO ADDRESS WORKPLACE DIVERSITY. [Discussion]**

DDA Ritchie stated that the county complies with all federal and state laws.

Director Dodson added that includes the Equal Employment Opportunity statement.

DDA Ritchie asked if there was anything to distribute since there was no supporting material in the packet about a diversity policy.

Director Dodson replied there was not. This agenda item was requested by Trustee Foley.

Trustee Foley stated when it was discussed last month, county demographic data was going to be provided.

Director Dodson noted that she misunderstood about this agenda item, thinking it was about development of a new policy.

Since there is no data to discuss today she recommended tabling this to next year since next month's meeting will be a very busy agenda.

The Trustees agreed this would be discussed at a future meeting.

**15. DISCUSSION OF THE PARTICIPATION OR ROLE OF LIBRARY TRUSTEES IN THE PROCESS OF APPOINTMENTS TO THE LIBRARY BOARD OF TRUSTEES. REVIEW OF BOARD TERMS. REVIEW OF NRS 379.020. [Discussion]**

- a. Lisa Foley 12/31/2022
- b. Kate Garrahan 12/31/2022
- c. Mark Jensen 12/31/2020
- d. Bonnie Rogers 12/31/2019
- e. Charles Wolle 12/31/2019

Director Dodson indicated that Vice Chairperson Rogers asked for this to be on the agenda to discuss what role or participation the current Trustees and Director may have, if any, in the appointment process of applicants for LBOT positions.

Vice Chairperson Rogers referenced the online trustee training, where it says that the LBOT can make recommendations of qualifications and candidates for board vacancies. Rogers wanted to know if the Board had any suggestions for qualifications, because she didn't think the Board could recommend candidates since that's a violation of civil liberties.

DDA Ritchie advised the Board that the BOCC has the sole authority to appoint five competent persons who are residents. It would be inappropriate for the LBOT to narrow the field down to a slate of potential candidates, however, it would be very appropriate to provide qualifications or other things that you would hope the BOCC would be looking for in a Trustee.

Vice Chairperson Rogers remembered that last year when Board vacancies occurred, candidates were interviewed prior to and recommendations were made to the BOCC. This creates an issue with regard to who has applied and who will be supervised. In this instance, Director Dodson made the recommendation and was the person to be supervised.

Director Dodson responded to this by saying that the BOCC has asked for her recommendations every year. Last year it was after they conducted their own candidate interviews.

DDA Ritchie stated that under NRS 281A.400, item number 2, you'd have problems with a subordinate being a part of the selection of their supervisor. DDA Ritchie stated in the past he didn't think that the BOCC had asked for library director recommendations during a public meeting though it may be helpful if the BOCC were to ask Director Dodson about the needed qualifications or if Dodson could identify needed skill sets. The point is that you cannot use your public position to help select your own supervisor. You can ask people to apply but you cannot be part of the selection process.

Director Dodson asserted that last year in the public meeting, the BOCC has asked for her recommendations of candidates for appointment.

Trustee Garrahan added that she was at that meeting last year and yes, the BOCC had asked Director Dodson for her recommendations of the five people.

Chairperson Jensen surmised then that last year was the first year the BOCC conducted interviews. Jensen asked if the BOCC would do things differently this year.

DDA Ritchie's understanding was that the BOCC would conduct interviews this year and would prefer the candidates be at the public meeting to answer questions.

Chairperson Jensen indicated that he heard from a former trustee who had applied that the BOCC gave very short notice of the meeting date which lead to that particular person not being able to attend the public meeting.

Vice Chairperson Rogers cited NRS 379.020, "Any attempt by library director to interview, review, and rate or select possible trustees even without intention would be inappropriate." Rogers felt this just keeps us all honest and transparent that we are not stacking the Board so to speak.

Director Dodson asked if the Board wanted to come up with characteristics or qualities to recommend to the BOCC.

Chairperson Jensen stated if the Board did, we would anticipate that for next year.

Vice Chairperson Rogers agreed that it was too late this year, but at least the Board was now aware of how to handle things.

Director Dodson advised the Board that the deadline to submit applications for LBOT appointments is December 2, 2019. They are to be turned into the County Manager's office in print form, not electronic. The BOCC will make appointments at the first meeting of January 2020.

Concluding, Director Dodson stated that last year she telephoned the applicants before appointments and spoke with each briefly. The calls were basic and introductory in nature, informing candidates about how the library worked, and how the Board of Trustees operates, and so on.

There was no further discussion.

## **16. MONTHLY REPORT. [Discussion]**

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

## **17. CLOSING PUBLIC COMMENTS.**

Chairperson Jensen asked for public comment. Hearing no public comment, public comment was closed.

## **18. ADJOURNMENT**

There was no further action or discussion. The meeting adjourned at 1:01 p.m.

## Director's Monthly Report October 2019

1. Staff Changes and Vacancies. Interviews for the Library Supervisor positions are underway. The recruitment process for the Part-time Library Page position is running smoothly; interviews will take place in early November.
2. Staff Development. The annual conference of the Nevada Library Association (NLA) is in Reno, November 3-4. A small group of DCPL staff will be attending.

The Nevada E-Records Forum took place on October 17 at WNC; Julia Brown, Kathy Munson, and I attended. The E-Records Forum is a training opportunity to help information and records management professionals in the Nevada and Sierra Nevada region. The forum is held every other year, presenting current trends and approaches specific to the unique nature of electronic records.

I will be attending the Library Journal-sponsored public library directors' conference in Tulsa, OK, November 7-9, 2019.

3. Local Author event. The Local Author Gathering on September 30 was very successful, with a record attendance of 148 patrons. This annual event has now become a twice-yearly event because of popularity among patrons and authors alike. The Friends of the Library sponsors this annual event.
4. Fall Library Programs. We have several programs scheduled for this autumn. The Creative Dance for Little Feet program has returned. This fun weekly program enables children to discover creativity through music, movement and dance. The Teen Advisory Board asked for a "game day" program, which will include role-playing games as well as tabletop games. We are experimenting with the idea in October and hope that the teens' enthusiasm continues. The annual Halloween "Boo Bash" for children is on October 30 with games, stories, and snacks. Children of all ages come to the Library in costume. The staff will be participating by wearing costumes on October 30 and 31. This year we will have an informal staff costume contest.
5. Evaluations. The list of recently completed performance evaluations:
  - a. Kira Frederick
  - b. Julia Brown
6. Upcoming holidays. The Library will be closed for holidays as follows:
  - a. October 25-26, Nevada Day
  - b. November 11, Veterans Day