

**LIBRARY BOARD OF TRUSTEE MEETING MINUTES
WEDNESDAY, December 16, 2015**

The Board met in regular session at the Downtown Reno Library, 301 South Center Street, Reno, Nevada

Chair Stoess called the meeting to order at 4:00 p.m.

1) ROLL CALL

Board Members Present: Wendy Alderman, Sara Sattler, Al Stoess, Derek Wilson

County Staff Present: Assistant District Attorney Herb Kaplan

Public Present: Heather Cook, Anthony Domoe, Marilyn Jones, Greg Juhl, Ed Powell

2) INTRODUCTION OF JEFF SCOTT AS THE NEW DIRECTOR OF THE WASHOE COUNTY LIBRARY SYSTEM

Director Maurins introduced Jeff Scott as the new Library Director.

Director Scott informed the Board that he is excited to be part of the Washoe County Library System. He stated that he has toured the Sierra View and Sparks Libraries as of day three as Director.

3) PUBLIC COMMENT

John Crockett, Sierra View Managing Librarian, read a comment card received mid-November from Kathy Boone. Ms. Boone wrote that she and the special needs individuals she supports go to the Sierra View Library regularly. She complimented the friendly staff and diversity of magazines, but is requesting that a restroom be installed within the Sierra View Library. The current bathroom facilities are not adequate and there are times that the special needs individuals she is in charge of are not able to make it to the mall facilities outside the library or the ones inside the Burlington Coat Factory when the mall facilities are closed for cleaning. The Sierra View Library is the only branch without its own restrooms.

Heather Cook, Verdi resident and School Librarian, stated she is here to support changing of the Verdi Library public hours from 3-7 pm to 2:30-6:30 pm. She hopes that more parents will come directly to the library with their children after school on Wednesdays.

Anthony Domoe, Verdi resident, echoed the sentiments expressed by Heather Cook. Additionally, he noted that changing the hours makes sense with Wednesday being early school release at 2:30 pm. With the library opening at 2:30 pm, parents will not have to wait around for half an hour.

4a) APPROVAL OF MINUTES

On motion by Trustee Wilson, seconded by Trustee Alderman, which motion duly carried, the Board approved the meeting minutes from November 18, 2015. All in favor, none opposed.

5) OLD BUSINESS

5a) APPROVAL OF THE LIBRARY SYSTEM'S UPDATED FIVE-YEAR STRATEGIC PLAN

The Library Board reviewed the information submitted in the packet.

Director Maurins referred to the staff report and supporting documents to highlight the following updates:

- The first value was re-phrased to emphasize the Library's role in education
- Customer Experience Objective "Enhance user experiences as influenced by physical and virtual environments" was pulled out as a separate objective to stand out as a key component for what the Library can do for the patrons using library resources.
- The first Internal Support Objective "Raise awareness of the Library's value, resulting in greater use of its services and increased funding," includes the goal of developing and implementing a communication plan. Director Maurins received a copy of UNR's Community Plan as a reference. Director Maurins passed around the copy for review noting that this objective may be a possible agenda item for future discussion and recommendations.
- Internal Support Objective "Meet the community's future library-service needs" was fleshed out more to regarding goals for the capital projects campaign and projects that may need to be funded.

Director Maurins informed the Board that he and Director Scott would be making a presentation to the Board of County Commissioners to reiterate the necessity of building a new North Valleys Library and why it should remain in the County's capital projects plan on Friday.

Director Maurins noted that the Five-Year Strategic Plan takes the County objectives and what the community needs in a library into consideration. The plan is laid out in general terms to allow for flexibility to carry out objectives.

On motion by Trustee Alderman, seconded by Trustee Sattler, which motion duly carried, the Board approved the Washoe County Library System's updated Five-Year Strategic Plan. All in favor, none opposed.

5b) AUTHORIZING ONE TRUSTEE TO REPRESENT THE BOARD AT UPCOMING PUBLIC MEETINGS THAT ADDRESS THE REVISED SOUTH VALLEYS REGIONAL PARK PLAN

The Library Board reviewed the information submitted in the packet.

Director Maurins referred to staff report, providing the following information:

- The Greater Reno Community Ice Skating Association (GRCISA) held a couple of public meetings last week with the South Truckee Meadows/Washoe Valley Citizen Advisory Board and City of Reno Ward 2 Neighborhood Advisory Board to review the conceptual plan.
- There are two more meetings in January where GRCISA will be presenting the conceptual plan for approval to the Washoe County Parks Commission at 10 am on January 5 and the Board of County Commissioners Meeting on January 12 at 10:00 am.
- In final form, the plan allows for expansion north of the South Valleys Library. The designated area allows for up to 25,000 square feet of expansion if done as a one-story building or up to 42,500 square feet if built as a two-story expansion, both of which are options in the Facility Plan.
- At the November Board meeting, the Board approved a letter of support which included a statement from the Board about wanting to work with all involved entities

to ensure that the conceptual plan and construction allows for the South Valleys Library expansion and retains the current views from the north facing windows.

Director Maurins noted that the Board may want to appoint a Trustee to represent them in the upcoming meetings.

Trustee Wilson volunteered to represent the Board, stating that he attended the City of Reno Ward 2 Neighborhood Advisory Board meeting last night and that he had planned to attend the future meetings already.

Chair Stoess appointed Trustee Wilson as the Board representative for this project.

Board discussion included:

- At this time, it appears that the entrance is on the south end of the conceptual ice arena building. If the ice arena building was faced a different direction, the South Valleys Library would be looking at a wall.
 - Director Maurins pointed out that the library expansion plans could include an entrance on the north side to take advantage of the available parking between the buildings.
- The library has a better chance of expanding the South Valleys Library with an active community site.

6) NEW BUSINESS

Director Maurins requested Chair Stoess to reverse the New Business agenda items for the public in attendance for agenda item 6b.

Chair Stoess reversed the agenda items under New Business.

6b) APPROVAL TO CHANGE WEDNESDAY PUBLIC HOURS AT THE VERDI COMMUNITY LIBRARY FROM 3:00-7:00 PM TO 2:30-6:30 PM, EFFECTIVE JANUARY 4, 2015

The Library Board reviewed the information submitted in the packet.

Director Maurins recommended the Board approve the changes proposed. He stated that these changes may increase library usage as indicated by Heather Cook and Anthony Domoe, without impacting library staffing.

Upon questioning by the Board, Managing Librarian John Crockett stated that library staff is at the branch one hour prior to opening. After confirmation by Director Maurins that staff is not missing out on time spent at their home branch, Mr. Crockett informed the Board that Verdi assigned staff usually start out at the Sierra View Library and go to the Verdi Library after lunch, but there is travel time between the branches.

On motion by Trustee Alderman, second by Trustee Sattler, which motion duly carried, the Board approved the change in Verdi Community Library's Wednesday hours from 3:00-7:00 pm to 2:30-6:30 pm effective January 4, 2016. All in favor, none opposed.

6a) PRESENTATION BY DIRECTOR MAURINS ON THE LIBRARY'S MISSION, GOALS, CURRENT ACTIVITIES, CHALLENGES AND OPPORTUNITIES

Director Maurins directed the Board to the PowerPoint presentation that will also be presented to the Board of County Commissioners.

Presentation highlights included:

- The new Library website should be rolled out in February 2016
- The Mission Statement of the Library: “To connect people with information, ideas and experiences to support an enriched and engaged community, one person at a time.”
- The means in which the Library will meet the objectives of the Mission Statement and Washoe County Objectives are divided into three marketing words: Connect, Gather, and Explore.
- During the “Connect” slide, Director Maurins noted this would be done digitally as well as face-to-face. He also noted this includes the Read by Age Three initiative and the MT1 Technical training.
- During the “Explore” slide, Director Maurins noted that Financial Literacy and Computer classes fall under this category as well as the Radon Detection program.
- Director Maurins stated that the bulleted items in the “Opportunities” slide have been incorporated into the Washoe County Library Strategic Plan

Upon questioning by the Board, Beate Weinert, Programs and Collaborations, noted a couple of reasons why 1,000 library cards in a community with 2-3,000 first graders were issued:

- Many students already had library cards issued.
- The outreach was started late in the school year and made an option to the first grade teachers.

Ms. Weinert stated that staff is making stronger contact with the first grade teachers this year and started the First Grade Outreach in the fall with hopes to get better results with more library cards issued and in the hands of the children.

Julie Ullman, South Valleys Managing Librarian, provided an example from Pleasant Valley Elementary. She stated that only three first graders did not already have a library card.

Chair Stoess thanked Director Maurins for the presentation, stating it was well done.

7) REPORTS

7a) LIBRARY DIRECTOR’S REPORT TO INCLUDE ADMINISTRATION AND COLLABORATIONS, PROGRAMS AND ACTIVITIES; DIRECTION OF STAFF REGARDING CONTENT OF FUTURE DIRECTOR’S REPORTS

Director Maurins orally reported the following:

- Fall Food for Fines cleared just under \$5,600 in fines and provided over 11,000 pounds of food.
- Library staff participated in the Sparks Hometown Parade. A copy of the report was passed out to the Trustees.
- Director Scott will make a presentation to the Washoe County School Board on January 12 about how the Washoe County Library System supports education.
- This year, the Library System will serve as a venue for the Tax Assistance program. The organization providing the assistance will do the scheduling and provide the resources.
- The Downtown Reno Library is the second branch to house a Lucky Day Collection. Director Maurins thanked all staff involved to provide these collections including Technical Services staff, Scottie Wallace, John Crockett and support staff.

Director Maurins asked for input about information the Board would like to see included in the future Library Director Reports.

Trustee Wilson stated that technology reports and updates are important, but he would like to see specific issues included as well. Issues like the restrooms at the Sierra View Library should be documented for a record.

7b) DOWNTOWN RENO LIBRARY PROGRAMS, ACTIVITIES AND OPERATION

Scottie Wallace, Downtown Reno Managing Librarian, highlighted the following with a focus on operations:

- Washoe County Facilities is withholding payment of \$7,200 due to damages done to materials during the Asbestos Project. At this time, this is being handled between the attorneys on both sides. The Asbestos Project completed removal of asbestos from levels one, two and three.
- Washoe County Facilities contacted Ms. Wallace, informing her that the next Downtown Reno Library project is re-lighting the building. They are moving forward with Capital Improvement Funding recommendations to the County.
- In May 2016, the Downtown Reno Library building will be 50 years old.
- The Washoe County Sheriff's Office has contacted Ms. Wallace with a desire to hold Active Shooter training at the Downtown Reno Library. Further details are unknown at this time as it can take six months of planning.
- Ms. Wallace thanked the Library System and all of its branches for their assistance during the Asbestos Project. Statistical information will be off all year as the Downtown Reno Library closed for one full day for during the project.

7c) FRIENDS REPORT

In the absence of Trustee Marsh, Director Maurins informed the Board that the next Friends Book Sale is scheduled for January 8-17, 2016.

Director Maurins asked Chair Stoess to re-open the Director's Report.

7a) LIBRARY DIRECTOR'S REPORT TO INCLUDE ADMINISTRATION AND COLLABORATIONS, PROGRAMS AND ACTIVITIES; DIRECTION OF STAFF REGARDING CONTENT OF FUTURE DIRECTOR'S REPORTS

Director Maurins requested one or two Trustees to attend the Washoe County School District presentation to be made by Director Scott on January 12 for support. The presentation will be held at 2:00 pm at the Washoe County School District Building at 425 E 9th Street.

7d) FINANCIAL STATEMENTS TO INCLUDE THE MONTHLY EXPENDITURE COMPARISON AND GIFT FUND BALANCES

The Library Board reviewed the information submitted in the packet.

7e) MONTHLY LIBRARY USAGE

The Library Board reviewed the information submitted in the packet.

Director Maurins informed the Board that the last page of the statistics report includes a three-year comparison chart to show circulation by branch.

8) PUBLIC COMMENT

Ed Powell, Library user, stated that the sound system is abysmal and the public should be able to hear the Board discussion during the meeting.

Beate Weinert, Programs and Collaborations, thanked Tammy Cirrincione and Arnold Maurins for the leadership and guidance.

Heather Cook, Verdi resident and School Librarian, thanked the Board for revising the Verdi Library hours. She also noted concern with the two library entrances stating that the main entrance gate count is not working and school gate works but has issues. She is requesting functioning gates for the Verdi Library.

John Crockett, Sierra View Managing Librarian, stated he would check on the noted gate concerns, but clarified that the gate count should be functioning and that the tallies staff is seen taking care for computer usage.

9) BOARD COMMENT

Trustee Sattler thanked Director Maurins for his dedication and hard work.

Chair Stoess echoed Trustee Sattler's comments, thanking the Director for his service over the years.

10) ADJOURNMENT

Chair Stoess adjourned the meeting at 5:10 pm.