

**LIBRARY BOARD OF TRUSTEES MEETING MINUTES**  
**WEDNESDAY, NOVEMBER 20, 2019**  
**4:00 P.M.**

**The Board met in regular session at the North Valleys Library 1075 North Hills Blvd, Reno, NV 89506**

Chair Holland called the meeting to order at 4:01 pm.

**1) ROLL CALL**

Board Members Present: Amy Ghilieri, Wayne Holland, Zanny Marsh (via phone), and Jean Stoess

Board Members Absent: Ted Parkhill

County Staff Present: District Attorney Herb Kaplan

Public Present: Louise Souffront

**2) PUBLIC COMMENT**

Patron Louise Souffront stated she appreciated the Board holding the meeting at the North Valleys Library location and she would like the Board to announce their position as well as stating their name during roll call. She informed the Board that she had a comment regarding the new brochures. She requested that future brochures include a calendar like item or color-coded icon feature on the daily entry pages that would visually inform people of the type or program and location (library). She clarified that pages with dates would have small icons included for a clue to other activities happening. She noted she was willing to make contact with the individual or group who creates the brochures for more clarification.

**3) APPROVAL OF MEETING MINUTES**

**a. APPROVAL OF MINUTES FROM THE LIBRARY BOARD MEETING OF OCTOBER 16, 2019**

On motion by Trustee Stoess, seconded by Trustee Ghilieri, the Board approved the meeting minutes for the October 16, 2019 meeting. All in favor, none opposed.

**4) OLD BUSINESS**

**a. KNITTING AND CROCHET GROUPS UPDATE**

Chair Holland, speaking to the Trustees and any Knitting and Crochet Group volunteers in the audience, stated that he had communicated with Ann White of the Knitting and Crochet Group and only needed to follow-up with the Northwest Reno Branch Manager and Director Scott before getting back to Ms. White about her request if it was feasible or not. He said that Ms. White seemed to understand the space issue in the Explorer brochures in conjunction with the printing costs that resulted in volunteer run programs not being included in the second and subsequent brochures printed.

5) **NEW BUSINESS**

a. **WASHOE COUNTY LIBRARY SECURITY REPORT BY WASHOE COUNTY SECURITY ADMINISTRATOR BEN WEST**

Director Scott introduced Washoe County Security Administrator Ben West.

Mr. West stated he has been working with the Library System on a number of items. He said he has reached out to the branches and will be doing security reviews to help identify ways to increase security, hoping to have them done by the end of February. He stated he will also begin to offer training to the Library. Some of this training will help provide more information on what we have and how we can work with groups like the First Amendment Auditors and Sovereign Citizens, who are groups that do not believe societal norms or rules apply to them. He noted that he had been added as a recipient to the Library Systems Incident reporting software to receive regular reports incidents occur. He also noted that they have added a permanent officer from Allied Universal to cover open hours at the Downtown Reno Library on Saturdays and Sundays. He said that the new officer should start this weekend and will help by providing the same face every weekend. He stated that they had added a daytime patrol position to patrol around the County including the library branches two weeks ago.

Upon questioning by Trustee Stoess, Mr. West explained that the First Amendment auditors (sovereign citizens) are a group who are loosely affiliated, without a centralized membership that have issues with federal, and sometimes local, authorities and do not want to follow the rules of society. He said they do not wear uniforms as they consider themselves sovereign from everything.

b. **ACKNOWLEDGEMENT OF 4<sup>TH</sup> QUARTER FISCAL YEAR 2018/19 CASH AND NON-CASH DONATIONS RECEIVED BY THE LIBRARY SYSTEM BETWEEN APRIL 1 AND JUNE 30, 2019 FOR A COMBINED TOTAL OF \$3,568**

Director Scott noted the fourth quarter Donation report for FY2018/19 is followed by the first quarter Donation report for FY2019/20. These reports note monetary donations and programming time donations for the last 6 months and noted the Library System appreciates the financial support.

Board comment included notation of many accumulated donations for Incline Village Library and a question if the Library System has an emblem noting support for Washoe County Library System similar to Kiwanis to enhance a visual throughout the community. Director Scott stated we could make one through the Quad.

On motion by Trustee Ghilieri, seconded by Vice Chair Marsh, the Board acknowledged the 4<sup>th</sup> quarter donation report and the listed supporters. All in favor, none opposed.

c. **ACKNOWLEDGEMENT OF 1<sup>ST</sup> QUARTER FISCAL YEAR 2019/20 CASH AND NON-CASH DONATIONS RECEIVED BY THE LIBRARY SYSTEM BETWEEN JULY 1 AND SEPTEMBER 30, 2019 FOR A COMBINED TOTAL OF \$1,630**

On motion by Trustee Stoess, seconded by Vice Chair Marsh, the Board acknowledged the 1<sup>st</sup> quarter donation report and the listed supporters. All in favor, none opposed.

d. **APPROVAL OF LETTER DRAFTED BY TRUSTEE GHILIERI TO PETITION AGAINST MACMILLAN PUBLISHERS FOR THE EMBARGO ON EBOOKS FOR LIBRARIES**

Trustee Ghilieri provided a paper copy of her draft to each Trustee. She noted that she found an error and welcomes any input or changes. She stated that it is styled towards an audience of local patrons and that it is about 50 words more than allowed for the opinion page of the Reno Gazette Journal.

This agenda item was tabled until the next meeting as the letter had not been provided ahead of time and there were questions regarding how the Trustees would be able to provide input while following action direction from the posted agenda item verbiage.

Legal Counsel Herb Kaplan informed the Board that, based upon the action posted in the agenda; the Trustees could each contact Trustee Ghilieri individually to provide feedback for approval at the next Board meeting.

e. **PRESENTATION OF SPECIAL RECOGNITION CERTIFICATES TO BRANCH MANAGERS HOSTING SUMMER LUNCH PROGRAM**

Director Scott invited Branch Managers Jonnica Bowen, Brenda Owens and Corinne Dickman along with Librarian Mela Garcia (standing in for Sierra View Branch Manager Sarah Jaeck) to be recognized for the role their branch played in Summer Break Lunch Program. All of them received special recognition and congressional recognition for their efforts.

North Valleys Manager Jonnica Bowen asked Librarian Theresa Trainer and Library Assistant Harriet Clarke to come up and recognized her staff who supported and took part in the program.

Although her staff were not in attendance, Downtown Reno Manager Brenda Owens recognized Librarian Kristen Ryan and Library Assistant Emily Giles for their support and role in the program at Downtown Reno Library.

Sparks Manager Corinne Dickman stated it is a team effort and valuable to the community.

Sierra View Librarian Mela Garcia reiterated it is a team effort as Sierra View serves at the Sierra View Library, as well as Duncan-Traner Library, and stated the Duncan-Traner kids really benefit from the program.

Director Scott presented both Washoe Impact Award Trophies awarded to the Washoe County Library System in the last two years to the Trustees and explained how the acknowledged programs resulted in an award and how the community benefitted from the program.

6) **REPORTS**

a. **LIBRARY DIRECTOR'S ANNUAL REPORT**

Director Scott provided a PowerPoint presentation submitted in Board packet to the Trustees.

**b. NORTH VALLEYS LIBRARY REPORT**

Branch Manager Jonnica Bowen provided a PowerPoint presentation submitted in the Board packet to the Trustees. The PowerPoint and oral presentation detailed the partnership between the North Valleys Library and Sierra Nevada Job Corps and the services provided and benefit gained during the outreaches. She introduced her Library Assistant III Pam Larsen, who co-facilitates outreaches to Sierra Nevada Job Corps.

**c. COLLECTIONS UPDATE**

Collections Manager Debi Stears provided a PowerPoint presentation submitted in the Board packet to the Trustees.

She noted the large amount of information provided and explained the data and what it means in the slides provided. She stated that the next report will include a comparison of the total circulation with Overdrive included and one without Overdrive included.

Trustee Holland noted that this report is scheduled for presentation every other month in the Board Task Report, and that he was okay with regular updates at Ms. Stears discretion, just requesting that she keeps them advised.

**d. YOUTH SERVICES AND LIBRARY EVENTS REPORT**

Youth Services and Library Events Manager Beate Weinert and Librarian Judy Hansen provided a PowerPoint presentation submitted in the Board packet to the Trustees.

Ms. Weinert acknowledged Friends of Washoe County Library (FWCL) informing the Board that 9% of the annual allocation to Washoe County Library goes to Programs and 8% to books.

Chair Holland acknowledged FWCL as an outstanding organization.

**e. TACCHINO EXPENDITURE UPDATE**

Director Scott noted no expenditures for the Tacchino Trust for the last month.

**f. QUARTERLY FINANCIAL REPORT**

Director Scott noted nothing stands out in the quarterly report and that gift funds bottom line remains at around \$600,000 at this time.

Upon questioning by Chair Holland, Director Scott stated that the branches have the ability to spend branch gift funds as they see fit and that some branches elect to roll it over for large purchases

**g. QUARTERLY STATISTICAL REPORT**

Director Scott noted the pattern is typical to see some drop off in circulation between the Summer Reading Program and when the kids start back to school.

**h. BOARD TASK REPORT**

Vice Chair Marsh stated she had been in touch with Legal Counsel Herb Kaplan in an effort to make the Director Evaluation process as equitable as possible, similar to the Health District.

She said she would be requesting that information. She also requested another Trustee to work with her and Mr. Kaplan due to Trustee Parkhill's current circumstances not allowing him to take part. Chair Holland stated he would like to work with her. The Director Evaluation agenda item has been tabled for another month or to next meeting as a new agenda item.

**7) STAFF ANNOUNCEMENTS**

Development Officer and PIO Andrea Tavener made the following announcements:

- Thanked the members of the Marcom and Explorers Teams who put the Explorer booklets together. She noted that the Library has changed the manner in which sponsors were acknowledged, additionally recognizing Friends of Washoe County Library, and Jennifer and Gary Lee for their generous donation.
- Informed the Board the Library System launched the 4th annual Give the Gift of Reading campaign and will run through December 31, 2019.
- Stated that the Library System would be participating in the Sparks Hometown Parade on Saturday, December 7, 2019. She thanked Downtown Reno Jena Molina and Tyna Sloan, who worked off desk time to prepare the parade carts.

Branch Manager Jonnica Bowen invited the Trustees to join the North Valleys staff at the Reno Stead Airport on December 14, 2019 to welcome Santa who was flying in at 10 am.

**8) PUBLIC COMMENT**

None

**9) BOARD COMMENT**

Chair Holland noted the Community Court at the Downtown Reno Library is a great program and advised the Trustees there would be an open house on December 4, 2019 if they were interested in seeing it.

Chair Holland informed the Library System they were doing a great job with Maker Newsletters and email, providing great visibility.

**10) ADJOURNMENT**

Chair Holland adjourned the meeting at 5:38 pm.