

**LIBRARY BOARD OF TRUSTEES MEETING MINUTES
WEDNESDAY, MAY 18, 2016**

The Board met in regular session at the Sparks Library, 1125 12th St. Sparks, Nevada.

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

1) ROLL CALL

Board Members Present: Wendy Alderman, Zanny Marsh (via telephone), Sara Sattler, Al Stoess, and Derek Wilson

County Staff Present: Assistant District Attorney Dania Reid

Public Present: Judy Conley, Dan Erwine, and Mary Jones

2) PUBLIC COMMENT

Julie Machado, Spanish Springs Managing Librarian, invited the Trustees to attend the Spanish Springs StartUp Faire on Sunday, May 22, 2016 from 12-4 pm. She provided a flyer to all Board members.

3) APPROVAL OF MEETING MINUTES

a) APPROVAL OF MINUTES FROM THE LIBRARY BOARD MEETING OF MARCH 16, 2016

On motion by Trustee Alderman, seconded by Trustee Wilson, which motion duly carried, the Board approved the meeting minutes from the Library Board of Trustee Meeting of March 16, 2016. All in favor, none opposed.

b) APPROVAL OF MINUTES FROM THE LIBRARY BOARD SPECIAL MEETING OF APRIL 27, 2016

On motion by Trustee Alderman, seconded by Trustee March, which motion duly carried, the Board approved the meeting minutes from the Library Board of Trustee Special Meeting of April 27, 2016. All in favor, none opposed

4) OLD BUSINESS

No Old Business

5) NEW BUSINESS

a) JUDY CONLEY, LIBRARIAN AT GERLACH IS RETIRING JUNE 30, 2016

Director Scott thanked Judy Conely for her five years of service as the Gerlach Librarian, bookkeeper, grounds keeper, and more. He informed the Board that he was present when Washoe County School District representatives read a proclamation in honor of Ms. Conley for the celebration of her retirement effective June 30, 2016.

Judy Conley, Gerlach Librarian, thanked Friends of the Washoe County Library for their support and bringing Bruka to Gerlach for a performance. She noted that about 25 individuals in a community of around 100 were present for the show. She read a letter from one of the Gerlach students who expressed a great love for the Gerlach library.

Director Scott presented Ms. Conley with a large printout collage of photos from her retirement ceremony.

Chair Stoess thanked Ms. Conley for her years of service.

b) ACKNOWLEDGEMENT OF DONATIONS MADE BETWEEN JANUARY 1 AND MARCH 31, 2016

The Library Board reviewed the information submitted in the packet.

Jennifer Oliver, Development Officer, referred the Board to the staff report and donor report provided. She noted that third quarter donations totaled \$179,834.21.

Upon questioning by the Board, Ms. Oliver explained that donors receive an acknowledgement for each donation as well as inclusion on our donor wall. The donor wall can be found on the library website and is updated each quarter.

On motion by Trustee Sattler, seconded by Trustee Alderman, motion duly carried, the Board accepted the report of donations made between January 1 and March 31, 2016. All in favor, none opposed.

c) APPROVAL OF SUSPENSION POLICY

Director Scott briefly covered the changes made to the Suspension Policy as outlined in the staff report.

Upon questioning by the Board, Director Scott explained the following:

- The Suspension Policy is an internal procedure on how staff enacts suspensions based upon violations of the Patron Conduct Policy.
- The length of time a patron is suspended for is at the discretion of the branch managers.
- The number of individuals authorized to suspend a patron violating the Patron Conduct Policy is minimal for consistency.
- On an average, most suspensions are for 30 days and any suspensions for a longer duration go through the Library Director.
- Designated staff will receive additional training to determine criteria, evidence and suspension length of time to look at the Patron Conduct Policy and implement the Suspension Policy.
- Policies of this nature are sent through legal counsel for review and approval after revisions are done by the Library Policy Review team as part of the process.
- Policies are reviewed annually by the Policy Review Team. This particular policy was a triggered as part of the security audit from the Strategic Plan completed for the Downtown Reno and Sparks Libraries.

Dania Reid, legal counsel, advised the Board that she received this policy from the previous Director and understands it relates directly to the Conduct Policy.

On motion by Trustee Alderman, seconded by Trustee Marsh, motion duly carried, the Board approved the Suspension Policy, effective May 19, 2016. All in favor, none opposed.

d) APPROVAL OF THE LIBRARY BOARD OF TRUSTEES 2016/2017 MEETING CALENDAR

Director Scott referred to the staff report for approval of the meeting calendar for fiscal year 2016/2017. He informed the Board that due to lack of space, no meetings are scheduled to be held at any of the partnership facilities. He also noted that the Board will not meet in April at the Northwest Library for the Volunteer Orientation as has been done in the past due to the Helene Barr exhibit. The Library is looking at other options, separate from a Board meeting, to host Volunteer Appreciation for 2017.

On motion by Trustee Wilson, seconded by Trustee Alderman, motion duly carried, the Board approved the Library Board of Trustee 2016/2017 Meeting Calendar as presented.

6) REPORTS

a) LIBRARY DIRECTOR'S PRESENTATION TO INCLUDE SYSTEM PROGRAMS AND ACTIVITIES, AND FRIENDS REPORT

Director Scott provided a PowerPoint presentation, updating the Board on Library System activities, programs, outreach and operations for the month of March and April 2016.

Upon questioning by the board, Director Scott clarified the following:

- Collections:
 - WCLS recently implemented Collection HQ software. This software provides data that will be used to determine where collection development funds are spent. Some of the data provided will also include what items and genres are used most, but will also support in maintaining all of the collections.
 - WCSL is using the same holds ratio for digital materials as for books.
- Circulation Statistics: Lucky Day items are getting good turnover, especially at Downtown Reno. We have expanded the Lucky Day collections to Northwest Reno and South Valleys Libraries.

b) SPARKS PROGRAMS, ACTIVITIES AND OPERATIONS

The Library Board reviewed the information submitted in the packet.

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

The Library Board reviewed the information submitted in the packet.

d) DIRECTOR-APPROVED UNDESIGNATED GIFT FUND EXPENDITURES BETWEEN 01/01/16 AND 03/31/16

The Library Board reviewed the information submitted in the packet.

Director Scott noted the year on the report should be 2016, not 2015.

e) MONTHLY LIBRARY USAGE

The Library Board reviewed the information submitted in the packet.

Upon questioning by the Board, staff provided the following information:

- Director Scott confirmed that note 1 under the Systemwide Monthly Library Usage Statistics was correct the 2014/15 school checkouts were included but are not from 2015/2016 forward. He also noted the statistical data reflects increased public hours and the addition of a sixth day to major branches.
- Beate Weinert, Programs and Collaborations, noted that program statistics for 2014/2015 counted Tax Help in the Meeting Room statistics but they do not this fiscal year.
- Director Scott reminded the Board that staff is working on making changes to the statistical information provided effective July 1, 2016.

7) PUBLIC COMMENT

No public comment.

8) BOARD COMMENT

Upon questioning by the Board, Director Scott informed the Board that the vacancy was posted to the Reno Gazette Journal and Tahoe Bonanza for two weeks as well as pushed out on social media. He stated he would check into posting at the branches and County Complex.

Upon questioning by the Board, Jennifer Oliver, Development Officer, noted WCLS is a partner in the upcoming Makerfaire on July 9, 2016. She also noted that she was in charge of the public relations for the Makerfaire despite WCLS not being a sponsored partner to the event.

Trustee Sattler noted that the Board packet has not contained a Library Newsletter for the last couple of months and would like to see it return as that is where she gets event information.

9) ADJOURNMENT

Chair Stoess adjourned the meeting at 4:50 p.m.