

**LIBRARY BOARD OF TRUSTEES MEETING MINUTES  
WEDNESDAY, SEPTEMBER 21, 2016**

The Board met in regular session at the Incline Village Library, 845 Alder Ave, Incline Village, Nevada.

Chair Wilson called the meeting to order at 4:01 p.m.

**1) ROLL CALL**

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

County Staff Present: Assistant District Attorney Herb Kaplan

Public Present: Al Stoess

**2) PUBLIC COMMENT**

None

**3) APPROVAL OF MEETING MINUTES**

a. **APPROVAL OF MINUTES FROM THE LIBRARY BOARD MEETING OF AUGUST 17, 2016**

On motion by Trustee Stoess, seconded by Trustee Sattler, which motion duly carried, the Board approved the meeting minutes from the Library Board of Trustee meeting of August 17, 2016. All in favor, none opposed.

**4) OLD BUSINESS**

None

**5) NEW BUSINESS**

a. **SPANISH SPRINGS LIBRARY GALLERY FURNITURE REQUEST FOR USE OF GIFT FUNDS NOT TO EXCEED \$12,000.00**

Julie Machado, Spanish Springs Managing Librarian, provided the history of changes that have taken place at the Spanish Springs Library summarizing the desire to create an atmosphere pleasing for patrons to sit and enjoy gallery displays.

Upon questioning by the Board, Ms. Machado clarified the following:

- The gallery area currently has no seating area and is standing space only.
- Gallery Artwork changes on a monthly basis, some rotate between multiple libraries.
- Displayed artwork comes from a variety of sources including Sierra Arts and individuals who would like to display their work.
- Spanish Springs is currently working with the Museum of Arts to acquire better lighting for the displays.
- Fabric chosen for seating is commercial grade and easy to clean.

- The funding for the request is available in the Spanish Springs Gift Fund budget and comes mostly from small booksales, Bucks for Books and coin donations from the wishing well.
- The request exceeds the quote with a cushion to allow for any potential increased costs that would require staff to request an increase at a later date. The quote includes delivery, installation and replacements.

On motion by Trustee Alderman, seconded by Trustee Sattler, which motion duly carried, the Board approved the use of Spanish Springs Library gift funds, up to \$12,000, to purchase furniture for the gallery area. All in favor, none opposed.

**b. NORTH VALLEYS LIBRARY REMODEL REQUEST FOR USE OF GIFT FUNDS AND FUND RAISED MONIES NOT TO EXCEED \$40,000.00**

Director Scott referred to staff report explaining the intent of the Library System to expand and remodel the North Valleys Library during the time of required closure for carpet repair. He noted that the North Valley Gift Funds balance is currently around \$20,000 and the Library System is looking to fund-raise the balance. At this time, the Library System has received \$300 and Commissioner Herman has promised \$750 towards the remodel and expansion. He stated that the closing date at this time is October 24, 2016.

Upon questioning by the Board, Jonnica McClure, North Valleys Managing Librarian, clarified the following:

- Through meetings with the County and selected vendors, a plan has been set in place as accurate as possible to account for closure dates. North Valleys Library staff have included plans for worse case scenarios.
- Closure time frames will be minimal as possible. This includes the North Valleys meeting room to be either the first or the last done as the following events will continue during closure: November Library Board of Trustee Meeting, Halloween events, Early Voting, and weekly programs as able.
- Project plan notations of “Staff buy-in” (page 2 of supporting document) references support of the project and the desired outcome, not financial support.

On motion by Trustee Marsh, seconded by Trustee Alderman, which motion duly carried, the Board approved the remodel request as written. All in favor, none opposed.

**c. EXPANSION FUND REPORT**

Director Scott referred the Board to the report prepared by the County Budget Department showing where the Expansion Fund is currently sitting. Total fund balance increased over the last year by \$359,281.00 and total expenditures also increased by \$315,473 with the addition of new staff to open 4 more branches on Mondays.

Upon the question by Trustee Alderman, asking if Expansion Funds could be put aside for a new North Valleys Library, Director Scott explained that Expansion Funds would not be able to build up enough funding based upon the property tax structure and limits to do so.

Chair Wilson noted that original legislation allowed the Library to use the funds as deemed necessary and stated his belief of the importance of the Library Board of Trustees building a vision for the future of the Expansion Funds. He stated that, although not enough to build a new library, the fund holds a substantial amount to work towards other options.

Trustee Sattler stated that recent Expansion Fund expenditures have resulted in a boost to the Library System as anticipated.

Director Scott informed the Board of the Library's intent to look towards a new tax sooner rather than later. He also noted that the Expansion Fund discussion can be included in the Strategic Plan meeting agenda when scheduled in the next year.

d. **WCLS ANNUAL REPORT FY2015-2016**

Director Scott provided a Powerpoint presentation that he stated would be included in the, soon to be scheduled, Joint BCC/LBOT meeting. He is pending response from the County as to the exact date meeting date in October 2016.

6) **REPORTS**

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

The Library Board reviewed the information submitted in the packet.

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

b. **INCLINE VILLAGE PROGRAMS, ACTIVITIES AND OPERATIONS**

The Library Board reviewed the information submitted in the packet.

Pam Rasmussen, Incline Village Managing Librarian, referred the Board to the report provided in the packet for highlights. She informed the Board that the popcorn provided was made by the new popcorn machine purchased through grant funding from Friends of the Washoe County Library.

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

The Library Board reviewed the information submitted in the packet

d. **MONTHLY LIBRARY USAGE**

The Library Board reviewed the information submitted in the packet

7) **PUBLIC COMMENT**

Al Stoess, thanked Debi Stears, Resources Librarian for her assistance with accessing e-books and John Andrews, Internet Librarian, for the introduction to Lynda.com. He also noted he would like to see more years of meeting minutes on the library website.

Julie Machado, Spanish Sprints Managing Librarian, invited the Board to Indie Author Day on October 9, where independent author Mark Maynard, will be present to discuss his book. She also noted that one of the Spanish Springs volunteer run programs received recognition and one of the volunteers, Danny Waldrop, received a Meritorious Service Medal from the Washoe County Sheriff's Office on September 13, 2016.

**8) BOARD COMMENT**

Trustee Sattler asked when the new Board pictures would be posted to the website. She was advised we are pending two photos and they would be posted once all were received.

**9) ADJOURNMENT**

Chair Wilson adjourned the meeting at 5:07 pm