

BOULDER CITY LIBRARY BOARD OF TRUSTEES MEETING  
Minutes from the January 18, 2017 meeting for the February 2017 meeting.

Members Present: Jeff Breeden; Chairman, Marita Rhinehart; Vice Chair, Ann Langevin, Valerie McNay, and Gary Berger.

Also Present: Director Kimberly Diehm and Head of Youth Services Jessica Jones.

The regular meeting of the Library Board of Trustees was called to order at 7:00 pm by Chair Jeff Breeden.

I. Pledge of Allegiance

II. Citizen Participation: Items raised under this portion of the Agenda cannot be acted upon until provisions of Nevada's Open Meeting Law have been completed. Therefore, any action on such items must be considered at a later meeting. Public comment is generally limited to 5 minutes per person.

No comments at this time.

III. Consent Agenda: Matters considered routine by the Board of Trustees and which may be enacted in one motion. Any item, however, may be discussed separately per Board member request. Any exceptions to the Consent Agenda must be stated prior to approval.

Jeff pointed out an error on page 2 of the Minutes from the regular meeting on December 14, 2017. It states "Balance Sheet" where it should say "Bank Account" in regards to the Reconciliations. He also stated that they have started the reconciliations in January 2017.

Valerie McNay moved that we accept the consent agenda, minutes of the regular meeting of December 14, 2016 as edited, and bills paid of \$52,434.18 from the previous month. Gary Berger seconded. Motion carries.

IV. Reports:

Kim announced that the MOU with Workforce Connections has been approved by both parties and signed. She took a couple Workforce Connections employees to decide upon the size and location of their space within the Nevada Room. Kim handed out the two different versions of what the area would look like. In addition to their space, Kim has discussed with Cox and Century Link the prospect of expanding phone services. Jeff and Marita advised seeing if Workforce Connections would be able to assist with the cost.

Kim mentioned the art donated by Thomas Burke. Gary asked if we needed to consider additional lighting for the piece. No one had mentioned it, but it will be considered. The artist will be sending information about the art.

A Flag Retirement Bin is now located in the Rotunda. It was donated by the Daughters of the American Revolution. We will try to get the word out about the bin.

Gary pointed out that there is at least one group in town that would like to use the room past our operational hours. Kim and Jessie pointed out that the group has not discussed the idea with Kim. It was recommended that the group talk to Kim.

The staff party is on Friday. If they want to sign up, Kim has the sheet.

Jeff asked if we were concerned about the number of tax forms the library will be receiving. Kim said we will have a lower amount but will be able to print out forms.

Valerie feels bad about Jay losing his personal computer and if it was covered by our insurance. It is not covered. Valerie also asked if the flood in the restroom required a shop-vac, but it did not.

V. Report/Discussion/Action Possible: The agenda items in this section are for discussion and for possible action. The items may be heard in any order; two or more items may be combined for consideration; an item may be removed from the agenda; or discussion related to an item may be delayed at any time.

1. Boulder City Friends of the Library update – Action Possible, Gary Berger

The Boulder City Friends of the Library has had three meetings. There has been a focus on the bylaws as well as becoming a 501(c)3. Their bylaws are being shaped by suggestions from members, other library groups, and patrons. They have discussed changing the meeting times to enable more people to attend. This includes having two meetings on the meeting days.

They are thinking about doing a solicitation letter to the people who attended the meeting with Henderson Friends of the Library. Gary asked that the members who are on Facebook will please share it on Facebook.

Marita asked if we could see if the City of Boulder City include information about it in the utility bills. Gary asked that we include the Friends of the Library in the monthly newsletter from the library. Marita also suggested that the Friends of the Library be a part of the 4<sup>th</sup> of July Damboree.

The group is looking to recruit people as well as ideas. Gary would like to see some of our elected officials as well as employees involved. Ann suggested that we find a mission, such as how Henderson does the Amazon sales. The idea of having an event to generate interest was discussed.

2. Trustee updates about meetings with staff – Action Possible, Jeff Breeden

Jeff met with a variety of people over a couple of days. Most of what he got out of it was learning more about what happens around the library. In one of his meetings, they discussed doing things in the amphitheater. Another thing brought up was the length of the board meetings and how great the cross training has been. Sam has been soliciting ideas from staff about what to

do with the basement and she pointed out that we would need storage. He also learned about how the movie holds work and that some staff members wanted Kim to be the Library Director.

Marita's discussion brought up the need for: maternity leave, knowing when staff raises would happen, field trips to the other libraries, R Rated movie showings, fixing the drain in Jay's office, repairing cracks in the building, changing the enclosed patio, fixing chips in tiles, more reference people, cross-training more, getting a van for visiting schools (bookmobile), hosting an Oscars Film Festival, having a Microfilm printer that worked, definitions of part time vs full time, discuss concerns about charges for prints, getting an awning for the staff door, covering the generator/Ac unit, combining of Reference and Circulation desks, getting another book return, start planning for homeschoolers, hosting a party for 15 years in the building and/or for 75 years of library service, improving the stage area, getting bathroom outside, and outside book drop closer to the street.

The employee's response to Marita's request for dreams for the basement build out: Adults downstairs some suggested, others suggested Youth downstairs, a family bathroom, fixing the loud toilet flushing, 100 seat stage, a people mover for the little old people, a security person, a technology section, and a bigger area for blocks and computers for kids.

Ann remembers three things: we need more updates on our computers, we don't take credit cards, and periodicals is filthy and stinks. From her notes: new and comfortable chairs in periodicals area, solar covered parking, bookmobile, training on computers, cross training, people really enjoyed the last staff day on emergency preparedness, try to find a way for youth with no money to work off fines by volunteering, coordinate with the High School for the amphitheater, Maternity Leave, and the cost of amphitheater use and if that would promote its use.

The causes of the amphitheater low use were discussed as were the causes for the stink in the Periodical area.

Gary's group has two items to focus on. The first one was Kim being the new director. The second focus was staff salaries, wages, and other types of benefits. He feels that the staff walked out feeling that Kim and the monies were being appropriately handled by the Board.

Jeff asked if there was a particular time of the year that the board should meet with staff. There was not a consensus for the dates. Valerie pointed out that initially it was to be a part of the director's evaluation, but we have gone away from that now.

Marita wants to know if we are going to have a party for the 15 years in the building. Valerie would like to see the architect attend an event to discuss the choices made. Ann and Marita would rather do a 75 year part of library services in Boulder City.

### 3. Policy Committee: Employee Updates – Action Possible, Kimberly Diehm

Ann asked if we ran it past an HR person and we did not. Jeff also feels that it is important that we run it past someone. Valerie believes that we should send the policies to LVCCLD to see if

they could review it before it is passed. Gary states that it is a good idea, but it will be expensive if we are going outside of the library staff. Marita suggested talking to the HR person at the city who was on our director search committee. Jessie suggested that we discuss it with the HR person who wants to volunteer here.

It was decided that they would approve the concept, not the writing. Prior to the policy being approved as written, it must be run past an HR Professional.

Jessie went over a few of the changes that were tracked on the policies and Jeff voiced his concerns about that the Overtime Policy and the definition of Department Heads for the selection of library staff. It will be changed to Management Staff. Jeff also felt that the Library Director should be listed as a person to discuss issues with, instead of just the Board of Trustees. It was also discussed if the At-Will Policy writing was appropriate and if the library needs a progressive discipline policy.

Marita Rhinehart moves that we accept the concepts of the personnel policies as submitted. Ann Langevin seconded.

Gary Berger moved that the newly submitted Personnel Policies be given to a HR individual or director for comments and required changes.

It was discussed if they even need to make a motion and pass anything, since they are not approving the text of the policy. Marita Rhinehart and Gary Berger withdrew their motions.

#### 4. Trustee recruitment process – Action Possible, Kim Diehm

Advertising was discussed, such as putting up flyers, talking to people at the service points, advertising it on the website. It was decided that we would advertise it and see if people were interested. Gary remembers that the recruitment that resulted in Marita's appointment was advertised on Facebook and received quite a bit of notice.

For Valerie's position, they need to decide at the March 2017 meeting, to be approved at April 18, 2017. For Gary, they would need to be decided at the April 2017 meeting. It was decided that at the March 2017 meeting will be used to select two people.

Jeff stated that we would then need to have the applications out and then have the applicants at the February 2017 meeting. At the March 2017 meeting, they would be able to decide. It would be requested that the applicants attend the February and March meetings.

Gary remembers that it was a three step process. The Board Members would review the applications, then the person would be interviewed at a board meeting, and then they would decide at the next board meeting. Applications will be due on Tuesday, February 7<sup>th</sup>. It will be added to the February agenda.

Marita asked how they would handle the interviews. Kim passed out a list of questions that Gary wrote. Jeff said that it was pretty long when they had a larger number of applicants. Ann said two

or three broad questions, instead of particular questions. Marita suggested that they come up with a number of questions based on how many people apply so everyone can have a turn answering questions first. Gary will head up the search and organize the questions.

5. Teen Advisory Group bank account – Action Possible, Jessica Jones

Jessie was concerned about having an account for the Teen Advisory Group so that they can save money for a 3D printer. Jessie tried to start an account, but needs Board approval. Ann mentioned that she knows that you can put an additional share account under a current account. Jeff would be more inclined to put it in an account that we already have, instead of a new one, as an additional share account.

Ann Langevin moved that the board pass a resolution that the Credit Union create an additional share account for the Teen Advisory Group under the Gifts and Bequests account. Marita Rhinehart seconded. Motion carries.

VI. Announcements:

1. Winter Reading Program, January 13 – March 20, 2017
2. Library Board Meeting, Wednesday, February 15, 2017 7pm, Board Room
3. Boulder City Friends of the Library Meeting, February 7, 2017 1pm, Board Room

VII. Citizen Participation: Items raised under this portion of the Agenda cannot be acted upon until provisions of Nevada's Open Meeting Law have been completed. Therefore, any action on such items must be considered at a later meeting. Public comment is generally limited to 5 minutes per person.

VIII. Adjournment:

Valerie McNay moved to adjourn. Gary Berger seconded. Meeting adjourned at 8:52pm.