

BOULDER CITY LIBRARY BOARD OF TRUSTEES MEETING  
Minutes from the December 14, 2016 meeting for the January 2017 meeting  
**Updated after the January 2017 meeting to reflect changes voted upon at that meeting**

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

Also Present: Director Kimberly Diehm, Head of Youth Services Jessica Jones, Catalog Assistant Mary Ann Venghaus, and Auditor Martha Ford.

The regular meeting of the Library Board of Trustees was called to order at 7:05 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.

Marita asked if Janet Fishburn attended the Friends of the Library. Valerie commented that she is glad to see that Dr. Stave is going to be a part of the Friends of the Library Board. Jeff pointed out the grammatical error on page 3 of the minutes where it reads that "Jeff is curious if people were to be open" when it should read that "Jeff is curious if the people knew that the library was open."

Marita Rhinehart moved that we accept the consent agenda, minutes of the regular meeting of November 14, 2016 as edited, and bills paid of \$49,648.06 from the previous month. Gary Berger seconded. Motion carried.

IV. Reports:

Kim announced that there will be a staff party which the trustees are invited to, there was some vandalism of the amphitheater that has been handled, the United for Libraries Trustees Zone has been set up and Kim will be trying it out before sending it to the Trustees, and the Youth Department has been given a very generous donation of \$1,000. Jeff asked about how donations are handled within the budget and Kim explained that there is a line item for it.

Marita inquired if Kesia's lack of hourly increase was due to the limitations of the library rather than her own. She also asked about the upgrades to the computers and if it is something that Workforce connections would be working with us on.

Jeff made an inquiry regarding a reference in Sam's report about an upset patron who objected to a book being due on a day that LVCCLD was closed. Kim explained how the library's system automatically skips the closed dates.

Valerie asked about how and when we should start generating interest in the two Board positions that will be open in 2017. The consensus is that it should be on the January agenda.

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. 2015-2016 Audit Report – Action Possible, Martha Ford presenting

Things that will impact the library in the next few years:

- GASB Statement No. 75 located on page 24  
This will be in effect in 2018 but needs to be adopted in the next year. It relates to the cost for previous employees as well as the health benefit for future employees.
- GASB Statement No. 77 located on page 24  
Effective for 2018. If a government agency (us or one above us) gives a tax incentive to a company, then the library will need to have a disclosure saying that we are not getting the taxes.

Martha has noticed that in the last few years a lot of the standards are requiring intergovernmental cooperation.

Jeff asked in the funds held here in Boulder City were in the General Fund. Martha says that they are included. He also inquired about the “Due from Other Governments” from the Balance Sheet on page 13. Martha explained where it comes from and that the library only has about a net \$83,000 sitting there. It is discussed on page 36.

Marita noticed that on page 19 our deposits are only partially covered and was curious if we need to change that. Martha explained that amount is all Clark County and is therefore protected.

Jeff asked about the recommendation to get the Reconciliation of the Bank Account and then have that presented to the Board. He was wondering if the Bank Statements need to be in the board packet. Martha says that the person who is approving the expenditures should take a look at the statements each month. That is what they can do as they move forward. She recommends that they be initialed and dated by the person reviewing them. This will prevent the reconciliations from being months behind.

Jeff is curious if we are holding steady or moving forward with the changes in personnel. Martha says that Kim has been very nice to work with this year and has been doing everything she can to make things move smoothly. It made Martha’s job easy since Kim was sending all of the information in from the beginning and has been very well prepared. Jeff asked if they worked with Kim or with more of the staff members. Martha says that traditionally it is the auditors working with the Library Director, although in the past they have occasionally worked with other staff members.

Marita Rhinehart moved that we accept the 2015-2016 Audit Report as submitted. Gary Berger seconded. Motion carries.

2. Workforce Connection MOU Review – Action Possible, Kimberly Diehm

Mr. Woodbury generously reviewed the MOU without charging the library and does believe that the MOU looks acceptable.

Based on the questions from the previous meetings, Kim got the following responses from Jaime:

- It would run four years, July 1, 2017 to June 30, 2021
- The library would not need to keep any additional records
- The liability insurance will not need to change
- If the phone system cannot be supported in the Nevada Room, the Workforce Connections will be responsible for providing the cell phones.

Marita Rhinehart moves that we recommend that Kim sign the contract with Workforce Connections as submitted. Valerie McNay seconded.

Gary suggested amending the motion to read that they direct Kim to sign the contract, instead of recommend.

Marita Rhinehart edited her motion to be that we direct Kim to sign the contract with Workforce Connections as submitted. Valerie McNay seconded. Motion carries.

### 3. Policy Committee: Compensation for Library Closed Days – Action Possible, Kimberly Diehm

Kim feels that the submitted policy wording closes the gap for the staff to be getting compensated for days when they are not normally scheduled to work. Marita likes the new policy.

Marita pointed out that the text should read that “each Personal Day will be granted” instead of “each personal day will be grated” in the third paragraph.

Jeff asked about the substitutes and the “regularly scheduled day off” to see if it was the same for substitutes as discussed at the November meeting. Kim assured him it was.

Jessie mentioned that the job classifications are currently being worked on by the Policy Committee and will be in the January board packet.

Marita Rhinehart moves that we accept the Policy Committee recommendation for Compensation for Library Closed Day policy as submitted. Valerie McNay seconded.

Jessie inquired when it would be effective.

Marita Rhinehart edited her motion to state she moves that we accept the Policy Committee recommendation for Compensation for Library Closed Day policy as submitted, effective January 1, 2017. Valerie McNay seconded.

Jeff asked if this is within what Clark County would allow us to do for the Personal Days. Kim stated that it is up to the library.

Motion passes.

### 4. 2017 Staff Day Closed Dates – Action Possible, Kimberly Diehm

Kim presented the idea that the Library be closed on April 28<sup>th</sup> and September 29<sup>th</sup> 2017 for Staff Development.

The Board members agree that it is important for the staff to have the days to develop their skills.

Valerie McNay moves to approve the 2017 Staff Day closure Marita Rhinehart seconded.

Gary is concerned that this is a part of the day to day items that the director should be doing. He is worried that the board is setting a precedent of the board having control over staff training days. Valerie, Marita, and Jeff feel that since the library is going to be closed that the Board should approve the closure.

Jeff suggested that stating that they could say that the library should be closed for two Staff Days a year, without specifying the dates. That way the director does not need to bring it to the Board each year. Gary is concerned that the director has the training and knowledge to approve without the Board input.

Motion carries three to one.

#### 5. Five Year Development Plan – Action Possible, Kimberly Diehm

Prior to the meeting, Ann Langevin sent out the following prepared statement:

Dear Board Members:

I was a member of the Legislative sub-committee in 1980 that recommended 5 year strategic planning documents for each public library. The purpose of such a plan is to provide a master planning document to focus and strengthen the areas where a library might be weak or might want to grow and develop. It is to be a strategic plan, acting a roadmap to the future.

It usually begins with a Mission Statement, which discusses the library's core purpose, something that remains unchanged over time. BCLD already has a mission statement, "...strives to strengthen our community through access to information, entertainment and ideas with a special mission to inspire a love of reading and learning."

A strategic plan consists of 5 or 6 goals which **are gross, global and timeless**. A goal might be

*Goal 1 "To strengthen the Library's ability to respond to the needs of the Boulder City community"*

In other words, a goal is general enough that you can probably use it as a goal for several years.

Underneath the goal, you list objectives, which are **specific and time-based** like this one:

Objective 1: Identify the information or recreational needs of the community through a needs assessment by September, 2017. Or

Objective 2: Deliver books and materials to (10? 20?) homebound or disabled citizens by March, 2017.

Goal “To provide a safe, welcoming, well-maintained environment for the Boulder City community.”

Under this you can itemize all the Activities that help you reach the objective:

- a. Paint the exterior of the building
- b. Replace the carpet in the meeting rooms
- c. Provide exterior signage in the library driveway entrance
- d. Update the library telephone system

Objective 1: To survey, repair and replace or provide enhancements to the building and grounds by June, 2017.

Kim explained that she recently was informed that a Five Year Development Plan is due by the end of the 2016 calendar year.

Objective 2: To create the building program and architectural specifications for the basement buildout by September \_\_\_\_\_.

Goal 3 “Provide technological resource to meet the needs and improve service to Boulder City citizens.

Objective: Provide upgraded hardware and software for patrons and staff by .....

Most of the Five Year Development Plan being presented to the board consists of activities. A good planning document involves staff and board to do the big picture thinking. They develop the goals and objectives. Then staff presents the list of activities to reach these goals. In this instance I recommend that a subcommittee of composed of some board members and some staff produce 5 or 6 goal statements. The entire board and interested staff members might then meet the develop objectives. A good planning document is a vision into the future. Ann Langevin, Dec 10, 2016

It was asked what we have completed on the five year plan. Kim explained that we have achieved:

- Regular Visits of Library Staff to Elementary Schools and Daycares
- Change from manual circulation to computer circulation for Magazines and Paperbacks
- Updated and expanded Wi-Fi Services
- Developed Homebound Services
- Directional Signage for BCL throughout the City of BC
- Expand Shelving for Large Print Shelving
- Regular Press Releases to BC Review publicizing Library programs, services and collections
- Monthly BC Magazine Articles
- Advertise via Social Media
- Use free advertising via Chamber of Commerce and other websites
- Send at least 1 staff member to ALA or PLA each year
- Library Subsidizes ALA membership for all Professional staff members
- Minimum of 2 full staff development days per year for entire staff

The library will be implementing the Very Ready Reader Program in the Story Time Schedule in January 2017.

Marita asked what the other Board Members ideas are about moving some of the Nevada Room Collections into the general collection. Kim explained that some of the materials need to move in order to fit Workforce Connections in the Nevada Room. Some ideas were discussed, but the board members are concerned about losing the heritage of having the Nevada Collection.

Kim suggested maybe changing the wording to “reorganizing the Nevada Room” in the 2017-2022 Five Year Development Plan. It was discussed that the professional staff may be able to handle the changes.

Marita wanted to acknowledge that Ann was on the sub-committee that recommended the 5-year strategic planning documents for each library and that we should use her as a resource.

Valerie McNay moves that we accept the five year development plan with deleting the items that have been accomplished and retaining the ones that have not from the 2015-2020 five year plan. Marita Rhinehart seconded. Motion passes.

#### VI. Announcements:

1. Library Board Meeting, Wednesday, January 18, 2017 7pm
2. Winter Reading Program, January 13 – March 20, 2017
3. Boulder City Friends of the Library Meeting, January 10, 2017 1pm

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.

Jessie mentioned that Duffy Hudson will be in on Saturday, December 17, 2016 at 1pm.

#### VIII. Adjournment:

Marita Rhinehart moved to adjourn. Gary Berger seconded. Meeting adjourned at 8:24pm.