

BOULDER CITY LIBRARY BOARD OF TRUSTEES MEETING
Minutes from the April 19, 2017 meeting for the May 2017 meeting.

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

Also Present: Director Kimberly Diehm, Head of Youth Services Jessica Jones, Senior Analyst Jim Chachas with Hobbs, Ong, and Associates Inc., and Board Recommended Erica Teitjen.

The regular meeting of the Library Board of Trustees was called to order at 7:02 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.

In the agenda, the following changes needed to be made: Kim will presenting on Section V, item 4 and Marita will be presenting on the Board Member trip to ALA, Section V Item 5. The date for the May Board Meeting should be listed as Thursday, May 18, 2017.

Gary Berger moved that we accept the consent agenda as amended, minutes of the regular meeting of March 15, 2017 as submitted, and bills paid of \$68,958.43 from the previous month. Marita Rhinehart seconded. Motion carries.

IV. Reports:

Kim announced that the library will be showing "La La Land" on May 12th at 8pm in the Library Amphitheater. We have not heard back from the local who worked on the movie about doing a questions and answers portion before the film, but Kim has emailed her again.

The library currently has two positions open, a circulation sub and a technology specialist. One Stop Career Center has opened in the Nevada Room and they are working on getting organized. Marita asked about contacting them and Kim stated that they do not have phones, but library staff will get them for their phone calls and they have cell phone numbers listed.

Former Nevada Reads author Laura McBride is having a launch party in Las Vegas at the Writer's Block.

Commissioner Scow requested to post the appointment of the new Trustees at the May 2, 2017 meeting.

Book Page is a new periodical that the library is handing out. It is very popular in Henderson and we are trying it out for a year.

Our 5 Year Plan under administration listed that we had to buy a pager or beeper system for contacting the custodian. We have completed that by purchasing a Track Phone that Jay will keep on him during his work day. We will also be using it for afterhours events, the patrons will text or call to let us know that they are done.

We have a new mascot. Jill visited Zion and brought back a Big Horn Sheep stuffed animal to be our mascot. Look for a naming contest in May.

Kim didn't write anything in the report about the phone system. Switching to eRate would eliminate about 80% of the cost. It would require a filter and a computer agreement. The Board members would like to learn more information about it due to their concerns about Freedom of Information. Gary was curious about the library's computer use agreements.

Jeff stated that the Interact club, United Methodist, and the Mormon Church are doing the crocheting mats for the homeless. The Mormon Church suggested that their members come to the library to learn how to do it. Jeff thinks that it would be good to let Sam know in case there is a way we can work together.

BC's Got Talent is going to be on Saturday, May 20th and we need volunteers for restroom duty.

Ann thanked Jessie for putting out the fire.

Marita suggested that the new trustees be given copies of the Board Packets. Kim stated that she will once she is appointed.

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. Tentative budget review – Action Possible, Kim Diehm and Jim Chachas

Jim Chashas is a Senior Analyst with Hobbs, Ong, and Associations Inc. who has been working on library budgets for years, starting on Las Vegas-Clark County Library District. The Tentative Budget that has been submitted is considered the executive's document.

Starting on page 3, the first column is the previous year, the second column is the current budget, and the third column is the requested budget.

We have the Assessed Valuation which has grown significantly for the 2018 year.

Page 4 is where we make the calculation of the Property Tax Revenues. You can see the impact of what the abatement law does to the library. In column 1 we have the maximum allowed tax rate. The Library does not tend to go with the maximum allowed tax rate. Currently the library is at 0.1389 instead of the allowed 0.1684. Jeff asked what the process is to raise the rate. Jim said it isn't so much about the process of raising the rate, but there are caps of how much we could get. It can't increase by more than 3%. To raise the rate, the Library Board of Trustees would need to vote to increase it during the budget cycle. It might not do the library any good, but the Board can raise it.

In some time in the future, Jim is going to talk to Kim about how we can save more of the money that is coming into the library's budget. Once the library's bond is paid off, we will be able to put more of the money away into the Capital Improvement Fund.

Page 5 takes all of the funding sources and summarizes them. Page 6 summarizes the estimated expenditures and other financial uses.

Page 7: The Department of Taxation gave us a lower number than we have had for this year. They lobbied the Department of Taxation to us a higher number. We have generated to date this year: \$647,000 in property taxes in the general fund. In the next three months, Jim thinks that the library will generate another \$93,000. The Estimated Current Year number will be updated to something more reasonable. The Consolidated Tax number was also provided. Jeff asked if Jim thinks that the Department of Taxation's numbers are accurate projectors for next year. Jim thinks that if we do get a surprise for next year, it will be a pleasant one.

Page 8 focuses on the expenditure side. We budget the salaries as if they are filled all year. If we do what we said we would do we won't go over, but if someone leaves we will see that we have leftovers. Jim predicts that we will end up with an ending fund balance of about \$155,000. The Board can adopt a resolution to give Kim direction to transfer money from the Capital Projects Fund to the General Fund if needed, but he doesn't think it will be a problem.

It seems to Jeff that if the Fund Balance has gone down, then we are spending more money that we are taking in and run a higher risk of running out of it. Jim says that we are estimating conservatively and he doesn't think that it will be an issue.

Ending Balance we have had the right to spend all of it, but have yet to.

The library is about \$10,000 short for the Debt Service Fund payment that is due on July 1, 2017. While Jim thinks we will get it in taxes, just in case he would like for the Board to give Kim the ability to transfer it from the Capital Improvement Fund or the General Fund. He is confident that the money will be there, it is just if it is there on time.

Marita and Jeff found a mistake on Page 12 where the year was listed incorrectly. Jim will make the correction.

The last thing shows the impact that the library makes on their taxes. Marita would like to post that to show the tax payers that it hasn't changed.

Jeff was curious about the drop in budget from the utility funds. He was concerned about the rate increases that will be coming.

Jeff asked about the Credit Union accounts. The about \$300,000 in the Credit Union is considered part of the General Fund. The accounts are for specific donations, fines, and then left over money from the build out. Jim suggested moving the money over to the County just so that there is a second pair of eyes looking over it all.

Jim would like the minutes to reflect that Kim has the authority to transfer money to the Debt Service Fund if needed to prevent a shortage and report it back to the Board. It is a cash flow issue, not a change to the budget. Jeff feels that perhaps we should wait until it has been posted for the May meeting. The problem may be solved by the meeting.

Ann was curious as to why the materials budget was cut back by \$20,000. Marita was wondering if it included our AV materials and databases. Ann and Marita referenced an article by Steve Coffman titled "How Low Can Our Book Budgets Go?" published in the American Libraries magazine. They are concerned that the budget is already low and would not want to cut the budget. Jim is going to rework it to reflect their changes and have it back to them for the budget hearing in May.

There is also a section listed as Other/Non Specific that can be moved anywhere. The Board Members would like to see it moved to the Utilities Budget.

2. Consolidation of library bank accounts – Action Possible, Kim Diehm

Would the Library Board have the two accounts at the Credit Union consolidated since they aren't being used? Jeff is curious, would it be to consolidate it into one savings or send it to the county? Jeff doesn't see a reason to have the two large accounts with the Credit Union.

Marita Rhinehart moves that we take the General Fund and Gifts and Bequests account and move it to the Library's account at the County. Ann Langevin seconded. Motion carries.

3. Capital Projects fund for building repairs/updates – Action Possible, Kim Diehm

Kim wants to revisit painting the library. The lowest bidder says that their bid would stay the same for cleaning the building, fixing the cracks, and painting the building. It would take a month. Kim said that she is still working on the sign. Jeff has contacts for signs. Marita stated that we had a staff member who requested an open book sign.

Jeff feels that is within Kim's authority to go ahead with the painting of the building.

4. Staff Pay Increases on anniversary dates – Action Possible, Kim Diehm

Someone suggested at a previous meeting that we would give everyone their raises upon their anniversary dates; it would save the library some money. Ann likes it tied to their anniversary dates so that would be merit based as that is when annual reviews are done. Marita agrees. Jeff is worried about the administrative work would be difficult to do on the anniversary dates. Kim agrees that it would be easier to do it all at once.

Jeff feels that it is a bit of a premature time to do it because we are going to do a compensation study.

5. Board Member to ALA – Action Possible, Marita Rhinehart

Ann asked Marita if she is going to ALA. Marita asked her if it was a benefit. Ann told about the story of a Trustee who discovered an ILS and then brought to the library director who invested in it. For a brief time, all of Nevada was on the same ILS. Ann feels that at least one trustee should go each year.

Jeff Breeden moves that we send Marita to the June 2017 ALA Conference in Chicago covering the same cost as for a staff member. Ann Langevin seconded. Motion carries, four to one.

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

They are continuing to meet once a month on a Tuesday at 1pm. The time may change, depending upon room availability and members' availability. The proceeds from the June 1st-3rd Book Sale will be 100% for the Friends of the Library. The bylaws are continuing to be discussed, they are filling out paperwork to become a 501c3, and they are working out more details about the group. They have one lifetime member.

7. Update of SB115 – Action Possible, Kim Diehm

It passed the Senate and is currently in the assembly. This bill gives each library or library district the right to establish their own rules for the open carry or concealed carry of firearms on library property.

VI. Announcements:

1. After Hours Movie, Hidden Figures (PG), April 21, 2017, 5:30pm, Community Room
2. Staff Day – Library Closed, April 28, 2017, Community Room
3. Boulder City Friends of the Library Meeting, May 9, 2017, 1pm, Board Room
4. Library Board Meeting, Thursday, May 18, 2017, 7pm, Board Room

La La Land on May 12, 2017 at 8pm was added.

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Erica was curious about Inter Library Loan items and LVCCLD. Does it cost for us to access the materials? It is included in the Information System Services. The Boulder City Library sends out much more of our materials than we receive from LVCCLD.

Gary wanted to make sure that all of the Trustees know about the fifth annual barbeque at his house on May 7th. He wants to extend the invitation to our new Trustees.

VIII. Adjournment:

Marita Rhinehart moved to adjourn. Gary Berger seconded. Meeting adjourned at 9:29pm.