

BOULDER CITY LIBRARY BOARD OF TRUSTEES MEETING
Minutes from the June 21, 2017 meeting for the July 2017 meeting.

Members Present: Marita Rhinehart; Vice Chair, Ann Langevin, Rachel Hunt, and Erica Tietjen.

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

The regular meeting of the Library Board of Trustees was called to order at 7:03 pm by Vice Chair Marita Rhinehart.

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.

Rather than accept all items at once, Marita feels that we should go through it item by item. Marita would like to take Jeff off of the Reports/Discussion/Action Possible number 6.

Ann Langevin moves to accept the consent agenda as amended. Rachel Hunt seconded. Motion carries.

Rachel Hunt moves that we accept the minutes from the budget hearing of May 18, 2017 as submitted. Ann Langevin seconded. Motion carries.

Erica Tietjen moves that we accept the minutes from the regular meeting of May 18, 2017 as submitted. Rachel Hunt seconded. Motion carries.

Marita and Ann were thrilled to see all of the purchasing that was done. Ann asked about the amount for PEBP. Marita believes that the library looks beautiful after getting painted.

Ann Langevin moved that we accept the bills paid of \$129,411.74 from the previous month as submitted. Erica Tietjen seconded. Motion carries.

IV. Reports:

Kim discussed the new bumps on the railings to deter skateboarders. She was also able to get the two accounts closed at the credit union. The governor signed a bill to provide Nevada libraries

another half million dollars which we will see trickling down in the form of databases. The bill to add libraries to the list of exempt places for open carry failed in the legislature.

Through Food for Thought, the library was able to provide food to Emergency Aid of Boulder City. Unfortunately, we do not have any good data due to a mix-up in the way we reported it.

The One Stop Career Center has helped 27 first time visitors, 73 patron visits, and 2 people enrolled in the program. They will be getting some signage soon.

We have finally filled our Technology Position. Josh Powers is our new employee and has been doing a fantastic job so far.

Jessie gave a brief update on the summer reading program. Marita stated that she is sad that Maureen is leaving but understands. Marita also requested a clarification of the numbers listed under monthly change for Print Jobs, Pages, and Public Computer Hours Used. It is not the monthly change, but is the average. Jessie will look at fixing that in the next fiscal year.

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, Kimberly Diehm

The Friends of the Library group is sorry to miss the board meeting. They are looking for more help with their next book sale. They made close to \$600 and then donated a large number of books to “Spread the Word Nevada.” They have two family memberships so far and eighteen others. They are still working on their logo and their website. They are vacating their July meeting and will be meeting next on August 8th at 1pm in the Board Room. They are also working on their bylaws to indicate that library staff members can hold no more than two board positions.

2. Volunteer at Damboree – Action Possible, Jessica Jones

Jessie provided a quick overview of the Damboree and the library’s role in the event. She then asked for volunteers for the event.

3. Annual Trustee Business – Action Possible, Kimberly Diehm

In the Board Packet is what Kim put together based on the major things that we have each month. This will help them plan out what they are doing each month.

July is our first fiscal year meeting that we have board elections, which could potentially be done in August. The update for the Board information could be moved in to September if needed.

Ann suggested adding in the Five Year Plan every other year for December.

For the Director Evaluation, Kim suggested adding it in the September meeting and in the format for the previous year.

4. Trustee Service Dates Update – Action Possible, Kimberly Diehm

Kim asked the board members to look over their information to verify that it is correct.

5. Comp & Class Proposal – Action Possible, Kimberly Diehm

Kim looked at the Comp and Class study that the Las Vegas-Clark County Library District had, that the City of Boulder City had, and another library. Marita did find a typo where the estimated population was listed in dollars.

Ann asked if Kim has decided who to send it to. Kim will be sending them the list that Ann provided. The Board members are good with the timeline. Ann did point out that we should list that we do have new job descriptions.

Kim was wondering if for the RFP schedule if any of the board members wanted to be in on the proposals. Kim was wondering if the managers could review them and then if we had any questions or hesitations we could call the City of Boulder City's Human Resources. The board members agreed with Kim on the review process.

6. Vacate the July or August Meeting – Action Possible, Marita Rhinehart

Jeff would prefer to vacate the August meeting due to a conflict but is okay with it either way. The August meeting would fall on August 16, 2017.

Ann Langevin moved that we vacate the August meeting. Erica Tietjen seconded. Motion carries.

7. Approval of Debt Management Policy & Capital Improvement Policy – Action Possible, Kimberly Diehm

The Debt Management Report is not finalized; Kim has found typos within it. The debt will be paid off in June 2020. The Capital Improvement Plan consists of numbers from the current budget as well as projected numbers. The big change from last year in the policy is he removed the gift policy. There are not many changes between this year's and last year's policy besides the removal of the gift policy.

Ann believes that we should start talking about the debt that we want to accrue in the near future. The anniversary celebration was brought up. Jessie referred back to the February meeting and read back part of the minutes on section 5 item 3 from the February 22, 2017 meeting regarding the anniversary celebration.

Rachel Hunt moved that we accept the Debt Management Policy and the Capital Improvement Policy. Erica Tietjen. Motion carries.

8. Approval of Amphitheater Policy update – Action Possible, Kimberly Diehm

Ann thinks that the update to the policy is great. Kim explained that the amphitheater needs a lot of work but we are hoping that we can entice more people to use it as it is by decreasing the fees.

Ann inquired about getting a debit-card machine. Kim explained that the cost might be prohibitive. Rachel asked about the costs and suggested advertising that the amphitheater is available for rent.

Erica Tietjen moved that we approve the Amphitheater Policy Update. Rachel Hunt seconded. Motion carries.

9. Approval of Library curb sign – Action Possible, Kimberly Diehm

Jeff got in touch with a signage company and connected Kim to them. We have three designs and asked the staff for opinions.

Ann would like to have more than just books on it. Rachel feels that the sign already looks out of date with the books on it. Erica and Rachel like replacing the books.

Looking at #3, Rachel would like to see something more subtle than the white letters. She feels that it ages it again.

Marita likes #1 but feels that it is way too big.

No one likes #2 except for Jeff. However, he feels option #1 might fit the corner better due to the rocks that are already out there.

It was suggested that we have solar spotlights pointed at it. That is something that we could do on our own, without having to have the sign company on it.

Rachel likes the idea of putting the logo in place of the books on Option #3. Marita likes the idea of using the colors from the logo in the design.

Deanna likes the first one even though it is a bit tall. She suggests using the first one but making it a bit shorter, replacing the library logo, and cutting the rock with the city seal off. Kim is going to get a pricing on Option #1 and Option #3 with the suggested changes to present on a later date.

VI. Announcements:

1. After Hours Movie, Miss Peregrine's Home for Peculiar Children (PG-13), June 23, 2017, 5:30pm, Community Room
2. Local Author & Historian Dennis McBride, June 24, 2017, 1pm, Community Room

3. Library Closed – Damboree Volunteer Day, 10-4pm, July 4,2017, Broadbent Memorial Park
4. Children’s Author Susan Schaefer Bernardo, July 5, 2017, 1pm, Community Room
5. Hampstead Stage Presents *Beauty and the Beast*, July 7, 2017, 3pm, Community Room
6. Local Author Showcase, July 12, 2017, 6:30pm, Community Room
7. Library Board Meeting, Wednesday, July 19, 2017, 7pm, 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.

No comments at this time.

VIII. Adjournment:

Ann Langevin moved to adjourn. Erica Tietjen seconded. Meeting adjourned at 8:30pm.