

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

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

Also Present: Director Kimberly Diehm, Assistant Director and Head of Cataloging Anne Karr, Head of Youth Services Jessica Jones, member of the public Deanna Duffy.

The regular meeting of the Library Board of Trustees was called to order at 7:01 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 Rhinehart moved that we accept the consent agenda, minutes of the regular meeting of September 20, 2017, and bills paid of \$32,702.77 from the previous month. Rachel Hunt seconded. Motion carries.

IV. Reports:

Jessie, Ann, and Kim returned from the Nevada Library Association Conference and unfortunately have not had time to write a report up for the board members. Kim quite enjoyed the Keynote Speaker. Ann's favorite part was NC Lab with coding. Jeff thanked Ann for going to NLA to represent the board.

We will be interviewing for the maintenance position this week.

The Class and Comp study has been started. Pete from Pontifex came and met with everyone on the staff to discuss what the study will entail. Each staff member needs to do the job analysis which many have started. Pete thinks that once he gets the surveys it will not take him very long to get the study completed. He is looking at presenting it in December. Since he has just finished the Las Vegas-Clark County Library District's study he already has some information that he needs.

The music festival that was Friday, October 13, 2017 went pretty well. We are guessing about 150 people attended and the weather was excellent. We had two craft tables and Bad Moon Booking had two craft tables, including one that was donated by Ruben's. We hope to collaborate with Bad Moon Booking again. Quite a few people were sitting on the top row.

Staff Day – we did training on Active Shooter, damaged materials, ARSL, SRP, Sierra, and Closing Procedures. We had a discussion with the staff about the 75th anniversary, where a patron appreciation day was suggested, indoor and outdoor events, vintage displays and programs, history of the library events, a way to get patron memories to display, and celebrate the library for 75 days.

Board Member Questions and Comments on Reports - Jeff suggested asking Ruben to do a craft with the kids. He also asked about the volunteer that we have who lost someone. Jeff was curious about how Jessie breaks down her budget into monthly amounts. It is just her way of organizing things. Rachel asked about the differences between Hoopla and Overdrive. Kim explained that it is a mixture of books, comics, magazines, films, and TV shows.

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. Friends of the Library report – Action Possible, Kim Diehm

The Meet and Greet was a success. We didn't have as many attendees as we hoped, but we did have six people sign up. One of the people who signed up is interested in helping them sell materials online. They have a book sale scheduled for November, where members get an early chance to select books and get a free book for each five books that they purchase. Sharon is working on getting them setup as a Non-Profit. The Boulder Dam Credit Union is supporting the cost of advertising the book sale on the light up sign coming into town.

2. Library Curb Sign Update – Action Possible, Kim Diehm

The guy who had to do the rock sign has to leave for an emergency. The other sign they added the logo to, however it does include "Boulder City Library" on the logo and it has not been lightened. It would be about \$12,500. The board members believe that the rock sign should be less expensive and would match the sign next door. Discussion ensued about signs in Boulder City and monuments. Marita suggested calling the cemetery to ask who they have create monuments.

3. Director Evaluation, job description, and evaluation form – Action Possible, Jeff Breeden

Jeff thanked Marita for gathering the information from each Trustee.

Marita explained the format of the Evaluation Points that was sent in the Board Packet. There was nothing in the comments that she felt she needed to add.

Ann stated that it seems to her that it is pretty well laid out, understands what was said, and exceeds expectations in most areas. She feels that the focus should be on what Kim is planning to do in the next year and what the board wants her to work on.

There was discussion regarding the legality of having closed sessions for director evaluations. It was decided that this evaluation would be conducted in the open meeting.

Jeff had asked Marita to not include names with the comments, but would like to give Kim the ability to ask questions directed at the evaluator. The other board members did consent to let Kim know who said what. In the evaluation Jeff is first, Rachel is second, Marita is second, and Ann has the statement at the end. Erica submitted comments at this time.

Jeff asked Kim if she had questions. She said would need to contact them later regarding the evaluation as she did not have much time to review it.

Erica's comments were that everything that she read was very positive and she was in complete agreement with everything that she read. She thinks it is remarkable that she was able to so closely align her goals with the evaluation prior to the evaluation. Her experience working with Kim at the Damboree was that Kim was very positive and open to the public.

Kim asked the Board Members to please take a look at her goals and let her know if they have any questions. Ann stated that she believes Kim did a fine job with the goals. Marita inquired if the Strategic Plan was the 5 Year Plan and if so she would like to have something in the goals about the 5 Year Plan showing that we will be revising it. Ann would like to see the 5 Year Plan broken down into Objectives, Activities, and goals. Ann would also like to see the Board Members involved in creating the Strategic Plan.

There are no other comments about Kim's goals as presented. Jeff stated that his understanding is that this will be what she is evaluated on in the next year. He would like to see specific objectives for goals.

For objectives to be added: The Board Members discussed adding something specific to Library Service, such as pursuing grants to allow the library to purchase computers for coding. It was also discussed that getting the Board Members together for a training on Strategic Planning would be an objective.

Kim said that she does see her goals as a living document that she will be keep track of things all year long.

It was requested that Kim brings back the goals for the next board meeting.

Rachel inquired if there was any formal evaluation that they must sign or vote on. Jeff and Marita explained that this was it and they are happy to have Kim.

4. Basement buildout, committee and timeline – Action Possible, Kim Diehm

Kim spoke with Jim and he sent us a letter explaining our options. One option is to put it on the ballot. Jessie contacted the presenter from ARSL who presented on ballot measures and obtained a copy Patron Insight's most recently library report for the board members to review.

One thing that we could do is issue general obligation tax library improvement bonds. The district can use 15% of consolidated tax revenue to repay the bond.

The District could issue medium term debt repaid by the general fund resources. It would need to be repaid within ten years.

Currently, the Capital Improvement Fund is set to have about \$600,000 set aside for the renovation. If it isn't a large renovation, the options two and three would work. We will need to determine what it is going to cost to know which option to choose.

Kim's first thought about planning it out was to contact a library designer she met at the ALA conference who has worked on many libraries to get her opinion. As a designer and a librarian, she is uniquely qualified to help libraries design a space. She works directly with the contractors which can include an architect if needed. Most of the work that we do could be conducted over the phone and she can put together a menu of options for the renovation. She would also be able to host community events to discuss the renovation with the public. The

only issue is that she would require a DWG file of the building plans, but the architect stated that he is unable to provide them to her as she is not licensed in Nevada although she has worked in Nevada before.

Discussion ensued regarding architects and designers in the area. Jim wanted to know if the Board would need to give Kim the authority to look for someone to ask about getting a cost estimate. Deanna's recollection is that a previous board decided that anything under \$10,000 a director could do. Anything over \$10,000 would require a board approval and need to go out to bid, unless it is something that is restrictive.

Jeff's opinion is that Kim could not be violating any NRS statutes by asking for bids, however he stated that he may be totally wrong on that.

Kim asked for direction regarding if the Board Members wanted her to pursue other library architects or if she should look further into working with the designer that she met at the ALA conference.

Jeff suggested that we ask Jim what our process is for going under contract regarding amounts. Marita stated that last year when we passed the budget Jeff was concerned that we spent more than we had taken in, so she would like for Jim to know upfront that we want to avoid doing it.

Ann suggested asking who designed the Laughlin Library because it is an excellent sample of library renovations.

VI. Announcements:

1. Movie in the Amphitheater, October 20, 2017, 6:30pm
2. Fiction Writing Workshop, October 26, 2017, 2pm, Community Room
3. Library Closed for Nevada Day, October 27, 2017
4. Duffy Hudson presents Edgar Allen Poe, October 28, 2017, 2pm Amphitheater
5. Boulder City Library Board Meeting, November 15, 2017, 7pm, Board Room

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Deanna stated that for staff day she can probably get a board member from the Comic Book Legal Defense Fund to present about censorship.

VIII. Adjournment:

Erica Tietjen moved to adjourn. Marita Rhinehart seconded. Meeting adjourned at 8:48pm.