

BOULDER CITY LIBRARY BOARD OF TRUSTEES MEETING  
Minutes from the September 20, 2017 meeting for the October 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, Cataloging Assistant Mary Ann Venghaus, Cataloging Assistant Margot Potter, Youth Assistant Michelle Kessler, and Circulation Assistant Margie Mondt-Fazio, and members of the public: Deanna Duffy and Sharon Newby.

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.

Mary Ann Venghaus wanted to thank the board on behalf of the staff for making Kim the Library Director and her for making Jessie the Head of Youth Services.

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 move agenda item 7 to the first item. Erica Tietjen seconded. Motion carries.

Ann Langevin moved that we accept the consent agenda as amended, minutes of the regular meeting of July 19, 2017, and bills paid of \$59,905.89 from the previous month. Marita Rhinehart seconded. Motion carries.

IV. Reports:

Kim informed the board members that the staff is having a potluck retirement party for Jay Lytle on Friday, September 22, 2017 at 5pm. All members were invited.

We have had to repost the Maintenance Manager position. Our original person quit after a few days. Jeff suggested a business that does many similar things that we can contact to fill the gap. Kim shared that she has had a couple of people express interest in the position.

Onestop Career Center had about 55 people from the community and Workforce Connections attend their grand opening/ribbon cutting. Urla and Gina are the employees in the Career Center. Laughlin has ¼ the space that our Onestop Career Center does. They have expressed a

preference for Boulder City's larger space. Marita pointed out that the Onestop Career Center staff and supporters stated that Kim is fantastic and has been wonderful to work with.

Kim and Anne put together a welcome luncheon for the Onestop Career Center staff as well as Jay's retirement.

Kim pointed out that Jessie got a grant to attend the Association of Rural and Small Libraries Annual Conference in St. George.

Staff is preparing to be on hand and answer questions at the Friends of the Library Meet and Greet next week.

Jessie, Anne, and Kim will be attending NLA's Annual Conference in Lake Tahoe on October 16, 17, and 18. Erica, Ann, Rachel, and Marita don't think that they can attend. Jeff may be able to attend.

The Collection Development Grant from the State this year is about \$11,000, which is up from \$5,000 last year. Jeff inquired if it is an odd year that we will be getting this much or do we believe it will be higher each year. Kim stated that we are considering getting Hoopla and Ancestry databases as well as Chromebooks and hot spots.

Jeff said that he appreciated the data that was provided about the Summer Reading Program.

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

Sharon Newby is the secretary of the Boulder City Friends of the Library. The Friends of the Library has finished their bylaws and are halfway through becoming a non-profit. Their logo and website are currently in progress. They have approximately \$1,700 in their Credit Union account. Members are looking forward to the Meet and Greet/Open House on September 27, 2017 at 6:30-7:30pm. Their future plans are to have a book sale in November. The prospect of selling books online was discussed.

2. LVCCLD change in Circulation Policy on library card renewal timeframe – Action Possible, Kim Diehm

Las Vegas-Clark County is looking to change their policy about library card expiration dates to make it a three year period instead of a one year. Kim explained that all of the Boulder City Library staff was onboard with it.

Jeff asked if we need a motion or if Kim can just do it. Kim suggested moving that if the Las Vegas-Clark County Library District Board approves the change that we will

follow suit.

Marita Rhinehart moves that should the Las Vegas-Clark County Library District Board change their circulation policy on January 1, 2018 that the card expiration be changed from one year to three that Boulder City will do the same. Erica Tietjen seconded. Motion carries.

3. Classification and Compensation consultant selection – Action Possible, Kim Diehm

Kim explained how the library managers evaluated the companies and offered the board members the full packets that were sent by the companies. The managers suggested hiring Pontifex based on their previous work with local organizations. Kim did call at least two references per company and received the same general response that people were very happy that they did it.

Rachel liked that this particular group (Pontifex) specifically stated that they would be able to use the data that they have already, saving us time and money.

Ann Langevin moves that we accept the compensation and classification study proposed by Pontifex. Marita Rhinehart seconded. Motion carries.

4. Library curb sign update – Action Possible, Kim Diehm

Unfortunately, Kim does not have anything to update the board on. The designer is still working on creating the proposal with the updates that were suggested. Ann asked, where did the city get their rock signs? Marita explained that she went to six city offices to find out and no one knew. Discussion ensued about if they want to continue to pursue the sign.

5. SNWA water smart landscape program – Action Possible, Kim Diehm

This project is one of the last things that Jay started to put into place prior to his retirement. Most of the changes that are proposed are areas with trees. Before they make the changes, Kim wanted to verify with the board members that they were onboard. Ann shared a cautionary tale of removing landscaping and killing trees by accident. Discussion ensued regarding if putting rock or mulch down on the top area of the amphitheater will be taking away seating for outdoor events. Jeff has concerns over the seating.

Jeff recommended watching how people use the space and asking them how they feel about getting rid of it.

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

Over the last few years when they have been doing Director evaluations, they have

been doing them in the fall. Board members have been provided with the evaluation form that has been used in the past with the top seven areas that they find to be important.

Jeff suggested that board members provide their evaluation form a week in advance so that Kim can look it over and formulate any questions or comments about it. Ann would like to see Kim bringing in goals of her own to the evaluation. Jeff suggested that perhaps she provide a list of goals for each section that they could then include in the evaluation. Kim will create goals for the next year to bring to the October meeting.

Marita volunteered to be the one who will gather the evaluations and bring them to the October meeting. Questions are acceptable in addition to comments.

If Kim has any suggestions, the board members would love to hear them.

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

Kim included part of the Debt Management Policy that provides the time schedule for how to roll into a new series of debt as well as the timeline for the new aquatic and cultural center.

Jeff stated that the big target that the library has is to make the November 2018 election. It will be a big announcement in March 2018. Being on the ballot in November 2018 would include being on the ballot at the same time as the city will be for the pool.

Marita is concerned about being on the ballot at the same time as the pool but Jeff is concerned that losing the levy would make it harder to pass.

Step 1 will be calling Jim to find out what we need to do financially. Marita is curious if we keep the bond amount the same, what would the budget be for the buildout.

Marita would like to talk to patrons to see why they use the library, how they use it, and why people no longer use it to see how it is used and has been in the past.

Ann suggested asking Duncan what the intentions were for the basement when the building was built.

In the next month Kim will collate the staff ideas, Jessie will contact the presenters at her conference to find out about clients we could talk to, and Kim will contact Jim.

Deanna suggested that we include it in the Winter Reading Program and Jessie suggested a gingerbread library building competition.

Jeff would like to know how much money we could spend of our own money

immediately because the architects would take up time. Ann suggested looking at architects who have done libraries in the past.

VI. Announcements:

1. Boulder City Friends of the Library Meet and Greet, September 27, 2017, 6:30pm, Community Room
2. Library Closed for Staff Development Day, September 29, 2017
3. Meet Boulder City's Mounted Police Unit, September 30, 2017, 1pm, Amphitheater
4. Boulder City Library Board Meeting, October 18, 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. Rachel Hunt seconded. Meeting adjourned at 8:52pm.