

BOULDER CITY LIBRARY BOARD OF TRUSTEES MEETING  
Minutes from the December 20, 2017 meeting for the January 2018 meeting.

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

Also Present: Director Kimberly Diehm, Assistant Director Anne Karr, Martha Ford, Deanna Duffy, and Martin Einert

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

Jeff suggested that some items be moved to the following month due to the number of items on the agenda and the compromised health status of multiple Board members. After discussion, the members agreed that quick updates were necessary on many agenda items and that item number 7 (Personnel Policy) could be shifted to another month.

Jeff noted that a small change for clarity's sake was necessary at the top of page two of the previous month's notes. The number of libraries being discussed was unclear and a few words were apparently skipped.

No thoughts were shared about expenses.

Ann Langevin moved to accept the consent agenda, minutes of the regular meeting of November 15, 2017 with the afore mentioned amendment, and bills paid of \$76,602.79 from the previous month. Rachel Hunt seconded. Motion carried.

IV. Reports: Director's monthly Library Status Report and Department Head Reports

Kim shared information from a report she will be turning into the state at the end of the month. The library is complying with all items listed as standards for public libraries. She explained where this library fits into the scope of the report and shared that due to our compliance, we are eligible for grants throughout the year. Jeff asked for clarification about the math and how the information is computed. Kim and Jeff confirmed that the end result is the collection budget is divided by the adjusted budget to get the results to fit the form requirements. This report is done

for the State annually. As Jeff did not know we did this, he was pleased to receive the information.

Jeff mentioned he loved the idea of a library decorating party and he commended Rebecca for that idea.

Ann Langevin asked about the gingerbread decorating program. Anne Karr offered ideas the kids had shared with Jessie at the program for library improvements they would like to see. Among the suggestions were trampolines which reminded Jeff of a slide between floors he had encountered at one library in the past. Ann and Kim also remembered another library design treasure from one of the LVCCLD libraries. A hidden tunnel with a lock on it that was controlled by the librarian to ensure that it was only for kids. It was the entry into the storytime room and was a popular feature of the Spring Valley Library.

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. Annual audit report - Action Possible, Martha Ford

Her first point was to inform the Board of a piece of information not in the presented documents. A new standard dealing with overhead liability needs to be expected as it will have an effect upon the audit next year. Standard #75 will bring the total estimated liability for the Obligation for Post-Employment Pension (OPEP) onto the library's financial statements. The net pension liability standard will be switched.

Martha explained the Public Employee Benefit Program that is run through the state is closed to participants. In 2008 there was a big push for those who wanted health insurance for life to retire. She advised that Clark County will do most of the legwork regarding this change and she suggested BCLD talk to them by April or May. The question is whether the allocation will be similar to the pension right now. She advised asking LVCCLD and encouraged investigation.

Jeff thanked Kim and Martha for their work on the audit. An issue arose regarding how some employees were compensated for illnesses. He noted that errors indicate that processes can either be done differently or better. Samantha found people were not getting the proper time. In an effort to fix shortcomings Martha explained that Samantha had started to rework figures, and beginning accrual numbers were changed. The areas in between became murky due to questions over what the policy was. Martha's recommendation for improvement is that employees pay close attention. She encouraged the process already being done of printing sheets to give to each employee for their review but suggested that the staff members initial and date the sheets to indicate that they received the information. Martha noted vacation

inconsistencies before she came in March but she could see the staff was trying to repair them. She explained the policy is complicated and not as easy to understand as some of the larger entities she works with.

Rachel asked about the nature of the policy and suggested it may need to be fixed. Martha clarified that understandably the policy protects the library from a huge liability to be paid out for retirement. It also provides restrictions which prevent a huge severance package. She agreed that it has its purpose but it is not clearly understood by everybody. The members confirmed that the current policy came before the Board in the spring of 2015 and became effective in July of 2015. Martha assured the Board that for this library's size, the policy is not bad, but needs to be understandable. A cap makes sense to her. Jeff suggested the members read through the current policy and asked Kim to include it in the January packet.

In conclusion Martha complimented Kim for her preparations and assistance. She appreciated the things Kim had learned and prepared prior to being asked for when it came to this year's audit. Jeff thanked Martha for her efforts and it was determined that the time for a vote to accept the audit had arrived.

Ann Langevin moved that the library accept the audit findings and financials for the year. Rachel Hunt seconded. Motion passed unanimously.

2. Parcel map for library and surrounding land use - Action Possible, Kim Diehm

Kim explained that Councilman Kiernan McManus had initially stopped in to ask where the library boundary line was. He presented that the possibility of being landlocked if property to the East of the library were to be sold. Kim followed up by asking Scott Hanson with the City who explained that a 50-foot-wide easement for easy access is the issue. The library border does not include the driveway. The City owns the property and will be auctioning it off. They are making a public outreach effort to sell the land as part of their management plan. They will be looking for proposals.

The Board discussed parking as a reason for looking at this property. Kim was encouraged to explore this option and she was encouraged to follow up. The consensus was gratitude that the councilman was paying attention and keeping the interests of the library in mind.

3. Library Journal Public Additions and Renovations Costs - Action Possible, Kim Diehm

Kim included a journal article for the purpose of providing the Board with an idea about costs and concepts for other renovation projects. The article also gave costs for furniture and equipment.

Rachel asked the size of this building. Kim provided that it is 25,000 sq. ft. on each floor. While Jeff noted that most pictured project ranges were between \$60,000 and \$340,000 range some more expensive projects probably included additions. Ann pointed out that many depicted projects were also located in big cities. The group expressed appreciation for the general base cost and project ideas for their point of reference.

#### 4. Selection of architect for initial buildout input - Action Possible, Jeff Breeden

Jeff introduced the material presented by the architects for the members who were not present at the meeting the prior week. The need to make a selection if the group wanted to match the March timeline goal was emphasized. The members shared impressions and helped to update their colleagues so that the decision process could take place. Rachel wanted to know more about the process of architect selection, such as if they are not happy with the architect can they hire a new one.

Ann stated that LGA came across strongly. She believes that they have good grasp of what we wanted and how to do it. Their presentation included their previous projects and their dedication to including the community in the process. Rachel stated that it sounds like they really had the whole package in terms of what we need.

Jeff was really impressed that LGA had done their homework, reading the minutes from previous board meetings and willing to help with the sign. They presented a timeline and had a well thought presentation. Ann pointed out that they also know Boulder City movers and shakers. Rachel and Erica were impressed that LGA has thought of their marketing. Ann and Jeff were impressed by their eagerness and exciting presentation.

Jeff stated that the Carpenter Sellers Del Gatto Architects had some neat design concepts and are passionate about their projects, but there was a disconnect with the Principle not present. Jeff also thinks that Sean did a great job and was excited about the prospect of the project.

The Board had learned that for public buildings the State Architecture Board prevents price advertisement for compliance with NRS law. Put into a position of one point being dependent on the other, Rachel made the comparison of the chicken or the egg conundrum. The board discussed the difficulty making a selection without a monetary comparison. Jeff questioned whether a construction budget had been discussed. Kim responded that the library financial consultant thought the first phase construction documents could run between \$30,000 and \$50,000.

The group agreed that they had a well-qualified list of candidates. The timeframe was then discussed. Craig Galati indicated that a contract could be ready to be signed by Christmas. Kim questioned where the negotiating time would fit into a tight schedule such as that. The group agreed that Kim could move forward without the Board meeting again.

Erica expressed her primary concern as being community input time. She noted the importance of promoting this project in the right places to hit excited patrons and also to engage marginal patrons. Asking library regular users at the very least for their opinions will be imperative.

The group discussed their next step and asked for the non-present member's opinion. Jeff supplied Marita's inclination and the group collectively decided to offer the project to LGA.

Jeff Breeden moved that LGA be endorsed to guide the library through the initial phase of the process. Ann Langevin seconded. The motion passed.

5. Suggested Staff Days for 2018 - Action Possible, Kim Diehm

April 27th and September 21<sup>st</sup> were presented as the 2018 proposed dates for library closure in order to provide staff education. Kim explained that Fridays had been chosen in order to impact the public less. Erica clarified there were no conflicts with holidays.

Ann Langevin moved that the Board approve the two days for staff development as April 27, 2018 and September 21, 2018. Erica Tietjen seconded. Motion carried.

6. Adjust date of February Board Meeting - Action Possible, Jeff Breeden

Due to a conflict with the Boulder Dam Credit Union dinner Jeff suggested a meeting date change. The unlikelihood of a quorum on February 21<sup>st</sup> prompted agreement to a date change. After deliberation Thursday, February 22<sup>nd</sup> was agreed upon. It was clarified that a motion was not required for a meeting date change.

7. Personnel Policy - Action Possible, Kim Diehm

This item was struck from the agenda.

VI. Announcements:

1. Library Closed December 24 & 25, 2017
2. Youth Holiday Craft Hour, December 22, 2017, 1pm & 3pm, Board Room
3. STEAM Exploration Club, December 28, 2017, 10am, Community Room
4. Boulder City Library Board Meeting, January 17, 2018, 7pm, Board Room

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No comments at this time.

VIII. Adjournment:

Ann moved to adjourn. Rachel seconded. Meeting adjourned at 8:25 p.m.