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, members of the public: Martin Einert, Kendra Follett, Jan Miller, Valerie McNay, Frank Pomelltto, and Jan Pomelltto.

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.

Frank asked what the meeting is about and if they can comment on it.

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.

Marita Rhinehart moved that we accept the consent agenda, minutes of the regular meeting of February 22, 2018, and bills paid of $68,687.78 from the previous month. Ann Langevin seconded. Motion carries unanimously.

IV. Reports:

Boulder City is having a clean-up day and the library will be participating. This will be March 24th and Kim is looking for volunteers.

One Stop hours will be changing. They will be open on an evening as well as on the first Saturday of the month. January they have had 21 enrolled and 5 in training. Ann expressed her concern that she knows of a One Stop user who has not had follow up. Kim will investigate. It was discussed if One Stop should be included in our monthly reports.
Kim will be on vacation during the beginning of March, Anne will be in charge. Jeff expressed his support of Anne.

Jeff is excited about the social media campaign for the 75th anniversary. He loves the logo and thanked LGA. Jeff is also looking forward to seeing how the schools are getting involved.

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, Sharon Newby

No representative was present, the board moved on to the second item of the agenda.

2. Architectural Firm LGA Update/Community Meeting – Action Possible, Jason Jorjorian

Jason with LGA reviewed the feedback from the previous meeting (included in the Board packet for February 2018) as well as the goals for the project. Such goals include increase revenue generation, improve accessibility, improve wayfinding and signage, separate youth and adults, energy conservation, safe environment, create a new entry, expand programs and offerings, connection to outdoor space, and create a space for art. From that, they have created three concepts for the main floor and two for the basement.

After meeting with the public, they thought about creating a new drive with a roundabout swoop to allow patrons to drop off family members and items. To make that change, it would require an easement with the city due to the plans overlapping with city owned land.

For the Amphitheater, LGA suggested adding tensile shade for the seating as well as improving the lighting and canopy over the stage.

Jeff shared his concern over the amount of land that is not included in the parking space by the basement. Jason shared that it could be an outdoor connection.

The existing library was shared as a comparison to what is being proposed.

“Fire in the Hole” was presented and it is the least amount of structural change of the three plans. Its’ big proposal is to open up the floor to connect the first floor and the basement. It would allow natural light into the basement. It enlarges the board room to include the current Director and Information Services Librarian offices and makes a more direct route to the board room. In addition, it includes study rooms, a demonstration kitchen, a larger community room, additional restrooms, a cafe with a patio, and allows the community room and restrooms to be used after hours by closing up.
Jeff stated that what he likes about the Nevada Room is that it is light and airy. Marita stated her concern that the Nevada Room is too far away from everything and wouldn’t get used then. Marita does love the top right corner of the design, but is concerned about having the computer lab farther away from the service desks. Jeff is worried about the restrooms not being attached to the cafe. Marita is sad to see no makerspace. Jason explained that the cafe would be self-contained, which Rachel likes.

Martin asked if we had a “Fire in the Hole” layout for the basement. Jason stated that they can adapt their basement designs for whichever upstairs plan is selected. Jeff asked if there is ever a need for a really big room and Kim stated that some of the groups that meet here have required additional space.

Rachel stated that the design does seem much more flexible in meeting room space, which is what she feels we need. Erica asked if there has been a conversation about staffing a cafe. Jeff explained that the idea is that we would have an outside vendor running it.

“Walk the Line” was presented as a way of opening up the library along the spine of the current building. It includes a new entry, a makerspace, larger meeting rooms, a demonstration kitchen, additional offices for staff, a cafe, an art gallery, a bookstore with its own storage, additional restrooms, an additional set of stairs, study rooms, and storage.

Frank asked about the advantages of the changes. Jason explained that this change allows the front entry to be easily accessible from the front door, a better workflow, more community space, a cafe, and it will reinforce the current good features of the library. Jan M. asked if we had thought of having a broadcasting station near the computer area. Kim explained that the high school will have one opening soon. Anne asked what the paths would be used for outside. It will not be used for much. Jan M. asked about an indoor theater. Jason stated that there is an option for it in one of the basement plans.

“Keep them Separated” is one that allows for a large community space, a career center, and cafe with restrooms that would allow them to be separated and have different hours than the regular library. This plan includes a makerspace, a cafe, an art gallery/Nevada Room, a demonstration kitchen, study rooms, additional restrooms, a bookstore, and a secondary staircase.

Marita inquired about what happened to the staff room, restroom, and outside connection for staff. Rachel asked about the space leading into the library. Jason stated that it would be an open area with murals. Anne asked about the roof access and technology that is currently located where the cafe would be. Jason stated that it would be moved.

Rachel asked if this plan had the most community space and Jason stated that it does. Marita explained that she is concerned about how this plan works for the amphitheater. Jan M. asked about security space and if we would be able to monitor the space. Jason identified that there is remoteness of the circulation desk to the main entry. Erica stated that the Nevada Room/Art Gallery is an idea that is portable and can be used for any of the plans.
“Split in Half” divides the basement into two halves where one would be the Youth Department and the other would be storage. This plan includes a new Youth Activity area, a game area, a teen room, study rooms, youth offices, restrooms, family restrooms, and a processing area where items would be delivered.

Jessie brought up the lack of performance space and Marita mentioned that she would like to see a makerspace in the basement as well. Erica asked what type of space would you need for makerspace or could it be a mobile space. Marita does not see a space for new uses. Anne brought up the idea of bringing the processing department down into the basement to allow them to receive materials.

Rachel asked about getting a secondary entrance to the basement. Jeff stated that he would love to have the basement have a wall of windows and a main entrance coming into the basement. Jason stated that there are many obstacles for that plan.

“Bring in the Light” focuses on bringing in the natural light from windows. It includes a teen room, restrooms, performance area, additional stairwell, storage, offices, and study rooms.

Frank stated that they used to have a library day for young kids where they would enclose the room for the kids to prevent loud noises. Jason explained that they see the youth activity space serving that function.

Jeff asked if there was a way to punch through to the amphitheater to allow access from the lower level. Jason stated that would take some research. Marita stated that the issue we are having is that we have to have amphitheater users come into the community room and that is what we have now. Jason suggested having a green room and restrooms being a separate building. Jeff stated that he likes that but we could even do that with the walkway coming into the library.

Anne brought up the idea of having a drive-through cafe. Jessie suggested putting in a patio on the cafe roof with stairs to access the upstairs. Marita suggested to accommodate a downstairs cafe by moving the teen room to by the stairs and a makerspace right behind it. Jeff asked what we are giving up by keeping so much storage. Jason stated that some of it would include the makerspace and other potential program space.

Martin asked if the library could take over the Boys and Girls club building for storage. He is concerned that current storage amount cuts us off from hosting more properties. Jan M. asked if the museum would still be able to store materials in the basement. Jeff explained that it was what we were discussing, whether saving space for the museum prevents us from doing additional programs or additional services. Jan M. asked if the museum would have a say in whether there would be the space for museum storage. Jeff stated that they do as members of the public but not as a vote on the library board. Rachel stated that Jason reported that this size was dictated by the programming needs, but we may have programming needs that are not included.
Jan M. stated that genealogy is important to the community and was wondering if we have a space for it. Jeff stated that he thinks the space that we have could be used for it without having a dedicated space.

Anne suggested a partnership of the library and historical society for a rotating exhibit.

Jason asked for overall feedback. Rachel asked about the career center, if we have a flexible space for them that could be reabsorbed by the library if the career center leaves the library. Rachel is not as big of a fan of a demonstration kitchen due to how quickly they age and the liability. Discussion ensued about the feasibility of a kitchen for kids.

Jan M. wanted to know who would be paying for it and where the money would be coming from. Jeff explained that it would be coming from the taxes and would be discussed at a later point.

Jason explained that their plan coming forward would be to present a big plan at the March meeting, with a 3D design. Between now and then, they would be meeting with the staff. He stated that some of the big things he has heard the library board wants is a new entry and an atrium. Another big idea is moving processing and administration. The board members agreed that this change would be one that the staff would have to discuss.

3. Change date of March Board Meeting – Action Possible, Kim Diehm

The board members discussed moving the board meeting to Thursday, March 22nd, Thursday, March 29th, or Tuesday, March 27th. Various board members have conflicts with all of these days. However, March 28th would work for each board member and the meeting rooms will be available. The Board Meeting will be held on Wednesday, March 28th at 7pm.

4. Bond Issue Timeline – Action Possible, Kim Diehm

The timeline is one that was constructed by Jim Chachas with assistance by Kendra Follett. It could easily be adjusted if we decide not to move onto the 2018 election. An additional possibility would be to have it in the May 2019 election. Discussion ensued about the affected governmental entities, including the aquatic center.

Ann expressed that she was unaware that the library could go for a bond issue in a spring election, due to complications from the Las Vegas-Clark County Library District. Kendra stated that Boulder City can go for a bond issue in our city general election. Jeff asked who we could talk to about when the best time is to pursue a bond issue.

Kendra introduced herself and stated that their role is to give an opinion on the tax on the bonds. She suggested asking Hobbs, Ong & Associates about the timing for the bond issue.
Jeff asked if the May election would allow the library to get our bond passed and start collecting when our bond passes. It would not, the levy would be lowered for a year prior to being raised again. Jeff stated that if we are going for the fall ballot, we would need to get an estimate by the end of April. Marita asked how much our original bond was passed for.

Rachel stated that the library would serve a diverse population.

Jeff stated that it seems that the board is pretty set on being on the November ballot.

Jeff asked if the timeline was too tight to get the question together as well as get the approval. Kendra stated that no, it is not. Jeff also stated that if the bond gets passed at the projected amount, the library would still have a contingency amount in our bank account.

The board members feel that they are in agreement that we should pursue the November election.

5. Ballot Initiative/Hobbs, Ong & Associates – Action Possible, Kim Diehm

This part of the board packet explains what Hobbs, Ong & Associates would be able to provide the library as the library pursues the bond issue. Hobbs, Ong & Associates consulting with the library after the election is contingent upon the bond passing, so the library would not be required to pay for a failed bond.

At this time, the board members discussed approving agenda items V 5-7.

Rachel stated that it seems that Hobbs, Ong & Associates are doing the same thing for the library as PFM Financial Advisors LLC. Kendra explained that it is due to the fact that they work together.

Marita Rhinehart moves that we accept the ballot initiative of Hobbs, Ong & Associates for the upcoming ballot as submitted. Rachel Hunt seconded. Motion carries unanimously.

6. Financial advisory services for debt issuance / PFM Financial Advisors LLC – Action Possible, Kim Diehm

Marita Rhinehart moves that we accept the financial advisory services for debt issuance as provided by PFM Financial Advisors LLC. Ann Langevin seconded.

Jeff asked that the motion be amended to include that it is a joint contract between Hobbs, Ong & Associates and PFM Financial Advisors LLC.

Marita amended her motion to we accept the financial advisory services for debt issuance as provided by PFM Financial Advisors LLC and Hobbs, Ong & Associates. Ann Langevin seconded. Motion passes unanimously.
7. Bond counsel engagement / Sherman & Howard, LLC – Action Possible, Kim Diehm/Kendra Follett

Ann Langevin moved that we accept the bond counsel engagement with Sherman & Howard, LLC as presented. Marita Rhinehart seconded. Motion passes unanimously.

8. Library 75th Anniversary giveaway/contest/shirt ideas - Action Possible, Kim Diehm

Kim presented the shirts that the staff has purchased for the 75th anniversary. She stated that since it arrived so quickly we could order more if needed. Jeff asked if the library thought of getting some to sell. Kim stated that we considered it and were worried about having too many.

The library staff is thinking of getting something that we could give away to people when they arrive at the celebration. An idea that was discussed is diamond shaped stress balls. Kim stated that Jessie and her staff are looking for alternatives as well, but the budget is around $300.

Jeff stated that he would like to have something that could be just for kids, such as ice cream or cotton candy. Discussion ensued about snacks for kids. Rachel suggested a flag with the library logo on it. The board members think that the giveaways should be given out all year. They also feel that the library should be involved in the 4th of July parade.

Kim asked for an opinion about the budget as doing something for the year would exceed $300 and Jeff stated that Kim has an approved annual budget to spend as she sees fit.

Jessie briefly presented the art contest. The board members were supportive of the contest.

Jeff suggested having door prizes for the 75th anniversary celebration.

9. Leave Policy - Action Possible, Kim Diehm

Rachel Hunt moves that we accept the employee leave policies as presented. Marita Rhinehart seconded. Motion carries, with Ann Langevin abstaining.

10. Personnel Policy - Action Possible, Kim Diehm

Erica Tietjen moves that we accept the personnel policy as presented. Rachel Hunt seconded. Motion carries, with Ann Langevin abstaining.

VI. Announcements:
1. After Hours Movies, 5:30pm, Community Room, Friday, March 2 & March 16, 2018
2. Introductory Class to Ancestry.com & Hoopla, 6pm, Community Room, Monday, March 19, 2018
3. Boulder City Library Board Meeting, 7pm, Board Room, Wednesday, March 21, 2018

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.

Martin asked if LGA would be presenting at the March meeting. They will. There were no further comments.

VIII. Adjournment:

Ann Langevin moved to adjourn. Erica Tietjen seconded. Meeting adjourned at 9:45pm.