BOULDER CITY LIBRARY BOARD OF TRUSTEES MEETING
Minutes from the June 20, 2018 meeting for the July 2018 meeting.

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

Also Present: Director Kimberly Diehm, Assistant Director & Cataloging & Processing Dept. Head Anne Karr, Head of the Youth Dept. Jessica Jones, Pastor Russ Marsh, Mary McClellan, Sandy Crawford with the Boulder City Cut-Ups quilt club, Deanna Duffy, and Toby Breeden.

The regular meeting of the Library Board of Trustees was called to order at 7:07 pm by Chair Jeff Breeden.

I. Pledge of Allegiance: Led by Ann Langevin

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.

Sandy Crawford thanked the Board for use of the Community Room and explained how honored the group was to be asked to create the 75th Anniversary Quilt. Photos of event can be viewed at DesertQuiltersofNevada.org (www.dqnv.org). Even the petroglyphs included and the plants depicted in the quilt are native to this area. The surprise gift was an additional quilt for the children of Boulder City and Jessica Jones displayed the children’s quilt to the admiration of those present.

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 offered some correction comments for the improvement of the previous month’s minutes. On page 5 the wording was confusing so substitute wording, “no longer qualify as a resident” was suggested. Page 6 “Make do” not “due” was the correction and on page 7 the word “synthesized” had been misrepresented. Jeff also asked about the new Costco account. Kim explained Staples has proven to be unreliable and the library needed a second “go-to” source. Office Depot is the first option usually targeted. Kim also verified for Jeff, Amazon does utilize the library’s tax free number.

Jeff requested the agenda be amended to move item 5 to the top position so as to allow Pastor Rush to speak earlier.

Marita Rhinehart moved that the amended consent agenda, amended minutes of the regular meeting of May 24, 2018, and bills paid of $76,095.11 from the previous month be accepted. Erica Tietjen seconded. Motion carried.

IV. Reports:
Kim reported the 3-D printer received from One-Stop is sitting in the Youth Department and has been running non-stop since it arrived. A stegosaurus puzzle, a chess set and a skull have all been produced as Summer Reading Program (SRP) prizes. Public training will be offered but has not been scheduled yet.

She informed the Board the LSTA grant for the microfilm scanner machine was accepted and can be expected after the required paperwork is submitted.

A patron attended one of two meetings last fall, held at the library, and informed Kim a bill was received for attendance. Kim told the Board the room policy had been violated and the group tried to sell something. It was set up by a local doctor who is with the group. Whether Social Security or Medicare were discussed does not detract from the point that no one should be paying for a presentation at the library. There were 30 other people at the event which was given in two sessions last October. The Board verified there is a written policy in place.

Kim shared news about Snack & Chat sessions, an invitation for staff/public interaction that is being offered. They are provided twice monthly, both a day and an evening opportunity to answer questions. Kim reported Anne presented the first one and she herself had spent time at the most recent one with a family of kids.

In an attempt to let the Board know what the staff is doing to promote factual information access she said the Democratic Club is sponsoring a meeting she will speak at which will be held at the Multi-Use Building (MUB). On the subject of the Damboree, she reported there are not enough volunteers to provide a team this year. Discussion followed regarding other opportunities nearer the election to offer outreach and meet the public outside of the library. Options for partnering were contemplated and Marita and Rachel volunteered to help and share bags with library information from the Emergency Aid table at the Damboree.

Ann noted the newly added report from the Facilities Manager and commented on her many accomplishments. Kim elaborated on MJ’s Safety Coordinator background. Jeff requested that Kim convey the Board’s thanks. Jeff noted the subject of grass in amphitheater had arisen in the past and he would not want to make such a decision in a vacuum and requested feedback from the public ahead of time if changes are to be considered.

Regarding the UNLV digitization seminar, the Board asked for clarification about materials held in the Nevada Room and items in the basement. Digitization as a means to keeping things from being lost to age and copyright complications were explained.

Jeff thanked Kim for collecting staff suggestions for a Plan B if the bond issue does not succeed with the voters. He requested she pass along their thanks to the staff for participating.

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. Donating of old library computers - Action Possible, Kim Diehm

Samantha built computers for the library in 2010 and 2011. They were never accessioned. The Senior Center has asked if the library can donate to them as they have a program in place to teach Seniors how to use computers but they need additional computers to do so. Since these computers are equipment from the library, Board approval is required. Once Sam finishes clearing the computers the group consensus was approval.

Marita Rhinehart moved that 3 previously used computers be donated to the Boulder City Senior Center. Ann Langevin seconded. Motion carried.

2. Update to trial balance for 2019 - Action Possible, Kim Diehm

Kim felt an update was needed after the previous month’s discussion. She verified the Library’s materials budget was still at $150,000. A 15% target is one to ascribe to, however, she explained the state requires the library to meet one of three standards, of which the library met two. This past year the library spent $7,000 more than was budgeted for materials and that was closer to 10% of the entire budget. Areas which were down this year included magazines and the cut-back of the One-Click Digital subscription. No more comments or thoughts were needed as this was just informational. Marita considered it to be a big budget for one little town.

3. Renovation/Expansion Plan community questions & concerns - Action Possible, Jeff Breeden

Jessie explained she was looking forward to the expansion so she would have a showplace to hang her new quilt. Rachel suggested an open house. Marita mentioned it could be like a “back to school” event. Aug. 13th was confirmed as the return to school date. Marita asked when the Sunday schedule would start again. Election day will be Nov. 6th with early voting scheduled approximately two weeks before. Early in Oct. the Board suggested reserving a room. It was suggested to tie it in with the celebration of Banned Books Week the last week of Sept., Art in the Park, or with a tie-in to the indoor movies being shown. The 75th anniversary could still be used to promote the library’s importance in the community. Jeff suggested the staff brainstorm but get a reservation on the calendar now. Rachel asked to have staff make sure the Board members were available first. The group agreed to keep ears and eyes open for events at which they could speak.

A Facebook invitation was suggested to highlight the agenda, and a suggestion was made to post a note with the agenda stating, “Renovations on the agenda, come give us your thoughts”. Marita suggest making print bold. A need for an invitation to ask questions about the library was agreed upon. If someone has a
concern the Board wants to hear about it. They do not ever want to hear, “I never knew you were doing this.”

A list of groups currently meeting at the library was provided by Kim. She indicated she would be speaking at the meeting hosted by the Democratic Club. Marita mentioned various groups not meeting at the library and suggested contacting program chair-people. Running potential presentations past Kim was recommended to avoid duplication. Ann suggested talking to the Sr. Center at their location when the computers were donated. The Board encouraged the exchange of ideas to get the word out in the community. Rachel complemented the improvements she has seen on the library website.

4. Staff salary review – Action Possible, Kim Diehm

Kim provided the Board with four possible scenarios to work with. Her presentation was based upon the Comp. and Class. Study and utilized those minimum and maximum levels. One option was to give everyone a 3% raise and increase three employees to the manager’s starting wage. Additional conversation covered the two substitute positions, the employee already at the top wage, and those individuals who are still in their probationary period. Other options presented involved a 3% raise for everyone as had been done in the past, or a 3% raise based on the midpoint of the compensation level as designed by the consultant, with the exclusion of the one employee making over the maximum.

Kim’s starting point was appreciated. Cost-of-Living Adjustment (COLA), as had been offered before, was brought up. Compensation based on performance was also discussed. This is the first decision to be made since the study was done and the Board ruminated that they did not automatically have to base decisions on what Pontifex said, however, Jeff mentioned he would want to honor what they had paid for. The difference would be significant for some employees. Part of the plan would be to get employees within the newly designed ranges.

Ann mentioned that option number 2 seems the fairest. Jeff agreed they ought to trust the process the library went through for the compensation study, yet he was bothered by a 15% increase to an employee for doing the same job. Kim advocated for managers to be compensated for their additional responsibilities. Jeff pointed out that a jump this high is generally not seen in the job market as compensation is usually viewed as motivational. A problem would be the employee would conceive the next cycle as a demotion. He mentioned possibly giving the 15% over the next 2 years. Rachel then asked, if the library were to fill the position tomorrow and bring a manager in at the lowest level for the position it would be at the rate presented in the study. Rachel asked Kim for her recommendation.

Ann Langevin moved to accept suggestion number 2 for the 2018-19 compensation plan. Marita Rhinehart seconded. As part of the discussion, Jeff
voiced his struggle to find an employee at the top of a bracket who can never move. He would not want to send the message that when one gets to the top they can never go anywhere. He would like for the Board to consider using cost-of-living for someone in this position. Ann suggested the Pontifex consultant had mentioned changing the scale every few years. The ability to assess every 3 years and move the whole scale was reviewed. Jeff requested this item be a standing agenda item for an annual talk to see if it is time to make an adjustment. After this discussion - Motion carried. Jeff addressed Kim and thanked her for her well put together and thought out proposals.

5. Library interest & easement issues concerning 651 Adams Blvd - Action Possible, Jeff Breeden [moved to first point of discussion]

Jeff reported he had walked the property with Pastor Marsh and informally spoke with an engineer recommended by LGA. He felt confident a driveway could wrap around to the lower level without affecting the building. The building will not be impeditive to getting that done. Both sides seem amenable and Jeff presented the idea of a ground lease to the church if the land is passed to the library. The church group is ready to go and has renovation money to start addressing the needs to improve the building sooner than the library can. A lease can be written in such a manner to require the church to maintain the building. Jeff asked for general thoughts and questions. Ann stated she would like for the library to secure that land. No objections were presented.

Jeff asked Pastor Marsh if he had missed anything to which he replied he expected to be a decent neighbor. They felt this arrangement might be symbiotic to both parties. Being a landlord and questions about making money and yet being a library were brought up. Marita asked about parking. Russ Marsh explained their service time and assured her parking would be vacated before the library opens on Sundays. She clarified her question is whether there is enough parking? The pastor pictures an area for growing crops to help the community. The arrangement will allow the library to have continued access to the lower lot driveway and have overflow parking for Angel Tree. Marita would like to think ahead more about parking needs.

Jeff had a letter of interest drafted for the City. With approval he wanted to send it to the City the following day. Rachel asked about liabilities, and rules and regulations about such an arrangement. The church will have its own insurance. Marita mentioned the One-Stop partnership in the entire county. Jeff expressed he could reach out to a real estate attorney. He informed the group he had put in the letter the mention of a potential partnership. The café was also mentioned as an outside organization. Ann shared the county library system had first offered the option to services for the blind and physically handicapped. They also do not expect a zoning change need. With Kim leaving for ALA convention in New Orleans the following day, Anne agreed to deliver the letter.
6. Approval of Debt Management Policy, Capital Improvement Plan - Action Possible, Kim Diehm

Kim explained the Debt Management Policy discloses how much debt we have out and how we propose to pay it; and if we plan to issue new debt. Capital Improvement Plan includes the estimated revenues and expenditures with estimated date of completion for each capital project. She stated it was pretty straight forward and due Aug. 1st.

Marita Rhinehart made the motion to approve the submission of the two policies as written. Ann Langevin seconded. Motion Carried.

7. Ballot Question update – Action Possible (Kim Diehm)

Kim explained, before the Registrar notified her he was in charge of making preparations, she held an informational meeting with five attendees about the requirements for writing ballot question arguments. Of those in attendance, no one was opposed. The Registrar has posted the call for participants in three newspapers and a link for application was given. Those who apply and not chosen will be asked if they will be willing to write an opposed argument. Kim said, if no “against” committee can be formed, the Registrar will do it but the library may be charged. The library may be required to pay to have the ballot presented in both Spanish and English. Kim sent literature and statistics to those individuals contemplating participation. When chosen, the committees will have only one week to write the argument. Jeff pointed out it is the library’s responsibility to make sure they meet their deadline. Jeff thanked Kim for going above and beyond her normal tasks.

VI. Announcements:
1. Snack and Chat, 7pm & 11:15am, Community Room, Thursday, June 21, 2018
2. Reader’s Theater, Grades 4+, 1pm, Community Room, Saturday, June 23, 2018
3. Teen Coding, Grades 6-12, 1pm, Community Room, Thursdays June 28 – August 2
4. Boulder City Library Board Meeting, 7pm, Board Room, Wednesday, July 18, 2018

Deanna added the Mystery Book Group meeting on the 28th at 9 a.m.

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.

There were no comments at this time.

VIII. Adjournment:

Erica Tietjen moved to adjourn. Rachel Hunt seconded. The meeting adjourned at 8:46 p.m.