BOULDER CITY LIBRARY BOARD OF TRUSTEES MEETING
Minutes from the August 15, 2018 meeting for the September 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 Anne Karr, Facilities Manager MJ Zaborski, Head of Youth Services Jessica Jones, Pastor Russ Marsh, and Deanna Duffy.

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 Led by Kimberly Diehm

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.

Pastor Russ Marsh announced Pastor Kitchell passed away after 50 years of service to the community. He noted the funeral would be at 10:00 a.m. the following Sunday with a luncheon to be catered at their church by Fox Barbeque.

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.

Erica Tietjen moved that the consent agenda, minutes of the regular meeting of July 18, 2018 as provided, and bills paid of $43,128.01 from the previous month be approved. Ann Langevin seconded. Motion carried.

IV. Reports:

Ann had a question about the operating budget. Kim verified the “Other” category included the grant for the microfilm machine. Kim explained she, Martha, and Jim had worked to align the library’s categories with the County’s. Marita and Jeff pointed out some other errors that could be easily fixed in Excel. Marita asked to have the columns and totals fixed by next month.

Kim reported she had gone to two Rotary meetings. She shared the members seemed excited. Kim asked the Board about other advertising opportunities: two upcoming Chamber of Commerce Wine-Walks and the October 13th Trunk or Treat. The Chamber will allow the library to have a table at the Grace Academy starting point to pass out flyers. The Board stressed the necessity of making it clear that wine provided will be donated and not purchased with library funds. With an estimated attendance of 250 people, the Board calculated a case should be sufficient for the small pours required.
Wine Walks are scheduled for Saturday, September 8th and Saturday, October 13th. Trunk or Treat also falls on October 13th. Kim asked if any members would like to volunteer. Before planning to attend, the library would need to know if enough volunteers could be secured. Ann volunteered to donate wine and to be a volunteer.

Kim provided a preview of the tri-fold brochure. Library facts accompany information about how the proposed renovation and expansion will affect the residents. Rachel expressed approval of the information the library has been putting out to the public to show the need for the project. Kim returned the compliment stating the staff had implemented her suggestions. The Board went on to identify improvements for clarity, but were generally pleased with the design and asked Kim to provide kudos to Samantha and the team for producing it.

The Nevada Library Association conference will take place Oct. 13th & 14th at the Westin Hotel and Spa in Las Vegas. Kim inquired whether any members of the Board would care to attend. She would need an answer by September 14th for early registration. Ann recognized the conflict with the Trunk or Treat and the Wine Walk. Rachel indicated interested but stated she could only go on Sunday.

An update on the amphitheater was offered by Marjorie (MJ) Zaborski in her report. Kim felt it would be a good opportunity to introduce the Facilities Manager to the Board, so MJ introduced herself and explained the concept of replacing the top tier of grass in the amphitheater. Jeff cautioned the members to be cognizant of the fact they could ask questions related to the report, but would not be able to deliberate on the subject until the following month. MJ introduced the idea of possibly changing the ground cover to decomposed granite. She provided illustrations of other venues in hot climates. She pointed out the SNWA incentives for being water smart.

Marita asked to have a price and a price comparison between the decomposed granite and a poured rubber surface. Ann said she would like to talk about radiated heat from either surface. MJ mentioned the report offered an alternative wherein the loose colored granite can be mixed with a resin for ease of handicapped usage. She also pointed out studies have found toxic results from heated rubber. Ann asked if anyone had talked to the architect. MJ noted she did not think the new areas would be affected. MJ also gave an explanation for the condition of the grass. The problem stemmed from the timing of the transition in landscape companies and the system audit and repairs needed during the hottest part of the summer. Marita agreed it might be a good idea to discuss the subject with the architect. MJ was thanked for coming and praised for her report.

Marita had questions and comments about the reports. She expressed excitement about the College of Southern Nevada offering classes but she wanted to know how they planned to advertise. She was concerned with the number of library programs it might upset. Kim said the classes would run September 24th through the end of November from 5:30 p.m. to 8 p.m. She explained CSN will have to move back and forth between rooms, depending upon availability, so they had not bumped any regular group or program. While thinking it would be awesome to have the classes offered at the library, Marita was concerned about the cost in room availability. Marita also noted Anne’s report and expressed sadness about Mary Ann’s retirement announcement. The group agreed the library would be losing a lot of knowledge and mirrored
Marita’s sentiment. Marita noted the fullness of the calendar with excitement for all that was going on at the library.

Jeff had a question about the previous year’s budget compared to actual costs as it related to industrial insurance. He was surprised the library was $4,000 over in that area. It is not an area he would expect to find an overage. He asked if there had been a premium increase. He took the time to compare and make sure the current budget had been increased. Kim explained the policies through Kendra went up and then a discussion followed about payroll based insurances. Jeff asked if the headcount had been up or down? Marita asked about severance package practice.

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

Jessie referred to MJ’s report and said she likes the pavers, the colors, and as shown on the second page of the report, the lights. She noted night programs would be safer on the steps with some lights. She found the terracotta tiles to be attractive.

2 651 Adams Blvd Library Interest - Action Possible, Jeff Breeden

Jeff mentioned there had been discussion at the previous meeting about potential public perception if the library were to partner with a church. As a way to alleviate that the Board agreed to investigate fair market rent. Jeff reported he had visited with a realtor and discovered 50 cents a foot if the building were ready to go would be an expected amount. A Las Vegas commercial property comparative amount would be 99 cents a foot. This four to five years of rent would not make it economically viable for the church group. Jeff saw 3 options:
1. Just withdraw.
2. Continue interest in the building and let the City make a decision.
3. Understand the public will have criticism but obtain it and have a partnership.

Erica asked the group to identify their mission and there was some discussion. Pastor Marsh inserted he felt his group would be the best option for the library because they would ensure that the library will have that property yet the church would fix the building and maintain it.

The group talked about their original intention of razing the building if they were to acquire the property. It became apparent the Board would need to compete with a potential partner for the property in order to remain true to what they saw as their mission. The discussion led them to believe they did not want to present the building to the public and rent it. The expense for knocking the building down was also mentioned.
A conversation also took place related to responsibility in various kinds of leases. Jeff informed the group the City had not responded to his letter of interest. He assured them he would check with Community Development Director, Michael Mays, and City Manager, Al Noyola. He shared he would still like to go speak with the City Council.

Jessie suggested using the building for overflow programs while renovating. Marita mentioned the church renovation would take place at the same time as the library renovation project. Jeff pointed out it would still require money be put into it and he proposed it would probably be cheaper to knock the building down. He spoke for the group saying the contained footprint of the building serves the library better than having a separate building. If it was turnkey or only required a coat of paint, Jeff noted it might be different for turning the building into a library asset. Rachel voiced the difficulty with asking the public to give money for the renovation project and then turning around and spending money in another location too. Jeff appreciated the pitch for having a facility to operate out of during construction but would prefer to keep those finances available for the project in the event that projected amounts run over. Pastor Marsh offered they would be happy to partner with the library and share the building for meetings not run on Sunday.

MJ mentioned information regarding the condition of the building. She shared her early morning observation of the fire department soaking the building for training purposes. Jeff agreed the building had suffered the trials of being vacant for a long time.

Jeff stated the community concern as he understood it to be: “Why is the library choosing a church?” Rachel understood the problem to be how it would look. Discussion ensued about perception and the responsibility of the library to be transparent and again about library mission. Original interest in looking into purchasing the land was identified as having the property for a buffer and to solve easement issues. Removal of the building fit the original vision and the majority of the members felt the focus needed to remain on library needs. Talking about partnership and any version of a future which included keeping the building was the next point of conversation. Rent, clean-up costs, razing a building, and everything coming down to a balance sheet to look at were discussed.

Jeff asked if anyone saw a reason to keep the building. Rachel, could envision a project type usage such as UNLV had done elsewhere. Erica brought attention back to mission and asked, “What are we beholden to do?” Both Ann and Marita expressed the library will want the land. Community wide, the group agreed the library would serve the citizens best with the property. The Board agreed to go to the City with or without a partner and bid on the property next door.

Marita moved that the Board of Trustees move forward with the plan to approach the City unilaterally to obtain the land. Erica seconded. Ann voted against. Motion carried.

3 Final Ballot Question – Action Possible, Kim Diehm
Kim provided the language from the ballot question so they would have the final question wording. Rachel noticed the website still said the library was looking for committee members. Kim stated it will be removed. Jeff thanked the committee members for their participation.

4 Review Date of November Board Meeting - Action Possible (Kim Diehm)

Kim explained Kendra has told them they have six working days after the election to canvas the vote. It is a small window. Their requirement is to agree the count is good. The entire Board meeting will be moved to accommodate the requirement. The library will be open on the Monday that other locations generally observe Veteran’s day on, so November 12th was agreed upon for the Board meeting. Marita requested not to have her packet dropped to her home. She will pick it up. Posting will need to be done on the previous Tuesday, which happens to be election day.

5 Policy Update: Library Employment and Compensation - Action Possible (Kim Diehm)

Kim presented a policy section she realized had not been brought to the Board after the HR department at the City had gone over it with her. Both Marita and Jeff noted a COLA section and after long discussions during previous Board meetings they expressed they would prefer to strike the section. The Board would rather visit possible COLA raises when necessary, but they prefer not to have it set in policy. As they would have trouble voting because of it, they polled the Policy Committee members present at the meeting about removal of the section.

Ann asked about a sentence under the “Payday” category. The word “Institute” needs to be changed to “Institution.” She also proposed a fix in wording in the section, “To activate direct deposit the employee may...” Jeff suggested not being that specific so a policy change would not be required if technology changes. He presented wording more generic like, “To activate direct deposit contact ____ department to fill out appropriate paperwork.” Ann also had a suggestion for the “Performance Evaluation” section. The wording as presented, “is important” does not get to the point of why people have evaluations. She said it is important because they point a way to the future. They help with goal setting and it also helps to allocate funds. She said wording should specify performance evaluations are conducted in order to set goals, assesses employee needs, to identify areas for improvement, etc.

Rachel also had a few comments. She questioned wording in the “Promotions and Transfers” area but Jessie pointed out where it had been moved from in the original policy. In the “Payroll” section she noticed the word change from “required” to “encouraged” and wanted to know the reason for the softer approach. Kim explained the HR consultant said the library is not legally allowed to say “required.” Marita provided, the employee deserves the pay earned whether or not the form has been filled out with a signature. After discussion, the members agreed the library is just looking for an
agreement and an acknowledgement between employer and employee and the language as written was agreed upon.

Jeff asked if the direction was to strike the COLA paragraph, make Ann’s corrections, and bring the policy back the next month. They decided to vote and not revisit it.

Erica moved that we remove the COLA section from the Employment and Compensation Policy and accept the remainder as amended. Marita seconded. Motion carried.

6 Library Open House Update - Action Possible, Kim Diehm

Kim asked the Board to set the time for the October 10th event and they settled upon 5:30 to 7:30. They agreed One-Stop should be invited to participate. They would have liked to include CSN, however, class would be conducted simultaneously. Jessie offered to contact her classmate the President of Nevada Library Association. Kim was encouraged to talk to the paper and get the word out via letters. Ann suggested if former trustees are there they should be introduced. The Board determined a formal program is not expected and light refreshments were agreed upon.

VI. Announcements:
   1. Mystery Book Club, 9am, Community Room, Tuesday, August 23, 2018
   2. Snack and Chat, 7pm, Board Room, Thursday, August 30, 2018
   3. Boulder City Library Board Meeting, 7pm, Board Room, Wednesday, September 19, 2018

Jessie added the Youth Department will be starting a book club at the high school.

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.

For clarification Pastor Russ Marsh asked if the Board still planned on razing the building. Jeff replied if they obtain the property, they will look at the costs, but they are not looking to occupy the building. He said all options were not off the table, yet their goal will be the cheapest and safest course for the library. He encouraged the church group to approach the City themselves and he verified the Board’s belief that the church would make a wonderful neighbor.

VIII. Adjournment:

Ann Langevin moved to adjourn. Rachel Hunt seconded the motion. The meeting was adjourned at 8:25.