Members Present: Jeff Breeden; Chair, Marita Rhinehart; Vice Chair, and Rachel Hunt. 

Also Present: Director Kimberly Diehm, Assistant Director and Head of Cataloging and Processing Anne Karr, and Martin Einert.

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

I. Pledge of Allegiance - Led by Marita Rhinehart.

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.

There were 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.

Marita Rhinehart moved that the consent agenda, minutes of the regular meeting of February 11, 2019 as provided, and bills paid of $70,818.61 from the previous month be accepted. Rachel Hunt seconded. Motion carried.

IV. Reports:

Kim reported the Friends group will be offering an informal book sharing at Milos on Wed. March 27th at 6 p.m. Rachel asked how they are getting the word out.

The Friends would like to map locations of all the Little Libraries in Boulder City. Kim explained there is a website but it is incomplete.

An Amazon Smile account is set up. The members speculated, every group in town has one, but now the library does too. Marita encouraged the use of flyers or bookmarks to inform patrons about the account when materials are checked out at the Circulation desk.

The ALA big conference in June will be held in Washington D. C. Kim explained with all that is going on, staff will not be going. She asked if any Board member would be interested.

Kim shared the library survey was progressing. She asked if the Board would prefer to have the findings presented with a conference call or presented in person for the net cost of travel. She was told they were going to like the results. Jeff suggested doing the conference call during staff day so the whole team could hear. It was determined the Board could dial in from other locations.
if they could not make it in. Kim shared a piece of preliminary information and said 81% of the responders said they would support a bond initiative for the library.

The vendor SnapCab was a Midwinter conference discovery made by Jessica and Samantha. Kim shared images of the various sizes for quiet, stand-alone, enclosed spaces that are moveable. Jeff mentioned One-Stop could have one too. Marita shared she had used one in Orange County in CA. Kim said the pricing was hefty but Rachel suggested it as a grant opportunity.

Kim introduced new employees and explained they have begun training. After the packets had been delivered a change occurred. She notified the members the library had received another resignation. Kesia, from the kids’ section had accepted a position with Family to Family. She will help underprivileged children. Kesia’s last day will be the following Friday.

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. Library Interest in 651 Adams Blvd – Action Possible, Jeff Breeden

No one on the Board had heard anything more. Members suggested letting the City know the library is still interested. Marita suggested use for University classes. The group estimated an amount needed to bring the building to a useable state as being $50,000 to $80,000. Marita envisioned the possibility of an automatic login that would not need to be staffed by library personnel. They ruminated they had expected it to be settled by now.

2. Auditor Selection fiscal year 2019-2020 - Action Possible, Kim Diehm

Kim suggested the library continue to use the same auditor. The professionalism and reasonable price of PBTK was discussed. Kim answered the question presented inquiring about how much they charged last year. She said $11,400.

Jeff Breeden made a motion suggesting the Board approve PBTK as auditor for the fiscal year 2018-2019. Rachel Hunt seconded. Motion carried.

3. Roof Repair Update - Action Possible, Kim Diehm

The first group to inspect the roof had an old school approach. Rhino Roofing provided a quote and the Facilities Manager is waiting on two or three more. MJ has found it is hard to have roofers look at the building and get a quote in a timely manner. The $30,000 - $60,000 range seems to be the preliminary sum needed. MJ has indicated the chiller may be the more dire need. Arctic recommends replacement or the library will face extra service calls and closed library days this summer. The boiler is reaching its maximum life expectancy. Jim thinks the library can afford one
this fiscal year and one next fiscal year. A rebate from the company was discussed. The group talked about financial options.

Jeff expressed he thought the AC may be the bigger concern. Exploration of a different kind of system and newer technology was referenced. The proposed expansion and more square footage to cool was considered as well as capacity and pricing. The Board discussed how many closures the library suffered last year due to heat.

4. Budget/Staff Salaries - Action Possible, Kim Diehm

Kim proposed a 3% raise for all staff except for two employees and she explained the circumstances for those exceptions. An error on the reporting sheet was discovered. Insurance will go up in January and Jim has estimated the cost. Jeff questioned the goal last year of 18.3 FTE equivalence and a proposed increase of a ¾ person, yet he noted the average cost went down. In trying to understand the numbers, it was determined that several long term people will not be on the payroll for the next fiscal year.

Jeff referred to the compensation study and ruminated about the philosophy which came out of that process. A discussion followed about merit based compensation and the actions which had been taken the previous year to bring pay rates into line with the new position classifications. Jeff indicated the Board presented questions in an advisory capacity and was not attempting to interfere with Kim’s management. He reflected on payment relative to performance and asked for contemplation because an automatic raise does not give anyone any reason to try harder. The Board determined this agenda item was informational and did not require action until the Board is required to approve the budget in May.

After determining that red lined changes are difficult to interpret on a black and white sheet, Kim asked to consider the policies out of order. First discussed was item number 6 – Employee Leave Policy, then number 7 – Holiday Closure, then number 5 – Employment and Compensation, then number 8 - Personnel Policy, followed by number 9 – ALA Library Bill of Rights, and finally number 10 – a 3D Printer Policy (however, items will remain here in the order number as per the original agenda).

5. Employment and Compensation Policy - Action Possible, Kim Diehm

Jeff suggested one change to the last paragraph. He proposed dropping the word “hourly.” He suggested changing the wording to “Nonexempt employees are employees…” as it will be less awkward.

Rachel Hunt moved to approve the Employment and Compensation Policy as amended. Marita Rhinehart seconded. Motion carried.

6. Employee Leave Policy - Action Possible, Kim Diehm
Kim explained the library’s temporary positions have proven to be stepping stones to more gainful employment at the Boulder City Library. The proposed policy adjustment would exclude benefit earning for some part-time employees. At this time three jobs fall in this category: youth shlever, adult shlever, and facilities assistant. She indicated the library will gain a savings if this policy is adjusted. She noted the cost to the library upon payout when a part-time employee leaves. She shared her discoveries about other local library districts and indicated that the current long-term shlever will be grandfathered in.

Kim explained the locations of the new exclusionary language. At the end of the third sentence of the current policy, “part-time employees working 15 hours or less” is added. A personal leave policy was created by moving a segment that had previously been under the heading “Holiday Closure Compensation.” The last paragraph is related to the addition of 12 hours of personal time for the affected individuals.

Jeff asked if time is granted all at once at the beginning of the year. He also asked whether this will run based on the calendar year even though the library runs on a fiscal schedule, July - June. Past issues and advice from Martha the auditor were discussed. Jeff suggested it may be time to ask again if the issues have been resolved that prevented the adjustment.

Jeff asked about terminology distinction between “professional employees” and “department heads” and recommended a change be made to the second paragraph to say either “department heads or professional employees” or to simply change it to “professional employees.” He also pointed out a typographical error in the fourth paragraph and asked to have “interferers” corrected (should be interferes). He and Marita noted it makes more sense to have a non-professional staff and a professional staff to be more clear. The Board decided to vote “as revised.”

Marita Rhinehart moved the Boulder City Library Leave Policy be accepted as amended. Rachel Hunt seconded. Motion carried.

7. Holiday Closure Compensation Policy - Action Possible, Kim Diehm

Kim explained that because a portion of this policy had been removed and placed in the policy just presented to them, the closure policy required approval in its current manifestation.

Jeff Breeden moved to accept the Holiday Closure Compensation Policy as presented. Marita Rhinehart seconded. Motion carried.

8. Personnel Policy - Action Possible, Kim Diehm
Kim explained language changes were made to make the policy sound more professional. Discussion followed regarding word choices and personal preferences and associations. Jeff questioned the removal of the section discouraging open-toe shoes and further discussion ensued. Appearance and philosophies about tattoos and piercings confirmed a generally liberal stance in libraries.

Rachel Hunt moved to approve the changes to the Appearance Standards: Dress, Grooming, and Personal Hygiene Policy as presented. Marita Rhinehart seconded. Motion carried.

9. Library Bill of Rights Policy - Action Possible, Kim Diehm

Kim explained ALA made a change to the Bill of Rights in January and she would like to correct the version within the BCLD policies.

Jeff Breeden moved to accept the updated Library Bill of Rights from ALA into the policy. Marita Rhinehart seconded. Motion carried.

10. 3D Printer Policy - Action Possible, Kim Diehm

Kim introduced this as a new policy. She noted classes should start in April and she explained several other library’s policies were combined to create a policy that seemed to cover the basics for this library. Jeff wondered if the wording ought to specifically include weapons. Kim didn’t want to include a list because of the possibility of missing something. The right to refuse a request should cover an objectionable item. Rachel pointed out there is an element of discretion. Jeff asked about limits. Pricing and the consumable nature of the supplies were discussed but it was determined the Board did not want pricing in the policy so it will be easier to change should the need arise.

Marita Rhinehart moved to accept the 3D Printer Policy as presented. Rachel Hunt seconded. Motion carried.

VI. Announcements:

1. Lego Challenge, 3:30pm Community Room, Thursday March 21, 2019
2. Guitars 101, 12pm Board Room, Saturday March 23, 2019
3. After Hours Movie, 5:30pm Community Room, Friday March 22, 2019 (Green Book)
4. Stoughton Wisconsin High School Norwegian Dancers, 6pm Amphitheater, Thursday March 28, 2019 - It was noted as great to see the amphitheater being used.
5. Library Closed for Staff Development, Friday March 29, 2019
6. Boulder City Library Board Meeting, 7pm Board Room, Wednesday April 17, 2019

Kim added Boulder City’s Big Clean on March 30th to the list and specified no VCR tapes would be accepted.
Rachel asked if an open house in spring had been scheduled in order to keep people engaged.

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 shared a compliment and started a conversation about the display of new books. He was especially pleased with the non-fiction purchasing and selection of current interest and political books. His only complaint was the lack of time to read all the items that interested him.

VIII. Adjournment:

Marita Rhinehart moved to adjourn. Jeff Breeden seconded. The meeting was adjourned at 8:25 p.m.