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

Also Present: Director Kimberly Diehm, Head of Youth Services Jessica Jones, members of the public Deanna Duffy.

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

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.

Ann Langevin moved that we accept the consent agenda, minutes of the regular meeting of March 20, 2019, and bills paid of $80,815.77 from the previous month. Rachel Hunt seconded. Motion carries unanimously.

IV. Reports:

Kim did not have anything addition to add, except that Hillary and her baby are doing well.

Rachel asked if the new meeting room software will be on the website or only through a staff machine. Kim explained that it will be on the website so patrons can book the room from home, although they will still be able to book them through the library staff members.

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
Jeff stated that the board had indicated at the last meeting that they should let the city know that the library is still interested. No one has notified the city as of yet.

Jeff asked if there was a point in having an architect or contractor look over the building to provide an estimate to determine if the library can afford to get the building up and running. Discussion ensued about how to determine the cost of renovation. Jeff will get the square footage and Jessie will contact a local contractor to ask for general bid.

Erika asked at what point the board members will decide that the cost is too much and if they should move forward. Jeff stated that anytime a board member wanted it to be added to the agenda, they can move forward with it. Ann brought up that the planning of what to do with the building would be a part of our strategic plan.

2. Tentative Budget – Action Possible, Kim Diehm

Kim reminded everyone that she can send Jim any questions they may have at this point. Kim found one error on page one of the tentative budget. Jeff stated that there are mistakes on the tentative budget narrative. Ann expressed concern over the collection development amount being under 10%. The revenue amounts that Ann and Kim were using were different, resulting in a dissimilar percentage. Kim will investigate the totals to determine what the proper amount percentage is and what amount will be library materials.

Rachel asked for clarification about the amount listed for databases.

Jeff asked what the $250,000 is in the general fund on page 8 of tentative budget and it was thought as an amount added in case of emergency. (It is actually the Capital Outlay amount: Library Improvement $90,000, Library Materials $150,000, Furniture & Fixtures $10,000).

Jim has suggested that the library does not go ahead with a medium term bond at this time, but instead build up the library’s savings.

Jeff asked if we need to keep paying the Willdan Financial Services for reporting the Annual SEC Disclosure Service after we pay off our bond. Kim stated that we were leaving it on in case it is needed for our July 2019 final bond payment.

Jeff made recommendations to Kim about writing the budget narrative. Kim stated that she will keep it in mind as she makes future narratives. He specifically mentioned that periodicals are budgeted at $18,000 and less than $10,000 is spent each year. Kim will check with Jim to make changes to balance periodicals (Supplies & Services) and library materials (Capital) in the budget.

Ann asked if the Education & Training and Travel numbers were intended to be equal. Kim stated that they were.
3. Trustee Emails– Action Possible, Marita Rhinehart

With Marita absent, the discussion was tabled for the May 2019 meeting.

4. Library Final Survey Report – Action Possible, Jeff Breeden

Jeff asked for any insights from the Patron Insights presentation. Ann stated that something that stood out to her was that in person groups have people who are very excited at the first meeting but do not show up again while online groups tend to have a steady attendance. Ann feels that Kim should keep digital fluency in mind when hiring future staff members.

Ann was surprised that there was a lower amount of patrons surveyed who feel the library has the same meaning as she does. For example, there was a lower number of patrons surveyed who thought of the library as helping people getting a job.

Rachel was curious how to reach people that we are not reaching yet. She feels that we need to do a better job of getting people to follow us, such as getting alerts from the website or having a bring a friend day with incentives. Our website could say follow us here on it to engage library users. She also feels that perhaps we should share some of the survey results on our website. Erika stated that she feels that it sounds like a good letter to the newspaper, informing readers of what the residents had to say.

Rachel pointed out that he discussed business partners quite a bit. She feels that we could work with the local businesses to provide programs.

Jeff inquired if there is an action item for the Library Final Survey Report. He feels that the community should see it. Rachel asked if we could post the whole document to our website while focusing on featured items on our social media. Kim will ask the staff member in charge of social media to post information about results online.

It was agreed that sharing the results with the newspaper would be a good idea. Rachel and Erika volunteered to write the letter but would like to know what the library board will be doing with the information. The letter will be stating that we are using the information to better serve the community. It was decided to get the letter out to the newspaper before the end of the election as more people will be closely reading the newspaper at that time. Creating a call to action was discussed, such as joining the Friends of the Library.

The board members inquired about the state of the Friends of the Library and if a staff member could assist them in getting them set up with an online presence. Whether the library staff could assist with the Friends of the Library was discussed. Virtual meetings, broadcasts, and mailing lists were discussed as something that may work for the Friends of the Library.
Erika sees the report as a good place to come to for clarity of message about the library and the value it adds to the community. Ann feels that it is a marvelous document that should be shared with the state library.

VI. Announcements:
1. Blood Drive, 12pm Community Room, Monday April 22, 2019
2. Biannual Local Author Faire, 1pm Community Room, Saturday April 27, 2019
3. Canning Class, 2pm Community Room, Saturday May 18, 2019
4. Boulder City Library Board Meeting and Budget Hearing, 7pm Board Room, Thursday May 23, 2019
5. Summer Reading Program for All Ages starts Tuesday May 28, 2019
6. Superhero Saturday, 1pm Community Room, Saturday June 1, 2019

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.

Deanna Duffy mentioned that email discussion lists may work for the Friends of the Library as an old-school way of digitally reaching out, rather than using Facebook.

VIII. Adjournment:

Rachel Hunt moved to adjourn. Ann Langevin seconded. Meeting adjourned at 8:14pm.