Minutes from the August 21, 2019 meeting for the September 2019 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, Deanna Duffy, and Michele Rustigan.

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 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.

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 asked for an update about Jim’s office space. A correction of percentages was requested for the Operating Budget page. The 17% for August 2019 should not be repeated in the September column. Jeff asked a question about the absence of data in July reported figures. Kim explained June-July-August were combined due to the abdication of the July meeting.

Michelle Rustigan requested a correction to the previous month’s minutes. She has lived here 9 years, not 1 year.

Rachel Hunt moved that the consent agenda, minutes of the regular meeting of June 19, 2019 as amended, and bills paid of $65,002.80 from the previous month be approved. Marita Rhinehart seconded. Motion carried.

IV. Reports:

Kim mentioned the December board meeting date needed to be changed for purposes of the auditor report. December 11th was discussed. Jeff suggested making a standard procedure of changing the meeting to the 2nd week of December. Kim explained, Martha the auditor, will be visiting November 18th to the 22nd.

The Board was reminded the next meeting start time has been moved to 6 p.m. for the bond pay-off celebration. Jeff asked about February’s meeting since the Credit Union dinner is always...
scheduled for the 3rd Wednesday of the month and will fall on the 19th. They agreed to change the February meeting to the 12th in 2020.

The Nevada Library Association conference is offered Sunday & Monday November 3rd & 4th in Reno. Kim asked about interest among the Trustees. Ann explained her experience of going in the past. Rachel said she would be interested in being the Board representative.

Marita said she did not see the number of people who had been turned away from the meeting room in Kim’s report. That number was on the statistics sheet. She questioned whether more computers would be needed in the computer center since use was up 44%. Kim noted putting more computers and tables in the budget as a hope, but space continues to be an issue. Kim informed the Board that patrons rarely have to wait and make reservations. The weekends seem to be the busiest for computer usage.

With circulation being down 3%, Kim was asked if this is a trend being seen in all libraries. She explained it is, however, she noted a shift in circulation to non-traditional and electronic items and she said it will be interesting to see how the games, cake pans, and other materials circulate in the next year.

Rachel noted she did not find any statistics for turned away groups for the meeting rooms. Kim said she would verify it, but it appeared there were no groups in July who sought a room and could not procure one.

Interest in the new cake pans was discussed. Rachel also pointed out that the SRP is a point of pride for the town and she and others shared their admiration for the success of the program.

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 Board of Trustees Applicant Interviews/Selection - Action Possible, Jeff Breeden

Three people expressed interest in application: Benjamin, Michele, and Deanna. Michele had the opportunity the prior month to introduce herself. Deanna said she was known to the Board but would be happy to answer any questions.

Discussion followed at this point. Jeff asked if the 3rd person who expressed interest is a patron. As he did not come to the meeting and had not produced an application, the group found it hard to make a decision without more information and decided they would be selecting between the two applicants present. Ann shared she had met all three people. Through her Lend-A-Hand and church interactions, she knew Michele well and would be placing her vote for this applicant. She also thanked Deanna for her services and expressed it is difficult to be a librarian and on a board.
Erica noted the awkwardness of open meeting law requirements insisting upon discussion of a decision while the people are in the room. The process was discussed, but since it did not pertain to a personnel issue, an open meeting was determined to be the proper procedure. Questions were asked of the applicants. Response to a potentially challenged LGBTQ display was asked about. Thoughts related to areas of the community not being served was another question presented to the applicants.

Erica asked Deanna if she could separate her experience as a staff member from the requirements of a Board member. She replied that as a taxpayer and homeowner, the interest in fiscal responsibility and policy would be her focus, while serving the public would be her top goal. She felt she could distance herself from her staff interest.

Ann asked Michele for observations about being on boards for the various organizations for which she has been a member. Michele described being the Secretary on a 15 person Mothers of Twins Club Board and also her experiences with the Mothers of Multiples organization for which she served as Education Chair. When Rachel asked why she was interested in applying, Michele said she wanted to help keep the library relevant and alive.

Jeff asked each applicant to describe the strengths of their opponent and to describe what benefit they would bring to the Board; one being a previous staff member and librarian and the other a patron and applicant with a fresh perspective. He also asked whether they saw any drawbacks to the unique qualities the other person would bring to the Library Board of Trustees. A discussion followed in which each applicant offered positive perspectives about the other individual. Neither foresaw drawbacks to the Board if their opponent were to be selected.

At Jeff’s request, Ann shared her perspective as a librarian who later served on a Board of Trustees. Ann offered candid observations about the difficulties she had experienced. She shared that serving on the Board where one had previously worked would be challenging and uncomfortable due to the nature of the position. She pointed out that making decisions about people’s pay checks and hours of closing may not be popular. She also validated a point Deanna had made about the advantages of being ahead on the learning curve. She explained understanding the papers and forms and way of doing things could be a benefit, especially with relation to learning Open Meeting Law. Ann was thanked for her observations and candor.

Rachel asked Michele for verification regarding the timeline of her experiences with the various Boards she served.

Erica offered a question for both applicants. She challenged each person to consider their feelings of advocacy knowing one of them would be leaving without the position. Both answered they would have no hard feelings and felt confident in the other’s capacity to be an asset to the library. Not being on the Board would not alter either person’s conviction or advocacy for the library.
Erica Tietjen made the motion to nominate Michele F. Rustigan to be the replacement Board member to the position Ann Langevin would be vacating. Marita Rhinehart seconded. Motion carried unanimously.

Jeff expressed gratitude to the two volunteers and expressed they were both outstanding choices. He then explained the upcoming process to Michele. She will still need to be formally ratified by the Board of County Commissioners. Open Meeting Law resources and classes were discussed as well as cautionary instructions about emails and communicating with one another. Marita offered to meet one-on-one to outline the boundaries.

2. Library Interest in 651 Adams Blvd - Action Possible - Jeff Breeden

Marita mentioned she had a conversation with Michael Mayes. She said the City was waiting for an audit report. After an official copy was received the communication would be open again. He thought the library was no longer interested since the bond issue did not pass. Marita instructed him otherwise.

Marita expressed her desire to move forward with it. She likes the idea of community gardens. Jeff noted the project would involve resources. A potential substantial expense is the library HVAC system. Resources were discussed.

Keeping the facility employee-less by use of a keypad entry or other such security was explored. Possibilities without huge investment were questioned. Erica asked whether renovations would be cost effective vs. starting over.

Ann and Jeff agreed an assessment would be needed but they both think renovation is a viable option. Kim reminded them they had talked about renting the space out for parties. Marita then mentioned the need for a kitchen. Jeff asked Kim whether the staff had expressed thoughts or concerns about having a satellite campus. Kim shared some impressions about special events. Jeff requested focused thought be given during the next month by staff to report back to them. As part of the brainstorming, he especially wanted the downsides the staff might foresee from their unique perspective which would give the Board a reason to say no. Kim stated security would be the biggest issue. A discussion about nefarious behaviors followed.

Rachel asked for the renovation estimate Jessie had previously offered after consulting a contractor. She was informed that figure was around $100,000. The additional price of external lighting, cameras, and parking was brought up. Jeff cautioned the group a potentially big decision might be facing them the following month.

3. Indebtedness Reports – Action Possible, Kim Diehm
Kim explained the report was due August 1st so it had already been sent in. The report explains how much debt the library has out and how the library proposes to pay for it and if new debt is intended. The capital improvement plan offers revenues and expenditures with estimated date of completion for each capital improvement project. Kim said Jim wrote the report so the library can combine borrowing with savings and be able to have an amount sufficient to do the first phase of renovations. Kim also explained if there were any changes needed, she could resubmit it to the Department of Taxation. Jeff wondered if they needed to ratify it in any way and the group did not feel it necessary since the report had already been submitted.

4. Board of Trustees Elections for fiscal year 2019-2020 - Action Possible, Jeff Breeden

The Board needed to select a Chair and Vice-Chair for the next fiscal year.

Ann Langevin nominated Jeff Breeden as the Chair. Rachel Hunt seconded. Motion carried.

Ann Langevin nominated Marita. Erica Tietjen seconded. Marita offered conversation. She noted both she and Jeff would go off the Board at the same time in May of 2021. She asked if either of the other two members would like to consider the position. After explanations, both members declined. It was verified that Marita can be re-appointed. When the motion was put to a vote. Motion carried.

5. Employee pay scale review - Action Possible, Jeff Breeden

Kim provided two years for comparison. Ann noted they were nearly the same and Kim explained in fiscal year 19-20 the only change was the addition in the B-1 scale of a Manager of Cataloging and Processing.

Kim explained she had contacted Pontifex, the company who had done the salary study, and asked if they could offer guidance for adjustments to fiscal year 20-21. Peter advised use of the Federal Employment Cost figure which would keep the library with the market and true-to-trend. A refresh, to be relevant to the market, would be recommended every three years. The consultant advised using the ECI. For year 20-21 he suggested the library use 3% across the board.

Budget preparation was determined to be the proper time to set the raises scale. After hearing that only one employee was capped at the top of their scale, Jeff expressed a reevaluation of the bands was not needed at this time since everyone else has the capacity to move within the established bands.

VI. Announcements:

1. Cooking Class: No Oven August, 2pm, Community Room, Saturday August 24, 2019
2. After Hours Movie, 5:30pm, Community Room, Friday August 30, 2019 (Upside being shown)
3. Youth Cursive Writing Workshop, Grades 3-5, 3:30pm, Community Room, Thursdays in September, 2019 (bought workbooks – member asked if coordinated with the elementary school)
4. Game Making Coding Club, Grades 2-8, 3:30pm, Community Room, Fridays in September, 2019
5. Library Bond Paid-In-Full Celebration, 6pm, Board Room, Wednesday September 18, 2019 (Marita would like 1/4 page ad in paper — letter to the editor already sent)
6. Boulder City Library Board Meeting, 7pm, Board Room, Wednesday September 18, 2019 (Plan to welcome a new trustee).

Ann said she started her library career as a shelver and was ending in 2019 after being a trustee. It was agreed that she has been and will continue to be a wonderful patron. As per Board tradition, she was offered a remembrance of the history of the library as a gift for her service. The tryptic created by Happy Hoekenga was gratefully received. Ann said it had been a great ride. The members thanked her and voiced appreciation for her guts, voice, and honest, frank discussions. Ann said she had enjoyed working with each and every member of the Board.

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Deanna added to her earlier marketing comments. She mentioned the Mystery Group discussion would be the following morning at 9 a.m. Any book in the Vince Flynn series would be discussed. It did not make it into any of the library’s advertising.

Michele offered her thanks.

VIII. Adjournment:

Ann Langevin moved to adjourn. Rachel Hunt seconded. Motion carried. Meeting adjourned at 8:33.