BOULDER CITY LIBRARY BOARD OF TRUSTEES MEETING
Minutes from the September 18, 2019 meeting for the October 2019 meeting.

**Members Present:** Jeff Breeden; Chair, Marita Rhinehart; Vice Chair, Rachel Hunt, Erica Tietjen, and Michele Franzese Rustigan.

Also Present: Director Kimberly Diehm, Assistant Director Anne Karr, Deanna Duffy, Martin Eisner, Brandy Bragan, Robert Thompson, and several other community members who joined the meeting after attending the bond pay-off party.

The regular meeting of the Library Board of Trustees was called to order at 7:06 p.m. by Chair Jeff Breeden.

I. **Pledge of Allegiance** Led by Michele Franzese Rustigan.

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.

Ray White, a member of the History and Arts Foundation and The Historic Preservation Committee, spoke to promote the idea of utilizing the space next door at 651 Adams Blvd. for a performing arts center. He suggested it would complement the amphitheater. He said he would like to foster a community theater group and shared that he is working on another historically themed play. He explained the high school theater is not available to community groups and he noted the L.A. Department of Water and Power building presents some challenges. He indicated having a small venue for events would be a service to the community. If the library does take possession of the property, he asked for the Board’s consideration of his proposal.

Brandy Bragan, identified herself as a resident of the Las Vegas area since 1986 and a resident of Boulder City since April of 2019. She indicated an appreciation for the games, activities, DVDs and programs the library offers. After introducing her companion, Robert Thompson, Ms. Bragan asked why another library only blocks away was being proposed on the agenda and expressed the opinion that there should only be one library. She then began to discuss her opinions about the community pool.

At this point, the Board explained they are not the City Council and clarified the library is separate from the City of Boulder City. Jeff expressed appreciation for the opportunity to correct a misperception and the Board explained the first agenda item related to annexing space next door but not creating a new library.

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’s comment related to page 2 of the minutes. She requested last names be included as well as title and company being represented. Jeff agreed journalistic form will prevent confusion over who “Jim” is 10 years in the future.

Michele Franzese Rustigan moved that the consent agenda, minutes of the regular meeting of August 21, 2019 as amended, and bills paid of 35,617.39 from the previous month be accepted. Marita Rhinehart seconded. Motion carried.

IV. Reports:

Kim mentioned the staff day closure to take place September 27th. One feature she highlighted was the opportunity for staff to receive a flu shot.

Through the One-Stop, Kim explained there will be résumé workshops offered at the library on the first Thursday of every month through June, 2020. Workshops will be offered from 1-3 p.m. and again from 5:30-7:30 p.m.

Next Kim addressed the previous month’s question about whether community groups had requested the meeting rooms and been turned away. She confirmed the number was indeed zero, but she presented a possible variable when she indicated the library is using new software which allows patrons to check availability on their own before putting in a request. Jeff asked if an option might be available in the software to monitor this statistic. Next discussed, was the possibility of adding a message area for a wait list. The Board agreed this statistic was important for them to be able to accurately evaluate whether more meeting space is still required. If the library does have the right amount of space, an annex may not be needed. Kim agreed to investigate.

Marita offered Kim congratulations upon reaching her 10-year mark with the library. Jeff commented he liked the reports about the new team members and he applauded the insight to include personal biographies. Board members also indicated appreciation to the new staff members who attended the party which provided them the opportunity to meet.

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 asked if there was any movement from the City. Discussion followed about the comments and suggestions offered by the staff for uses of the space. Marita expressed surprise at some of the recommendations. The comment was made that libraries are more than books.
Kim explained that since staff member Margie has retired, the employee known as MJ has requested to be referred to by her more familiar name, Margie. Her suggestion for storage usage initiated conversation about a backup generator and batteries.

Overall, Kim indicated the consensus included community use and library use. A multiuse building seemed to have been the staff vision. Jeff and Marita noted that they were in agreement with the staff. Expanding community involvement and outreach was the Board’s intention as well.

Kim went on to share the staff seemed very concerned about security. A path connecting the two areas was discussed, as was the benefit of additional parking. Jeff expressed appreciation for the brainstorming. Marita informed the group the City was still waiting for the final report on the survey of all of the properties being studied before they would make decisions about specific properties.

Next there was discussion to explain to the assembled audience the size of the building next to the library, the estimated price to make the space useable, and the history behind the question of the acquisition. The Board confirmed their belief in the utility of the property to the library.

2. Director Evaluation Information – Action Possible, Jeff Breeden

Kim explained her evaluation would be on the agenda in October, so we wanted to present them with information to assist with that process. She was asked for a status update to the goals made last year. She was also asked to present the five-year plan and an update to that. Jeff explained to the newest Board member the forthcoming process as it is accomplished under Open Meeting Law. Proposed goals and performance feedback will all be presented in an open meeting.


Kim introduced the Hotspot and Cell Phone policies as being new necessities to this library.

Marita raised the question about length of suspension and process for reinstatement. A discussion followed regarding the inclusion of “as pursuant to the Code of Conduct” and the sufficiency and clarity of the suspension policy.

Rachel noted wording within the Code of Conduct which alluded to a time period “to be determined” which Erica said was oddly placed. Jeff shared the opinion one place within the policy was preferable to repeating it within multiple sections.

Jeff raised a question with regard to the Hotspot Policy and a possible conflict with general ALA standards. Kim explained the dual standing ALA permits as a result of E-Rate funding. Jeff’s concern was the policy, as written, was not only impossible to
police but seemed inconsistent and against the library’s general mission. The Board suggested the wording “unlawful use” captured the main intent. Kim clarified the hotspot is internet the library pays for. The Hotspot policy is consistent with in-house policy because while there are no filters on the adult computers, patrons agree to no pornography or obscene searching.

Rachel offered a suggestion with regard to number five in the Cell Phone Policy. She proposed the library clearly make a cellphone friendly location by putting up a sign in that area.

Rachel Hunt moved the Board approve the Hotspot Lending Policy as presented. Marita Rhinehart seconded. Motion carried.

Marita Rhinehart moved the Cell Phone Policy be approved. Rachel Hunt seconded. Motion carried.

Code of Conduct Policy update

Kim explained there had recently been several instances of unattended items being left at the library. The question of size of items being brought in had also arisen. The choice was given whether they would prefer to update the entire Code of Conduct or just give feedback on what was presented as new material.

Jeff questioned if the staff was bound to progressive action or if a behavior could be so grievous as to receive immediate response. Kim explained staff will first give a verbal notification but response is at the staff’s discretion. She said they give the kids lots of leeway. Jeff expressed approval of the word choice shift from “readers” to “library users” as a means to reflect the many uses of the library.

The Board determined they would hold to allow for these changes and would approve the Code of Conduct at the next meeting.

Unattended Child

Kim explained this was pulled from Code of Conduct and expanded upon. She further explained the recent adoption within the library of the Code Adam procedures. With regard to this, it seemed best to pull this section out of the general Code of Conduct and have an Unattended Child Policy on its own.

Discussion centered around the distinctions being made about minors under the age of 18 and the specifics of children in the 8-10 age bracket. Changes to the policy shifting from actions taken after the library closes to pre-closing procedures were identified.

Erica Tietjen moved to accept the Unattended Child Policy as written. Rachel Hunt seconded. Motion carried.
Employee Leave

Kim explained, adaptations are proposed to shift wording to reflect the change from Calendar Year to Fiscal Year. Changes are proposed to make things more clear. For example, sick time cannot exceed three months. Marita pointed out the last word is missing from page 2.

A typo repair to the old policy will fix 5 to correctly indicate 15 on page 2. Marita suggested using the Public Employees Retirement System (PERS) standard of 21 hours to be the distinction between full and part-time employees. Discussion ensued regarding a gap between the 15-hour employee and the 20-hour employee. Jeff asked to have policies merged to one policy containing all elements in one place. He specified conditions such as bereavement leave should be spelled out for every class of employee so the policy is clear regarding each instance.

Marita questioned the last sentence on page 5. It was determined the 3 a.m. reference to working after jury duty was pursuant to the Nevada Statutes. The Board decided this policy review would be returned the following month.

VI. Announcements:
1. Chips and Salsa Cooking Class to be offered 2 p.m., September 21, 2019.
2. After Hours Movie, 5:30 p.m., September 26th- Showing The Public.
3. Homework Help – the newest Youth program is Wednesdays at 3:30 p.m.
4. Library Closed for Staff Day, Friday September 27.
5. Dungeons and Dragons Club will start Fridays in October at 3 p.m.
7. Next Board meeting will be at 7 p.m. on Wednesday, October 16th.

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 announced the mystery book group would meet the following Thurs. at 9 a.m. to discuss the Elizabeth George series. The next objective will be sub-genres such as espionage, thrillers, or the heist.

VIII. Adjournment:

Rachel Hunt moved to adjourn. Michele Franzese Rustigan seconded. Meeting was adjourned at 8:05 p.m.