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

Also Present: Director Kimberly Diehm, Assistant Director Anne Karr, Deanna Duffy, and Martin Einert

The regular meeting of the Library Board of Trustees was called to order at 7:00 p.m. by Chair Jeff Breeden.

I. Pledge of Allegiance Led by Erica Tietjen.

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.

Deanna Duffy shared a patron’s compliment to the BCLD staff for being helpful, friendly, and knowledgeable.

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 September 18, 2019 as provided and bills paid of $28,912.97 from the previous month be accepted. Michele Franzese Rustigan seconded. Motion carried.

IV. Reports:

1. Director's monthly Library Status Report and Department Head Reports - Kimberly Diehm

Kim offered an invitation for Trustees to join staff who would be attending the Las Vegas Food Festival at the Fifth Street School. She also informed them the library was seeking volunteers for a three-hour shift working Trunk or Treat from 3:15-6:16 p.m. on Saturday, October 26th. A Friends of the Library book social was upcoming on the 21st at 5:30 p.m. at Milo’s.

Kim shared the audit has been moved up a week. Because of this, the auditors will be meeting in the break room rather than the originally reserved meeting room.

An update on the Nevada Library Association (NLA) conference was offered. Rachel, Kim, Anne & Jill will attend. Kim also reported Jessie will be going to a family reading program training session in Carson City. Jessica was offered a grant to attend.

Jeff asked for clarification about the Story Walk listed in Jessie’s report. It will be at the museum until at least November 1st. He also had a question relating to Hillary’s report about emailing...
overdue notices. A distinction was made between automatic reminders for upcoming due-dates and the manual process for letters for material 30 days overdue or more. Jeff also requested a typographical error be corrected in the Circulation report. The 88,000 total circulation will need to be fixed. Meeting room cancellations were also discussed; especially focused upon was the Bernie Sanders visit that was decided against just before he had his heart attack.

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

   It was determined there was nothing new, so there was no action.

2. Director evaluation review - Action Possible, Jeff Breeden

   Kim had provided a list of both previous and current goals. The Trustees were encouraged to ask questions of Kim. Erica asked about what actions had taken place as part of the basement preparations for the build-out. Kim outlined looking inside boxes, making decisions, discarding, and organizing. There is shelving left over from the Henderson District Library still in middle of the space, but she expressed satisfaction at the improvement.

   Jeff offered kudos for providing links from the State Library for staff education and Marita remembered appreciating the links sent to them for Trustee training as well. Jeff noted the differences from the previous year’s goals were not significant and asked if Kim had any vision for veering off in any new major direction. Kim answered she anticipated keeping on the same path unless they had recommendations of something they would like to see done. Noting number four on her list, Jeff observed some changes that amounted to a retail refresh as material locations were being rearranged.

   Marita brought up conversation about the heading, Public Relations and speculated there has to be something the library is not doing. When she mentions things happening at the library she hears people say, “Really? I had no idea.” A discussion followed about both social media and “old school” methods for reaching the community and a list of locations to target was proposed. Marita wanted to have this improvement in the list of goals. Creating an inventory of places for advertising was suggested. Jeff offered it had been a good year, and he spoke for the Board in saying they appreciated Kim’s leadership. While the top goals remained the same, he commented the actions will be different.

3. Library 5 Year Plan - Action Possible, Kim Diehm

   Kim cited a recent managers’ meeting which noted that most of the goals from the current five year plan have been accomplished. Jeff asked about the 501(c)3. Kim described a conference session she had attended about the trend for smaller libraries to combine their Friends and Foundations. While the Friends group has been started, the Board members
agreed to leave the investigation of a foundation on the plan. They can determine at a later date if they still think it is not right for this library.

Marita joked about having a stone for a sign. The history of a sign in a location not obstructed by tree coverage was explained to the new Board member Michele. Kim said she figured the item should be left on the plan since it had not been accomplished as yet.

Kim summarized her manager’s thoughts for updating the plan. Modernizing with new technology, the carpet condition, and acoustical tile for sound dampening were among the top suggestions.

Jeff asked about the parking lot. Kim said it traditionally had been done about every three to five years. Michele verified she had noticed the lines fading. Marita asked about approaching the City to find out when they anticipate doing their section. She suggested the library may be able to tag on to their project when they repair the parking lot.

Erica suggested the timing might be appropriate when the library knows what will take place at 651 Adams Blvd. When the flow between sites is re-envisioned, she noted the timing might be right for the existing parking lot to be addressed.


Kim presented the Library Code of Conduct. It had been brought to the Board the previous month but some changes were made. She addressed the addition of Code Adam. Kim explained it generally said the same things, but in a nicer way, and she explained the additions and extractions. Marita inquired whether the intention was to post it and Kim affirmed that intention. Kim further explained the staff wanted to address personal items being left unattended. She additionally noted the inclusion of vulnerable persons in the new edition. Conversation followed to clarify the distinction between the terms “code” and “rules.” The title, Rules of Conduct was settled upon.

Marita Rhinehart moved to approve The Library Rules of Conduct as presented. Erica Tietjen seconded. Motion carried.

Kim explained the updated employee classifications. She made the information easier to follow. She also made cross references clearer. Michele noted a correction needed in the Table of Contents. Pay roll needs to be corrected to one word “payroll.” She clarified the approval date would be updated to October 16, 2019 and she questioned wording relating to 80 hours bi-weekly or 40 hours a week in a biweekly pay period. The group settled on the wording, “40 hours in a work week.” She also pointed out the word “in” was missing from page 3 section C, and she specified a correction to the word “defined” was needed on page 7, number 12. Clarification was also made between terminology regarding, “library manager,” and “Director.”
Michele Franzese Rustigan moved for approval of the Boulder City Library Employment and Compensation Information as amended. Marita Rhinehart seconded. Motion carried.

Kim indicated she had taken the Board’s advice and restructured the Employee Leave Policy. The new charts were well received. Wording was changed to support the shift to fiscal year from calendar year. Jeff asked how the shift would affect the audit. Kim said the auditor had been contacted for input before the change was made. A discussion about staff having 13 months to use their time took place. Attempts to simplify the transition with cheat sheets was brought to the Board’s attention.

Jeff asked about a benefits chart indicating Feb. of 2018 when something changed. It no longer is valid and he indicated the whole paragraph can be stricken because it is now expired.

Erica Tietjen moved to approve the Boulder City Library Leave Policy with an amendment to the last paragraph of number seven. Michele Franzese Rustigan seconded. Motion carried.

VI. Announcements:

1. After Hours Movie, 5:30pm, Community Room, Friday October 18, 2019 will be Men in Black International.
2. Painting Craft: Mixed Media, 1pm, Board Room, Saturday October 19, 2019. For ages 12 and up.
3. Mystery Book Club, 9am, Community Room, Thursday October 24, 2019. Marita noted the other book club should be indicated too.
4. Library Closed for Nevada Day, Friday October 25, 2019
5. Join us at Trunk or Treat! 3:30pm, Veteran’s Memorial Park, Saturday October, 2019
6. Boulder City Library Board Meeting, 7pm, Board Room, Wednesday November 20, 2019. Jeff added an endorsement for the brass band coming November 16th. He has played with 4 of the members. It will take place at 3 p.m. in the amphitheater.

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 shared ideas being discussed for the Winter Reading Program. A Fantasy Book Club will be offered the second Wednesday of the month for two or three months at 6:30 to give it a try. Deanna is looking at what Henderson has done. She also noted the use of the amphitheater for Liz Pohe’s memorial service and pointed out how nice it had been.

VIII. Adjournment:

Erica Tietjen moved to adjourn. Marita Rhinehart seconded. Meeting adjourned at 7:49 p.m.