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

Also Present: Director Kimberly Diehm, Assistant Director Anne Karr, Martin Einert, Andi Finnegan, Alana Wise, Sherri Mantanona, and Ray Zwierzycki.

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 Michelle 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.

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.

Rachel noted, in January they did the approval for the December minutes. A correction was needed to the minutes to reflect they were for the January meeting.

Jeff questioned one sentence in Marjorie’s report and asked to have some follow-up. A $200 inspection fee was charged and the invoice said no leaks were found, yet a week later an additional invoice came in for work done. He questioned whether that $200 should have been subtracted from the secondary work invoice.

Rachel Hunt moved that the consent agenda, minutes of the regular meeting of January 15, 2020 as amended, and bills paid of $50,255.00 from the previous month be accepted. Erica Tietjen seconded. Motion carried.

IV. Reports:

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

   Kim informed the Board a competitive grant had been submitted. Last year she was awarded one for the Microfilm reader. This one includes a new exterior book drop, a compilation of more ADA compliant service desks, and study pods. She said the library should know in April whether we will be awarded the grant or if parts of it are to be accepted.
The library is working with The City on a joint event, March 12th for the Census 2020 kick-off. This is an historical event because it is the first time the form can be filled out online. It will be a photo opportunity and the board members were invited to attend.

The Friends meeting was the day before. There are new active members and they held their first elections for replacement board members. Kim was happy to report there is excitement among the Friends.

Next month the agenda will include nominations for the Vice Chair position.

Rachel made favorable comments about the record breaking library usage statistics.

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

   Sherri Mantanona with President Alana Weiss are from the non-profit group DIRT (Desert Innovation, Research and Technology). They came to speak about a possible collaboration for use of the property next to the library.

   The presenters work for a wildlife consultant agency. They are biologists who work with construction agencies who help protect flora and fauna. The newly developed separate non-profit is DIRT. Their vision is to provide STEM outreach and to act as a liaison to create job force in trades and with wildlife biology.

   Sherri explained they had outgrown their home offices. They could foresee use of the property at 651 Adams Blvd. More than just providing office space, the DIRT officers want to develop innovative hands-on exhibits for the community through educational tours, community meeting spaces, and classes. A wildlife rehabilitation center is a long-term goal.

   Rachel asked about their current business model and asked what had propelled the new model. Sherri explained she’d been working with Bio-logical since 2015. The benefits of the charitable write-off with a 501(c)(3) drove the creation of DIRT. As an example, Sherri said solar plants give money back to communities, but they have to have the charitable write-off. They would like to toggle the partners they have to the best interest.

   Jeff expressed concern with partnering with a for-profit organization. Sherri suggested partnership be used in loose terms. She explained there are only three people involved in the business and all others are in the field. She brought up the security issue alleviated if the group maintains and oversees the property. She
promoted negotiations as possible. She is also willing to work with DIRT’s partners and acting as a liaison to those who donate materials and building skills who could help with renovation of the property.

Rachel described the building’s repair needs as clear, but she asked about the rest of the land and asked what Bio-logical and DIRT would need to make it work for them. Sherri explained they would need equipment (off road and RV) parking. They also anticipate a small annex storage facility for merchandise.

Kim mentioned that one interest of the library is for extra meeting room space. If there is a lease for their use, the library purpose would not get priority. Jeff spoke about revenue stream versus what is the main point of not having rooms. Knowing debt cost before making a decision was also mentioned. Parking was another point of conversation. It was suggested that Sherri and Alana come away with a sense that the Board might not see the partnership as serving the best interest of the library. They replied their purpose was to make the Board aware of their interest and to bring forward the conversation.

Erica mentioned the STEM outreach spoke louder than anything else to her as an overlap with the library mission. She encouraged developing relationship. Jeff mentioned the suggestion of a demonstration garden on the property and he noted that project would be a partnership opportunity.

2. Discussion of Trustee candidates - Action Possible, Jeff Breeden

Jill Sweet’s application was turned in but Kim had not specifically invited her back to attend the meeting. Two other citizens were in attendance to observe a meeting and were considering putting in applications. A discussion regarding the requirement of a background in finance occurred. Jeff assured that while the auditor encouraged it, it was not a requirement. The reward of the experience was promoted and questions were encouraged and answered. The key requirement was that the applicant must live in the service area. The decision was deferred for another month to allow additional applications to be submitted. Jeff asked Kim to follow up with Jill Sweet and have her come back the following month if she wanted to and to thank her for putting in her application.

3. Approval for transfer of funds from General to Capital Projects Fund - Action Possible, Jeff Breeden

Kim explained budget season had begun and consultant Jim Chachas wanted her to transfer $294,862 from the general fund to the capital projects fund. It is the amount of the difference between the budgeted ending amount and the actual ending amount for fiscal year 2018-19. She explained she needed approval to make that transfer, however, a County mis-posting to the library account in the amount of $600,000 had occurred, and until that had been resolved, the library would not make that transfer.
Rachel moved to approve the transfer of funds to the general fund left over from the fiscal year of 2018-19 in the amount of $294,862.

Jeff asked if an amendment would be acceptable to express the funds were to be transferred to the capital projects fund from the general fund.

Rachel made the amended motion to transfer the fund balance in excess of the amount budgeted in the general fund as planned when the FY 2018-19 budget was prepared to the capital projects fund in the amount of $294,862. Michele seconded the amended motion. Motion Passed.


Kim explained the next American Library Association (ALA) conference will take place in Chicago from June 25th - 30th. She encouraged a trustee to go as this conference has more sessions for trustees. She is planning to attend. Jeff has never been and will seriously consider it. Kim shared that early registration allows the library to save money, so she would need to know by February 20th.

5. Discuss any pay increase/COLA/Bonus for next fiscal year – Action Possible, Kim Diehm

Salary expenditures are coming in a lot under what was budgeted for, largely due to all of the new employees. Rachel asked last time for statistics and so Kim had pulled some out to highlight. The patron counter was new, so those numbers did not have a long comparison. Program attendance showed a 35% increase. Digital media use skyrocketed. Cataloging transactions showed an 87% increase.

As requested, Kim had checked with managers to get their thoughts about persons deserving of a bonus. The consensus was that not all value is quantified in program statistics. Projects, processing and billing all go into the success of the library. Managers expressed that the departments work as a team and they could not select stand-outs. They agree with the parameters spelled out in annual reviews.

Kim researched previous bonus history. In 2002, a general bonus was approved for $500 an employee. In 2008 a bonus was offered based on longevity. The 2012 bonus occurred for the RFID conversion contributions. In 2016 when there was a change in Director, the amount was split equally with $625 being awarded to each employee.

The Board discussed opinions about whether to offer bonuses and how to fairly make those distributions.
After discussing it further, the Board members agreed it was okay to pay up to the $20,000 the library would be coming in under budget. They also agreed that paying it in the middle of the fiscal year would be acceptable. They determined the distribution would be up to the Director’s discretion.

Michele Franzese Rustigan moved to approve the amount of $20,000 for the Director to distribute to the staff for bonuses.

Discussion ensued suggesting the wording “gross payable bonuses” be substituted and the amount be change to “up to $20,000.” A conversation about PERS contributions and whether they needed to give approval to the distribution also took place.

Michele Franzese Rustigan made an amended motion to give the Director approval to spend up to $20,000 in gross payable bonuses for the staff to be distributed at her discretion. Jeff Breeden seconded. Motion carried.

VI. Announcements:

1. Cooking Class: Chocolate, 2pm, Community Room, Saturday February 15, 2020
2. Library Closed for Presidents’ Day, Monday February 17, 2020
3. PAWS for Reading: Reading to a Therapy Dog, 11am, Board Room, Saturday February 22, 2020
4. After Hours Movie (Rated PG-13), 5:30pm, Community Room, Friday February 28, 2020 Harriet (Tubman) pg13
5. Saturday Crafternoon: Slime! 2pm, Community Room, Saturday March 7, 2020
6. Boulder City Library Board Meeting, 7pm, Board Room, Wednesday March 18, 2020

Michele mentioned her notes said Jim Chachas was to be consulted as to why the hourly pay rate was reduced which caused the $20,000 difference. Kim said he had responded that the library is part of the County family. Since this is how they had chosen to handle the PERS increase for each unit they work with, the library was affected in this way. In the future the library can adjust accordingly.

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.

There were no comments at this time.

VIII. Adjournment:

Erica Tietjen moved to adjourn. Rachel Hunt seconded. Meeting adjourned at 8:29 p.m.