May 16, 2024

The Churchill County Library Board of Trustees held a public meeting on Thursday May 16, 2024, at the Churchill County Administration Building, Commissioner's Chambers, 155 N. Taylor Street, Fallon, NV. The meeting was scheduled to begin at 3:00pm.

REGULAR AGENDA ITEMS

1. **Call to Order:** @ 3:00pm, Kelli Kelly
2. **Pledge of Allegiance**
3. **Public Comment?** Chairperson Kelli Kelly opened the floor to anyone wishing to make a public comment.

   Jim Barbee, Churchill County Manager, gave some clarity regarding the adjustments to the library budget. He made clear that there are no budget adjustment requests directed at personnel positions as those are flat in terms of funding. The only adjustments that need to be made is in regards to services and supplies, a difference of $26,595, or an adjustment from $177300 to $150,705.

   Zip Upham is the current president of the Churchill County Library Association but did not come to speak in that capacity. Upham noted that he served two terms on the Churchill County Library Board of Trustees in the past and was part of the hiring process that brought Director Quillen onboard. He has worked with Director Quillen on fundraising for the library and has had no issues with communication or other problems from her. Upham included that Director Quillen has been forthcoming and communicative with his board. Upham also commented that he understands that the NRS requirements for open meeting law, including the public discussion involving the annual evaluation of the director. Upham added that the meeting for the annual evaluation shouldn't be the only time that the Director receives direction and guidance from the board, it should be an iterative process throughout the year. Upham finished his public comment by offering his support for Director Quillen's continuing performance.

   Deputy District Attorney Jeff Weed noted that there were a number of written public comments submitted that were included in the packet for today's meeting and are part of the public record.

4. **Roll Call of Members:**

Present were: Trustees, Kelli Kelly, Ashlee McGarity, Jo Petteruti, Tara Price-Gritzmacher, and Jessica Rowe; Library Director C.L. Quillen; and Deputy District Attorney Jeff Weed.

Absent: County Commissioner Bus Scharmann

5. **Verification of the posting of the agenda:** Verified by Pam Moore, posted on May 9th

6. **Consideration and possible action – Approval of agenda:** Revision: None

A motion was made to approve the agenda as submitted by Tara Price Gritzmacher, seconded by Jo Petteruti. All in favor.

7. **Consideration and possible action – Approval of minutes, April 25, 2024:**
A motion was made to adopt the minutes from the March 28, 2024 meeting as submitted by Tara Price-Gritzmacher, seconded by Ashlee McGarity. All in favor

8. **Board of Trustees Report**

Chairperson, Trustee Kelli Kelly started her report by thanking Director Quilling for informational articles she shared regarding states advancing legislation around downloadable and e-materials contracts. Those articles have been circulated to legislators around our state to see if there is interest to join that effort.

9. **Library Directors Report**
    - Statistics – Director Quillen stated that statistics are in the packet and reminded the board that the reporting has been a little different so that it is more in line with the state requirements. Directory Quillen noted that the difference between attendance for the All Ages programs between April 2023 and April 2024 is due to the Empty Bowls program that has been moved to the fall for this year. Trustee Kelly asked whether the All Ages Programs and Attendance included totals from the Children's Programs and Attendance. Director Quillen responded that the two programs are separate and the Children's Programs for ages 0-5 are not included in the counts for All Ages. All Ages programs for 2023 included the now separated programming for ages 6-11, 12-18, and Adult Programs.
    - Library Budget – There is no new information regarding the budget. The County is working to finalize the budget and an update will be provided when it is available.
    - Coin Machine for Print Release Station – The machine is still broken, with the problem being the plunger. Envisionware initially said they didn't have a part and that the library would need to purchase the part. The representative, who is from Fallon, is trying to make arrangements for a replacement part. Director Quillen also noted concerns regarding the software update to be used for printing, specifically in regards to confidentiality and sensitive documentation.
    - Gate Count – Envisionware has shipped a part needed to repair the gate. The Co-Op director is hoping to be in Fallon to install the part soon. If this doesn't work out, Envisionware will send a tech to complete the installation.
    - Memory Kits – Kits are in and being cataloged. They'll be a great resource for people with memory and cognitive issues. There are 20 kits that were covered by grant funding through the Nevada State Library. Trustee Kelly asked if there was a timeline for having the kits available. Director Quillen answered that she expects them to be available be the end of next week (May 24). Trustee Petteruti expressed thanks to Director Quillen for following up on the kits, and stated that she's sure they will be well received in our community.

- Library Closure Due to Illness – Director Quillen stated that she received some questions regarding sanitization of the library space after being closed Monday, May 13th for staff illness. She reassured that the closure was linked to understaffing, that regular cleaning is still happening and there were no concerns or needs for extreme measures.

Next Board Meeting

The next board meeting will be held Thursday, June 27th, 2024 at 3pm in the Churchill County Administration Building 155 N. Taylor Street, Commission Chambers.

OLD BUSINESS –

A. **Consideration and possible action re: Evaluation of the job performance of the Library Director, C.L. Quillen, which can include consideration of the Library Director's character, any alleged misconduct, professional competence, and physical or mental health, and take administrative action, which can include action to approve the annual evaluation and authorize a one-step merit increase from Grade 72 Step 1 to Grade 72 Step 2, or action up to and including termination of C.L. Quillen's employment as the Library Director. The Board of Trustees may take a recess during consideration and discussion of the Agenda item.**

   Chris Spross, Churchill County Human Resources Director, addressed the Board. HR Director Spross stated that Title 3 of the Churchill County Code stipulates that all employees will be evaluated at least once per year by their supervisors. The library director reports directly to the Library Board of Trustees and therefore the evaluation is completed by the Library Board of Trustees. HR Dorector Spross continued, adding that NRS 241.031 requires that any discussion regarding the professional competence of a chief executive or administrative officer be done in an open session, therefore the performance evaluation of the Library Director must be done in this open session. On March 28th, Jeff Weed distributed copies of the evaluation paperwork to the Board. After receiving several requests, HR Director Spross emailed the evaluation paperwork so that they could be completed digitally. Only 4 evaluations were completed due to a vacancy in the fifth Trustee spot.

   The evaluations were used to complete 2 composite reports. The first report was used in discussion with the Library Director and it was a comprehensive report containing all of the comments from each evaluation as well as individual ratings for each of the categories in the evaluation. This report was hand delivered to the Library Director on April 16th. HR Director Spross noted that there was a comment about him not spending time talking about the report. He then reiterated that it was not his evaluation of the Director and he did not want to put words in anybody's mouth by expanding on any of the ratings or comments.

The second composite report was for this Board. This report did not contain any of the comments and contained only the average scores for each one of the categories. HR Director Spross expanded on that, adding that every section was given a number, with Excellent being 5, Good being 4, etc. Each category's scores were added up and divided by 4 (4 trustees=4evaluations) to give the average score included in this report. This is what is included in the packet and what is being reviewed. HR Director Spross then invited any questions on the performance evaluation process or the report.

Trustee Kelly invited Board discussion after pointing out the pieces of public comment submitted that pertain to this discussion.

Board discussion included the current short staffing issue and how it came about, Director Quillen's contributions to the library and its community outreach successes as well as perceived struggles with staff management and other community stakeholder concerns, and consideration of public comments and opinions that have been shared in other avenues regarding library leadership. The discussion also involved discussion around the evaluation process itself and some differing opinions on how they are to be completed.

HR Director Spross made clear that the performance evaluation process is the same for all county employees, the only exceptions being the Library Director because this position reports directly to the Churchill County Library Board of Trustees, and the County Manager because they report directly to the Board of County Commissioners.

During discussion of what the approval motion would include, Director Quillen was invited to contribute her perspective. As part of that contribution, Director Quillen shared about her excitement upon first accepting the position, her previous experience as a library director, achievements in the library world as an author and speaker, accomplishments achieved since she came on board, and support she has received from community members. The statement also included comments that were critical of how the current situation has been handled and how she's been targeted unfairly by staff and board members.

A motion was made by Jo Petteruti to approve Library Director C.L. Quillen's performance review, to include a step increase from Grade 72 Step 1 to Step 2, retroactively effective to April 25th 2024, with a follow-up review without a step increase conducted in the next 6 months, and the implementation of Employee Assistance programs that include conflict mediation training and involvement of a mediator. The motion was seconded by Tara Price-Gritzmacher. Those who approve the motion are Jo Petteruti and Tara Price-Gritzmacher. Those who oppose are Kelli Kelly, Ashlee McGarity, and Jessica Rowe. Motion failed.

Trustee Rowe shared that she voted nay due to the timeline, adding that, with the current state of things, the reevaluation would need to be sooner than 6 months.

Trustee McGarity shared that she voted nay due to the inclusion of the merit increase, considering that the merit, or conduct, is what seems to be in question to begin with.

The Board continued discussion on how to move forward in improvement, including supporting mediation for the director and remaining staff and other training.

The Board took a recess from 4:48pm-5:05pm

Upon return from recess, the Board discussed the idea of including progress updates of the improvement plan as part the monthly Director's Report, to which Deputy DA Weed followed up with a reminder to the Board of the notification requirements when discussing or evaluating performance. Additionally, planning for an agendized discussion in three months' time with potential action, in accordance with the NRS statute, including deliberation and potentially administrative action.

A motion was made by Jessica Rowe to approve the annual performance evaluation for Director Quillen with the step increase retroactively applied to April 25, 2024, with a three-month improvement plan to include mediation with staff and conflict management training on which she will report monthly as part of her Director's Report, and with a follow-up conversation at the August meeting potentially including administrative action. The motion was seconded by Jo Petteruti. Those who approve the motion are Jo Petteruti, Jessica Rowe, Tara Price-Gritzmacher, and Ashlee McGarity. Those who oppose include Kelli Kelly. Motion passes.

B. **Consideration and possible action re: Update on the filled and unfilled Library employee positions, including steps and approval for recruitment and hiring of unfilled positions and authorization to hire temporary employees and/or paid student interns.**

Director Quillen created and presented a reopening plan that is part of the packet, including staffing needs and hours. Discussion included issues that have arisen with Manpower, possibility of student interns, and other options to address staffing both short term and long term. In the area of Manpower and temporary staffing, HR Director Spross and Deputy DA Jeff Weed gave some direction regarding areas of care needed to assure compliance with employment best practices and laws.

Trustee McGarity had to leave the board meeting during this discussion.

Director Quillen is actively working with Churchill County HR to fill open positions as soon as possible, including the Adult Services Librarian position, as well as addressing the issues with Manpower and temporary staffing.

C. **Consideration and possible action re: Update on Library schedule and hours, including action to ensure the Library maintains the current schedule and hours or action to reduce or modify the library hours and schedule.**

Director Quillen's reopening plan includes options for possible hours of operation as well as programming schedules, etc. Additional Board discussion included community needs and ideas to address those needs with as little disruption as possible.

A motion was made by Jessica Rowe to cut Library hours to 48 hours per week on a schedule determined by the Library Director for a six-week period, being revisited at the next regularly scheduled Library Board of Trustees meeting on June 27, 2024. Those who approve the motion are Jo Petteruti, Tara Price-Gritzmacher, and Jessica Rowe. Those who oppose include Kelli Kelly. Motion passes.

NEW BUSINESS

A. **Consideration and possible action – Action to approve monthly budget report.**

A motion was made to approve the monthly budget report as presented by Tara Price-Gritzmacher, seconded by Jo Petteruti. All in favor.

B. **Consideration and possible action – Action to approve the Library Gift Fund.**

A motion was made to approve the Library Gift Fund by Jo Petteruti, seconded by Tara Price-Gritzmacher. All in favor.

C. **Consideration and possible action – Action to approve $5000 from the Morgan Trust-Gift Fund for books, DVDs, and digital items for the remainder of FY24.**

A motion was made to approve $5,000 from the Morgan Trust-Gift Fund for books, DVDs, and digital items for the remainder of FY24 by Jo Petteruti, seconded by Tara Price-Gritzmacher. All in favor

Public Comment –

Trustee Petteruti made a request for the following agenda items for the next meeting: notes from the staff meeting attended by Trustees Kelly and McGarity; revisiting the Board's bylaws with the purpose of building in new categories including director responsibilities, and the handling of the termination of board members by the board in lieu of terms expiring.

Adjournment: Kelli Kelly, 5:55pm

Respectfully submitted,

Ashlee McGarity
June 16, 2024