

MINUTES OF THE CHURCHILL COUNTY LIBRARY BOARD OF TRUSTEES

155 N. Taylor St., Fallon, NV 89406

May 31, 2024

Call to Order:

The regular meeting of the Library Board of Trustees was called to order at 3:00 PM on May 31, 2024.

Pledge of Allegiance:

The Pledge of Allegiance was recited by the board and public.

Public Comment:

Vice-Chair Petteruti asked if there was any public comment. Donna March said I have been part of this community for decades. She shared a little history of the Library, which started in a storefront downtown. She worked in a school Library, partnered with the community Library, and volunteered with the county Library for several years. She expressed kudos for the support staff and volunteers, especially the most recent staff, who are greatly loved and missed.

Mattie Serna said please open the Library ASAP. The cost of living in Churchill County is too high and the Library helps community members cover gaps in any deficiencies. She mentioned that Bus Scharmann wasn't aware that the Library was closed. She wondered if there are possible discretionary funds with the county that could be used for the Library or museum.

Ken Thomas said he has a Navy connection. He wanted to express that his grandchildren love the Library. He mentioned that, if an organization isn't sufficient or growing under the current management, then fire the manager. There were no further public comments.

Roll call of members:

PRESENT: Member Jo Petteruti, Vice-Chair
 Member Ashlee McGarity
 Member Jessica Rowe
 Member Tara Price-Gritzmacher
 Civil Deputy District Attorney Jeff Weed
 C.L. Quillen, Library Director
 Deputy Clerk to the Board Pamela D. Moore

ABSENT: Commissioner Harry Scharmann

Verification of the Posting of the Agenda:

It was verified by Pamela D. Moore, Deputy Clerk to the Board, that the Agenda for this meeting was posted on the 24th day of May, 2024, between the hours of 1:00 and 3:00 PM at all of the locations listed on the Agenda, in accordance with NRS 241.

Consideration and possible action re: Approval of Agenda as submitted or revised:

Member Tara Price-Gritmacher made a motion to approve the Agenda as submitted. Member Jessica Rowe seconded the motion, which carried by unanimous vote.

Letters Received:

A- Kelli Kelly's resignation as a member and the Chair of the Churchill County Library Board of Trustees dated May 16, 2024.

Kelli Kelly submitted her resignation as a member and the Chair of the Churchill County Library Board of Trustees dated May 16, 2024.

FISCAL IMPACT: N/A

EXPLANATION OF IMPACT: N/A

FUNDING SOURCE: N/A

ACTION REQUESTED: None; Informational Only

This item was presented for informational purposes only and no action was taken.

New 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, and professional competence, and take administrative action, which can include 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 this Agenda item.

Pursuant to NRS 379, county Library trustees, among other duties, establish, supervise, and maintain a Library, as well as appoint, evaluate the performance of and, if necessary, dismiss a librarian/executive director. NRS 241.031 prohibits holding a closed meeting to consider the character, alleged misconduct, or professional competency of a person who is an appointed public officer or who serves at the pleasure of public body as a chief executive or administrative officer or in a comparable position, such as the Library Director. A copy of the proof of service regarding the written notice of the time and place of the meeting provided to the Library Director has been included in the Agenda Packet. The Board of Trustees may evaluate the Library Director's job performance and take administrative action up to and including terminating C.L. Quillen's employment as the Library Director.

FISCAL IMPACT: N/A

EXPLANATION OF IMPACT: N/A

FUNDING SOURCE: N/A

ACTION REQUESTED: Accept

C.L. Quillen provided a brief update about the Library.

Member Tara Price-Gritmacher made a motion to terminate C.L. Quillen's employment, effective immediately. Member Ashlee McGarity seconded the motion, which carried by majority vote, with Member Jo Petteruti voting nay.

B- Consideration and possible action re: Update on Library schedule and hours, including action to open the Library and set the schedule and hours of operation or action to continue the temporary closure of the Library.

The board will consider an update on Library schedule and hours, including action to open the Library and set the schedule and hours of operation or action to continue the temporary closure of the Library.

FISCAL IMPACT: N/A

EXPLANATION OF IMPACT: N/A

FUNDING SOURCE: N/A

ACTION REQUESTED: Accept

Chris Spross, Assistant County Manager/Human Resources Director, said the county certainly cares about the Library. In the event that something like this were to happen, as happened today, we have been working to make sure that we had a way forward. In short, we have reached out to Carol Lloyd, the previous Library Director, and she has agreed to come back on an interim basis. She will not be back in state until the third week in June. Mel Glover, the Museum Director, has graciously volunteered to give a little bit of oversight for the Library during that period. I reached out to a couple of staff members who had recently tendered resignations and they are willing to come back. I have not spoken to them as to what day because I did not know whether the Library would be open tomorrow or whether it would be open on Monday. I am sure they are listening and, if not, I told them that I would contact them after the meeting to talk about when the Library could be open.

We have received applications for the Librarian position. Both the Director and myself have reviewed those. We had not scheduled any interviews in the event that something like this may happen. We recently also advertised for the Library Assistant position, which just went out a couple of days ago, so that will take some time to get applications in and go through the process. We have some staff. I believe that our one part-time Page, who tendered her resignation, her last day was yesterday. I have not been able to reach her to see if she is interested in coming back. I do not know the circumstances as to why she left. We have two Librarians who are willing to come back. With that, we would have two Librarians and a part-time Page for staff. Vice-Chair Petteruti asked when he would anticipate them starting. Mr. Spross said they didn't really say but I think, if the Library were to open on Monday, as I mentioned, I will reach out to them after we are done here and see if Monday would work for them. I didn't want to make any presumptions as to when the Library may or may not be open, so I didn't want to set a day until I knew. I told them that I would let them know after the meeting when the schedule was decided upon.

Vice-Chair Petteruti asked if he had a proposal for how we will cover the Summer Reading Program tomorrow, as we have a bunch of scheduled trucks coming for the opening. Mr. Spross said I do not have anything for tomorrow. I did the best I could to find people or previous staff that had worked there that would be willing to come back. As far as who can cover this or that, I think tomorrow is pretty fast to try to put something together, with it being 3:30 on a Friday afternoon. I will reach out to Mr. Glover to see what he has. I will reach out to the two staff that want to come back and see what their thoughts are on what we can do.

Vice-Chair Petteruti asked if the board members had any questions for Mr. Spross. Member Rowe said I do and you may or may not have an answer to this. If you have already been in conversation with Carol, is she able to consult on some of the hiring, even from afar? Mr. Spross said that is a good question. Carol said she will make herself available, although she is out of state. She said she would be more than happy to look at applications and give her opinion on any sort of hiring potential. That would be the Librarian position that we recently just evaluated. I know nothing about being in the Library, so we like to have two or more people reviewing. I did the best that I could but she will certainly be involved in looking at applications, to the point where she would be involved in the search and recruitment of a potential Director. Member Rowe said that helps a lot and part of the reason why I am asking is because she is going to be coming back into an Interim Director position, so she will need to be vetting the staff that will be coming through. If she is willing to be part of the conversation about how we staff, that might allow us to keep moving forward on filling that position without having to delay. Mr. Spross said I think Carol is more than willing to work from afar, so to speak, and see what we can do to move things forward.

Vice-Chair Petteruti said seeing as how these last two people maybe are the ones who are willing to come back and because it is such a short time period since they left, is it easy for them to just come back in or is there a whole interview or a more elongated process? Mr. Spross replied that both of them left last week, so there is really no re-hiring process. We are still in a window where paperwork hasn't been completely filed and filled out, so we are able to just say if you want to come back, you can come back. Vice-Chair Petteruti said they will come back into their existing positions or the positions they left? Mr. Spross confirmed they will return to their positions.

Member Price-Gritzmacher said I have a question about Mr. Glover. Would he have the ability to also help with hiring or scheduling the staff? How will it look for him being in that role? Mr. Spross said I think this is similar to the situation when we lost our Museum Director and the Library Director had 40,000 foot oversight as to what was happening at the Museum. I would value Mr. Glover's input. County Manager Barbee said Mr. Glover will be standing in just to give the staff that is coming back someone to interact with. We will be relying really on Carol to do the review and to do that hiring process. In the conversation that I had with Carol, she is looking to arrive back in state between the 17th-19th. On the county side, we have a process to bring Carol on, which would have to go through the Board of County Commissioners' meeting next week declaring that as a critical need position and then bringing her forward to you in a special meeting to then hire her into that position. She is willing to do something like 6 months to get everything back up and running. I think, while she is on the road traveling back from the east coast, she would be willing to interact and communicate and work with folks on reviewing those applications. I think that is what we would really want, as she has the expertise in evaluating those positions and doing those components. It may be Mel one day, it might be me another day checking in, and perhaps Chris on another day just trying to not have necessarily a defined role as Interim or Acting Director. To get anyone as Interim or Acting Director, because that authority lies with this board, we have to tee all of that and bring that up to you. As county

staff outside the authorities that exist with this board, we would be trying to assist and help out at our own ability and availability.

Member Rowe said how can the board assist? It sounds like there is a plan in place. You mentioned the two eyes need to be on the vetting of the candidates. Mr. Spross said two at a minimum. Ms. Rowe said I am sure that, with Carol running point, she can let us know what sort of assistance she needs but we are willing to help there. If you need us in any other mechanism, let us know. Mr. Spross said absolutely. The complication becomes, when you act individually from the board, you are acting individually and not representing the board. I can't just simply say, "Hey, can one or all of you review these applications?" There is a complication with the quorum and then you couldn't consult with one another about what you thought about each applicant. If there is something that is needed, I will certainly reach out to you individually and ask for any sort of assistance. Vice-Chair Petteruti said it is a delicate situation just because we are not supposed to be involved with staffing. That is the responsibility of the Director, so we oversee the Director but we don't have a hand in what the staff-level choices are. It could be difficult. I know we were involved in the selection of the Director and probably will be again. Member Rowe said I understand and thank you for that clarification. It was more of a question of what the county might need from us in order to help them with the plan that they have established in an effort to move forward because we do have a timeliness factor there and we would like to be able to help. Vice-Chair Petteruti said I think they would welcome all of us as volunteers from time to time to help through the transition, so that may be something. Mr. Spross said we would love that.

Mr. Spross added that, as stated, it is very difficult at this time to determine what the schedule is going to be. I think tomorrow is probably unrealistic, although I am not ruling it out but, every time a schedule is set, this board has to convene to either provide input or approve. That will be really difficult starting Monday morning as to what the days are going to be. We have two Librarians and one part-time Page. We are still in the same situation where we can't be open all the time, so I would ask, although if I am crossing the line, please tell me, that maybe the board give Mel or Mr. Weed some sort of flexibility in what that schedule might look like because I do not want to have to call another meeting on Monday for the following Monday to talk about what the schedule is. We are closed for another week, so this is a very awkward time. There is going to be some headache through this process but I think every time we need to adjust a schedule, it will be very difficult to try to do that in a fluid motion when we have to convene the board every time we have to talk about that.

Civil Deputy DA Weed said the District Attorney's office does not want any flexibility and we do not want to be involved in any decision making, nor should we be, other than just providing legal opinions and advice. As far as providing some sort of authorization on a temporary basis to determine what those hours might be, I think that would be appropriate, as long as it is not our office. Vice-Chair Petteruti said the most recent schedule that we adopted was a 48 hour week and I think we were closed on Sunday and Monday, although I am not sure I remember it too well. It was a shortened schedule, as opposed to the 55 hours. I don't know if that will help to use as a starting point. Mr. Spross said I think that is a good starting point. We will have two Librarians who can work and, obviously, split their shifts. We have one Page left but, if there

are volunteers, those volunteers can do some of the duties that the Pages typically do and then the Librarians can cover that 48 hours. I don't claim to be a scheduler for the Library, so this is difficult for me to see who has to be where. I think, between the two Librarians, one part-time Page, and then a couple of volunteers we may be able to meet, and I believe the Library is still working with Manpower, that is turning out to take a little longer than we anticipated, we may be able to meet that schedule. I would really like for Mr. Glover, myself, and the remaining staff to have a sit-down and get their input on what they think it is going to take to keep the Library open for that minimum of 48 hours. The reason I was asking for some of that flexibility or to remain a little more fluid is, if we sit down and they say that 48 hours is really a stretch until we get this other Librarian or until we get this Library Assistant, we would feel more comfortable with 40 hours and these are the days and hours that we are thinking about. We are not saying take it from 48 hours to 12 – this would be a small adjustment and allow remaining stuff and Mr. Glover to have that latitude to make that decision.

Member Price-Gritzmacher said I would like to make a motion to authorize Mr. Glover to act in that interim role and to have the flexibility, working with HR and staff, to set the schedule as they can with the staffing available so that the Library can open this next week, if at all possible. Then, if we have to come back quickly after we get more information to talk about more hours until Carol returns, we can do that. Does that make sense? Mr. Spross said that is what we are looking for is some sort of motion from the board to allow for that fluidity.

Member Tara Price-Gritzmacher made a motion to authorize Mr. Glover to act in that interim role, until Carol comes on board, and to have the flexibility, working with HR and staff, to set the schedule to be open as much as possible with the staffing available so that the Library can open.

Mr. Weed said the only thing I would add is that I believe, at the last meeting, the Library was closed temporarily through today. Obviously, through this motion, the ability to modify that schedule is in place. In talking today with some co-workers, I know that tomorrow morning, at 10:00 AM, there is a Summer Reading Program kick-off event. I think this motion can go through and we can still talk about some things. I just wanted the board to be aware that there are things scheduled for tomorrow. Ms. Petteruti said we do need to discuss that.

Member Tara Price-Gritzmacher made a motion to approve Mel Glover, Museum Director, to act in the interim, until Carol Lloyd returns, and to have the flexibility to work with HR and the Library staff to coordinate a schedule moving forward in which the Library can be open as much as possible. Member Jessica Rowe seconded the motion, which carried by unanimous vote.

Member Rowe said, to handle the question of tomorrow, would you like to have a secondary motion. Vice-Chair Petteruti said I would like to entertain a secondary motion to address how we will handle the Summer Reading Program kick-off event tomorrow.

Member Jessica Rowe made a motion to allow Mr. Spross and Mr. Glover to discuss the feasibility to safely run what is scheduled for tomorrow in such manner as they deem appropriate and, if deemed to be a safety risk, they have the latitude to make that decision. Mr. Weed said, if that is the way that the board wants to go, I think that is already included in the previous motion. I don't think we need another motion. I just wanted to make sure that we all knew there is an event tomorrow. Vice-Chair Petteruti said, in that case, should we state that the Summer Reading Program event is off tomorrow? Now, it is 3:40 PM the day before and it will be hard to get the word out. I hate to disappoint the little kids. If we can all show up and drag Mel down there and, perhaps, enlist a few people who are here today as volunteers, maybe we can pull this off. We just have to have people to handle check in and watch over the kids and check in the trucks. We maybe could do it ourselves. We have all been at events together in the past. Mr. Weed said the board has authorized Mel to work with HR to figure these things out, so I think that would be appropriate. As you said, it is 3:40 in the afternoon. Board members can be at places together. You can't deliberate or take action or things of that nature. You can be at things together but there are certain limitations. County Manager Barbee said, to be clear, Mel has committed to nothing. We are saying we are going to fill in where we can. I can't guarantee him for tomorrow, because I have not had a conversation with him. I agree, we want to do what we can but that is a pretty heavy lift to just say, "Tag, you're it." We are willing to be right there and assist where possible and communicate through Chris. It may be a bit of volunteers from folks in this room because, honestly, I can't commit Mel if I have not had a conversation with him about tomorrow. Ms. Petteruti said thank you. It is a heavy lift all the way around. Member Rowe asked how long is the event scheduled? She replied that she believed it was from 10:00 AM to 12:00 PM. Last year, when we did the carnival, it ran a little later than noon, until about 2:00, so that was a long event. This event has the trucks, so kids can come out and see those trucks. We could probably do it for just a couple of hours. I think we need to be there by at least 9:00 AM to check in the trucks or maybe a little earlier. We can figure that out if you ladies are willing. Member Rowe said I am unavailable tomorrow during that time, I am so sorry, but I can find a really good proxy for me. Member Price-Gritzmacher said I can give a few hours in the morning, as did Member McGarity.

Member McGarity said how are we going to have access to the Library itself if all of us are volunteers and there aren't any staff members? County Manager Barbee said we will grant you access one way or another, whether that is with Facilities or with keys or whatever. One way or another, we will work that out. We will make sure that somebody is there and it is open.

C- 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.

The board will consider an update on the filled and unfilled Library employee positions, including steps and approval for recruitment and hiring of unfilled positions.

FISCAL IMPACT: N/A

EXPLANATION OF IMPACT: N/A

FUNDING SOURCE: N/A

ACTION REQUESTED: Accept

County Manager Barbee said I know nothing on this item, other than the positions have been released. Mr. Spross is out right now in the hallway working on trying to get people for tomorrow. Let's give him a few minutes. Member Price-Gritzmacher said Mr. Spross already answered a lot of these questions. I feel like we are good on that according to his report earlier. Vice-Chair Petteruti said that is true. I just didn't want to skip over it. The board took a brief recess to wait for Mr. Spross.

Upon his return, Mr. Spross said he had nothing further to add other than what he had already reported. There was no action taken.

Set date and time of regular/special Library Board meeting(s): :

There were no special meetings scheduled, so the next regular meeting is June 27th at 3:00 PM in the Chambers.

Public Comment:

Vice-Chair Petturuti asked if there was any public comment but there was none.

Audio File:

The audio recording file failed to record the entire meeting due to a mechanical failure. The record should reflect that a good faith effort to comply with the provisions of subsections 4 and 5 of NRS 241.035 were made, but the county was prevented from doing so because of factors beyond the county's reasonable control, including, without limitation, a power outage, a mechanical failure, or other unforeseen event, and such failure does not constitute a violation of the provisions of this statute.

Adjournment:

The meeting was adjourned at 3:51 PM.



Vice-Chair Jo Petteruti

ATTEST:



Pamela D. Moore, Deputy Clerk to the Board