

MINUTES OF THE CHURCHILL COUNTY LIBRARY BOARD OF TRUSTEES

155 N. Taylor St., Fallon, NV 89406
July 25, 2024

Call to Order:

The regular meeting of the Library Board of Trustees was called to order at 3:00 PM on July 25, 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 but there was none.

Roll call of members:

PRESENT: Trustee Jo Petteruti
Trustee Jessica Rowe
Trustee Sue Segura
Trustee Ryan Swirczek
Library Director Carol Lloyd
Civil Deputy District Attorney Joseph Sanford
Deputy Clerk of the Board Pamela D. Moore
ABSENT: Trustee Sari Koehler
Commissioner Harry Scharmann

Verification of the Posting of the Agenda:

It was verified by Pamela D. Moore, Deputy Clerk of the Board, that the Agenda for this meeting was posted on the 19th day of July, 2024, between the hours of 9:00 and 11:00 AM 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:

Trustee Jessica Rowe made a motion to approve the Agenda as submitted. Trustee Ryan Swirczek seconded the motion, which carried by unanimous vote.

Consideration and possible action re: Approval of Minutes of the meeting held on:

A- June 27, 2024.

The Minutes of the meeting held on June 27, 2024 are presented for the board's consideration and approval.

FISCAL IMPACT: N/A

EXPLANATION OF IMPACT: N/A

FUNDING SOURCE: N/A

ACTION REQUESTED: Accept

Trustee Jessica Rowe made a motion to approve the Minutes of the meeting held on June 27, 2024 as presented. Trustee Sue Segura seconded the motion, which carried by unanimous vote.

Library Board of Trustees' Report:

Trustee Petteruti welcomed Trustees Swirczek and Segura to the board. Trustee Segura thanked the Board of County Commissioners for appointing her and said she had a great time at the Library yesterday. It took me back to 1983 when I was able to take my kids to Story Time. The Library was full and the kids were cutting things out and having a great time. They were looking at books and putting things together. I really enjoyed it. Trustee Swirczek thanked the Board of County Commissioners for the appointment and said he is excited to serve and help out the Library. Trustee Rowe said I appreciated meeting with Carol this last week. The conversations that we had were really hopeful. I know there is a lot of hard work being done and I have been really heartened by the work that the staff has been putting in and by the support from the community. Thank you to everybody for all of the hard work. Vice-Chair Petteruti said I will second that comment.

Library Director's Report:

A- The Library Director will provide an update on staffing, statistics, calendar, library hours, and Open Meeting Law training to occur on August 22, 2024.

The Library Director will provide an update on staffing, statistics, calendar, library hours, and Open Meeting Law training to occur on August 22, 2024.

FISCAL IMPACT: N/A

EXPLANATION OF IMPACT: N/A

FUNDING SOURCE: N/A

ACTION REQUESTED: None; Informational Only

Library Director Carol Lloyd said I want to thank the outgoing Trustees, Tara Price-Gritzmacher, Ashlee McGarity, and Kelli Kelly for their years of service and everything that they did for the community. I would like to welcome our new Trustees, Ryan, Sue, and Sari, who is not here today.

With regard to staffing, Magdalena Bear is our new Adult Services Librarian. She started on July 9th and is full-time. She volunteered in the Library prior to accepting this position. She has a good sense of who we are and what we do. We are in the process of training her. Cade Godfried was promoted from Page to Library Assistant on July 9th. That is a part-time position. The second Page position closed on July 23rd and I am working with HR on the next steps to get that position filled. The Digital Information Services Librarian and the Library Director position both close on August 9th.

The Library is currently open 40 hours per week, Tuesday through Saturday, from 10:00 AM to 6:00 PM. My goal is to resume 55 hours per week as staff gets trained. We are not open to full capacity at this time. That is the most important thing that we can do to serve our community.

Our calendar was included in your packet. The Summer Reading Program ends next week. Programming currently offers three Story Time sessions weekly. We also do family game night, Reading with Rover, and the Seed Library. Those are all self-directed and that is the only reason we can keep those going. Again, the goal is to get the staff trained and fully open so that the next Director can build programming from a solid base foundation.

The statistics are in your packet for 2023 and 2024. I gave these to you so that you can compare one to the other. Please note the error on the gate count for 2023-2024. We are working with Carrie Ward, who is the Director of the Nevada Library Cooperative. She has been here for a day and a half putting in a new electronic board. We are now waiting to make contact with our vendor to download the software to get that gate working again. That tells us how many people come in and out of the Library and also acts as a trigger if somebody leaves without checking out a book. It beeps and then the computer tells us which book they have in their backpack. Nine times out of ten it is because they forgot to check it out or it didn't check out correctly. It is an important thing for us to have.

The Open Meeting Law training will take place at your next board meeting on August 22nd. It will be facilitated by Deputy DA Jeff Weed. Thank you to all of the county departments who have been so welcoming and helpful to me in the last month. Everybody has been pretty darn nice. Particularly, thanks to the Library staff for their hard work. They are working really hard to try to get stuff done. As you know, I am available to answer your questions at any time. You can call me or come and see me. That is what I am there for.

Trustee Segura commented that she met with Carol two days ago and then came back to Story Time. At 4:00 AM this morning, I had a question and texted her, although not that early. She got right back to me, so all of my questions were answered that I had about the report, which I appreciate. Ms. Lloyd said I really appreciate everybody's attention to reading all of the stuff and asking the questions because it is a lot. As I told most of you, I am happy to go over it as many times as it takes because, sometimes, we don't get it the first time. I am happy to do that.

Vice-Chair Petteruti said, when I had started, you sent me a link to what I think was the State Library Association Board of Trustee training. Do you still have access to that? Ms. Lloyd said that is so old, I wouldn't send it out again. That has not been updated. That might have come from the State of Nevada. I also found one from another state where they do little funny skits to try to get the point across, which is very effective. Again, most of that stuff is so old. I will try to pull some stuff out but that is also something that the next Director would be better suited to handle than me.

Vice-Chair Petteruti asked if there was any public comment but there was none. This update was provided for informational-purposes only and no action was taken.

Set date and time of regular Library Board meeting for August 22, 2024 at 3:00 PM:

The next meeting will be held on August 22, 2024 at 3:00 PM.

New Business:

A- Consideration and possible action re: Election of officers of the Churchill County Library Board of Trustees.

The Bylaws of the Churchill County Library Board of Trustees state that officers of the Board of Trustees shall be a Chair, Vice-Chair, and Secretary elected from among the appointed trustees at the annual meeting of the Board of Trustees. The annual meeting coincides with the first meeting of the fiscal year, which begins July 2024. Officers serve for a term of one year from the annual meeting at which they are elected. A copy of the Bylaws have been included in the Agenda Packet.

FISCAL IMPACT: N/A

EXPLANATION OF IMPACT: N/A

FUNDING SOURCE: N/A

ACTION REQUESTED: Accept

Director Lloyd said, although Trustee Koehler could not be here today, she did volunteer to take the office of Secretary if nobody else was interested in that position.

Civil Deputy DA Sanford said you can handle this in different ways. Typically, I would suggest nominating a slate of officers at a time, instead of doing it individually.

Trustee Sue Segura made a motion to elect Jessica Rowe as Chair; to elect Ryan Swirczek as Vice-Chair; and to elect Sari Koehler as Secretary of the Churchill County Library Board of Trustees. Trustee Jo Petteruti seconded the motion, which carried by unanimous vote.

After the vote, Chair Rowe took over duties of running the meeting.

B- Consideration and possible action re: Approval of the monthly budget reports.

The monthly budget report will be presented for the board's consideration and approval.

FISCAL IMPACT: N/A

EXPLANATION OF IMPACT: N/A

FUNDING SOURCE: N/A

ACTION REQUESTED: Accept

Library Director Carol Lloyd presented the monthly budget reports. In your packet, the report consisting of pages 1-6 of the detailed report is for revenue. That is money coming in. I will try to answer any questions you might have, although, quite frankly, that is not my wheelhouse. It is not something that I can really do anything about but it is there for your information. If you have questions, I will try to get you answers. The next section is the detail and budget report for expenses consisting of pages 1-12. The first part is salaries and the second part is benefits, which is completely controlled by the county. Trustee Segura said I have a question on that. I did some math and came up with 49% of our budget is salaries and benefits. Director Lloyd

said I would put it more at 75% but I haven't done the math lately. Generally, it is 75-80% but I could be wrong. I will check that for next time. Civil Deputy DA Sanford said there is a budgeted amount that may be what Carol suggested at 75-80% of what was originally planned for the year. Obviously, in this particular year, there has been substantial staff overturn, so 49% of that may be what is actually going to be expended through the fiscal year. This fiscal year started not too long ago. Director Lloyd said, if you are looking at FY23-24, although I am not trying to dodge anything, I was not here, so I don't know. I can certainly check and see. If I understood correctly, although I could be wrong, when that budget was done, the Director's salary was still at the top and, then, when they hired the new Director, it came in lower. I think, at this point, what we need to look at is next year. Again, I do not want to dodge your question. I just really cannot answer it.

Director Lloyd said this report is for June 2024 and it reflects most expenses for the year. At the next meeting, you will get a final report for FY23-24. Sometimes, expenses come through after the end of the fiscal year but get coded to the year before. There are always some variances. The Comptroller takes care of that. You will see the final expenditures for this last fiscal year probably next month.

With regard to services and supplies, on page 3 of 12, this is what the Library controls. This is what I would recommend you be looking at. This is how much has been spent by category. What I generally do in board meetings is alert you if there is anything that I see that you may have a question about. Next month, you will see \$17,000 expended for the Nevada Library Cooperative out of a \$19,000 budget, which looks like a whole lot coming off the top, but that is one shot for the year and we pay that up front. I will alert you when there are things like that on the budget. I would also recommend that, if you have questions, do not hesitate to ask.

The Gift Fund is on page 6 of 12. You will see there are no expenditures from the last fiscal year. Any funds spent out of this account have to be approved by the Library Board of Trustees. This is money that came in that the county holds, one of which is the Morgan Trust, one that is the Building Fund, and the other one is gifts. People give us money and it comes into this account. Some of this money has been sitting here for a long time. The Morgan Trust funds can only be used for materials because it was given with that stipulation. It is one of the funds we dip into when we really need something that there is not enough money for. You can see that nothing was expended in the last fiscal year. I don't think we expended very much the year before that or perhaps even the year before that because we got quite a bit of COVID money. This sits here until we need it. I try to find other avenues to fill any gaps that we've got and then come to this only as needed but not as the first place that we go and, certainly, not at the beginning of the year.

The account summary is on page 9. It is just a quick summary of everything that you have seen before as far as expenses go. When I spend money, I keep my own register or spreadsheet and then when I get this report from the county, I sit down and make sure that my spreadsheet matches their report, not because I think the county is going to make a mistake. If there is going to be a mistake, 9 times out of 10 it is going to be me, actually 100% of the time it comes from

me. That way, I can keep track and make sure that I know exactly where we are sitting as the year goes along. Again, with the budget, I am available to answer any questions that you have.

Chair Rowe asked if there was any board or public comment but there was none.

Trustee Ryan Swirczek made a motion to approve the monthly budget report as presented. Trustee Sue Segura seconded the motion, which carried by unanimous vote.

C- Consideration and possible action re: Action to approve the Library Gift Fund Report.

The Library Gift Fund Report is provided for the board's consideration and approval.

FISCAL IMPACT: N/A

EXPLANATION OF IMPACT: N/A

FUNDING SOURCE: N/A

ACTION REQUESTED: Accept

Library Director Carol Lloyd presented the Library Gift Fund report. Director Lloyd said this is a report that is provided monthly from the Comptroller's office. They keep track of what we have in this account. The only change you will see right now is in interest. Again, to reiterate, any money expended out of the Gift Fund has to be approved by the Library Board of Trustees. If the Library Director comes to you, it will be in an action item saying up to \$X for whatever the need is. It has to have approval from this board in order for the Library to expend the money.

Chair Rowe asked if there was any board or public comment but there was none.

Trustee Jo Petteruti made a motion to approve the Library Gift Fund Report as presented. Trustee Sue Segura seconded the motion, which carried by unanimous vote.

D- Consideration and possible action re: Approval of the amended Patron Registration Churchill County Library Application.

The board will be presented with an amended Patron Registration Churchill County Library Application for consideration and approval.

FISCAL IMPACT: N/A

EXPLANATION OF IMPACT: N/A

FUNDING SOURCE: N/A

ACTION REQUESTED: Accept

Library Director Lloyd said you will see the changes in your packet as depicted in red. I also want to reiterate that this document and the one following have all passed through the review of the District Attorney's office. They always vet this stuff before it comes to you. Policies need to be approved by the board. What this is saying at the top is we are ensuring that the person requesting the card is, in fact, that person, so a person cannot come in and get a library card in somebody else's name. This safeguards the patron and it safeguards the Library. We encourage people not to use other people's cards, although it is not something we can control. Clearly, it is harder in a small town than it is in a bigger place. We really want people to use their own

library cards for confidentiality. Applicants under 18 must have a parent or guardian to sign for them. This is standard library practice. This library has always done that. What the bottom is telling the parent and the child is that all of the library cards can access public computers which are not filtered. It puts the burden and responsibility on the parent, not on the Library. What we used to do was to have minors sign a separate sheet that said that their parents said they could use the internet and we would put a dot on the card but it was a nightmare to monitor and control. The other change that pushes this forward is we have a new IOS catalog that we share with all of the libraries, as well as Envisionware, which is a company that we use for the gates and a few other things. They can't differentiate between a child's card and an adult's card. Again, this keeps in place what we already do with other materials. This is telling the parent we do not filter and, by signing this, you are giving your child permission to use the internet.

Trustee Petteruti said the Agenda says that we are reviewing an amended application. Can you point out what the differences might be or is this a new form? Director Lloyd said the differences are depicted in red font. Everything else is the same. It is a lot cleaner than what we have done in the past.

Chair Rowe asked if there were any questions but there were none.

Trustee Ryan Swirczek made a motion to approve the amended Patron Registration Churchill County Library Application as presented. Trustee Jo Petteruti seconded the motion, which carried by unanimous vote.

E- Consideration and possible action re: Approval of the amended Churchill County Library Computer Use Policy.

The board will consider the amended Churchill County Library Computer Use Policy and will be asked to approve the changes.

FISCAL IMPACT: N/A

EXPLANATION OF IMPACT: N/A

FUNDING SOURCE: N/A

ACTION REQUESTED:

Library Director Lloyd said this follows on the heels of the previous item. We have a Computer Use Policy and everything that is red-lined is being taken out and we are not putting anything in. Again, it is just a way to streamline and make it easier. You can see what we have pulled out. On number 1, we have other ways to do that instead of putting it in a policy that we are going to offer classes for somebody to use a computer. The important thing there is that we provide minor help if we can but we do not have the staff to sit down for extended periods of time. This is something that becomes less and less of an issue as people my age die because everybody coming up now knows how to use a computer. With number 8, it pulls out the permission aspect that we just changed on the application. With regard to food and beverages, I do not care if they eat in the Library and I encourage them to let me know if they make a mess and I will help them clean it up. That is being a little more friendly than what we have done before. Finally, we just red-lined everything on the back of the form.

Chair Rowe asked if there were any questions or comments but there were none.

Trustee Jo Petteruti made a motion to approve the amended Churchill County Library Computer Use Policy Trustee Ryan Swirczek seconded the motion, which carried by unanimous vote.

F- Consideration and possible action re: Discussion, direction, and approval of the next steps for selecting, interviewing, and appointing/hiring the Churchill County Library Director.

Pursuant to NRS 379.025, the Churchill County Library Board of Trustees appoints/hires, evaluates the performance of and, if necessary, dismisses the Churchill County Library Director. The Library Director position has been posted and is anticipated to close shortly. The appointment/hiring of the Library Director must be done in an open meeting. Under this agenda item, the Board of Trustees may discuss and approve the hiring process for the Library Director.

FISCAL IMPACT: N/A

EXPLANATION OF IMPACT: N/A

FUNDING SOURCE: N/A

ACTION REQUESTED: Accept

Library Director Lloyd said I am going to go through the process that we have used previously. I just want to note that HR and the Library and the DA's office feel like the process that we have used in the past is sound and effective. What we have done in the past is the HR and Library Director vet applications for eligibility based on the job description and the bulletin. Qualified applicants are interviewed by the HR Director, the Library Director, and perhaps another person of our choice. This panel then selects applicants to present to the Library Board of Trustees for the final interview and selection that is done in a public meeting. The Library Board of Trustees can request a specific number of candidates to go to the second interview or you can request all qualified candidates go to the second interview. You might want to limit the number you look at or you might want to have us push everybody that we think is qualified and then interview them and make the determination. There are two sets of questions, one for the HR and Library Director and another set for the board. The Library Board of Trustees can rank candidates in the event that other candidates drop out later. When you are looking, you can say this is first choice, second choice, etc. Once a candidate is selected, it goes to HR to complete the hiring process.

For your consideration, some applicants ask that their employer not be notified that they are applying for the job. The county can honor this until they are selected for the second interview and that is when the applicant is notified at that the second interview will be conducted in a public meeting and their name will be published. It is important to understand that distinction.

Civil Deputy DA Sanford said this is a fairly standard process for almost all of the directors that are hired by a board. They follow a fairly similar process to this one. The first one is designed to weed out candidates to at least ensure they meet the minimum qualifications, as well as to preserve, at least for a period of time, the people who are applying as confidential applicants

until they get to the point that they are being considered for the position. Obviously, once it comes before the board, their name will be published and they will be publicly interviewed and the public would have a right to come to those interviews. The public cannot ask questions directly of the candidates but they would be able to make comments as to the decision that you make. As far as the point in time for how many candidates you want to be forwarded to you, that is entirely up to you. I have seen it range from 3 or 4 to all of them. That is up to you and it depends on how many applications are received. If there are 20 applications, you might only want to interview 5 instead of 20 but that is up to you.

Trustee Swirczek asked if the board receives the applications that are recommended prior to the meeting or are they given at the meeting and discussed at the meeting? Deputy DA Sanford said, with regard to the ones that are moved to the second interview stage, you will be given the entire packet before the meeting and so will the public. Every document that this board receives will be available to the public at that time.

Chair Rowe said you have mentioned the ranking, so is the ranking done in meeting and the decision done in meeting? Deputy DA Sanford and Director Lloyd both said yes, everything. Chair Rowe said the second question that I had deals with the operational piece. You had mentioned that the candidates have, in the past, enjoyed a tour of the Library or a tour of the facilities while other candidates were in the meeting. Director Lloyd said they did that when I interviewed and we did it before. When people come for that second round, the candidates that are being interviewed come to the Library and I give a tour of the Library, so they get to touch and feel and see the back room. Nobody is going to see the back room unless we open the door and show them the back room. That gives them an opportunity to see the entire physical plant and gives them the opportunity to ask questions and I answer them. The example I give is, when I was interviewed and I got to the back room and saw every National Geographic magazine ever published up to that point, I said, "Why do you do that? Why do you save those?" That was just a point of interest for me in the event that I did get the job I would have some kind of a mindset as to what the rationale for that was. That is just a library-specific question but it gives the applicants an opportunity to look and see places that they wouldn't have the opportunity to see otherwise. My feeling is, the more information these people have about the community that they are coming into and the physical plant that they will work in, the better chance we have of having a good match.

Trustee Segura said is there anywhere in that process where the candidates that we interview are in an open forum at the Library where community members can ask them questions at all? Director Lloyd said we have not done that in the past. Trustee Segura said is that something that we can do? Deputy DA Sanford said you have to be extremely careful with that, if any of the Trustees want to be there. If you wanted to host a townhall and someone came and did a question, sure, but, if the Trustees are part of that and watch them interface with the public, that would be an open meeting. There are ways that we can do that but it would become part of the interview process, so it wouldn't be more of a social event, it would be a portion of the interview. Director Lloyd said the answers that they would be giving would be for people who are not involved in the process. Trustee Segura said unless the trustees were present, as he said. Deputy DA Sanford said, if the trustees were present, it would be agenzized as a public meeting

and that would be a portion of the interview process. I have never seen it done. Trustee Petteruti said I would also be concerned because there may be confidential information discussed during the interview process that you might not want to have discussed in an open forum like that. Mr. Sanford said the interview will always be public in front of this board. Trustee Petteruti said I realize that; we went through that already, but there is still some guarded information, if you will, that the candidates put forward. Saying that in more of a townhall setting I would not think would be a good thing to do. Trustee Segura said I disagree. I have been involved with it at a top level for a Superintendent job and it was so informative to me, as a candidate, the tone and what was going on in the community. It was very informative for both sides. Trustee Petteruti said I guess we are all entitled to a different opinion. That is all good.

Chair Rowe said, in discussing a townhall forum or an open forum like that, and taking the advice that it would need to be an open meeting and would need to be agenized, one of the things that might be a good idea, if we were to go in that direction, would be to have a set of questions that were vetted in advance that could be put there and then a public comment period for the public. It is similar to inviting the public here to this open meeting and to this interview and allowing them to also have public comment. I would imagine, if we were to do an open meeting townhall format, we would probably want to have some control over those questions as they are published. Trustee Petteruti said, if memory suits me, the last time we did this, the questions were provided to us by HR. There was no latitude. Director Lloyd said they were provided by HR and the Library Director. Hearing what I heard in the last couple of days while meeting with Trustees, I am going to go back and look at those questions again because I have a very good feel for what is important going forward and it certainly made me think about some of the questions. A lot of those questions come from me. Mr. Sanford said, also, if this board had a specific question that they wanted asked or to make additions, you can do that, just not at the time of the actual interviews. That is largely just due to a risk mitigation issue, as, unfortunately, the hiring process is filled with a lot of pitfalls for questions that can't be asked. I would just want to ensure that, before that question was asked, we made sure it didn't cross any lines that it is not supposed to cross. Any question that is desired by the board could be framed correctly. Trustee Petteruti said I believe you guys vetted our questions the last time so that we were cautious in that regard. I wanted to point that out.

Trustee Swirczek said, Carol, the last time that you had the candidates at the Library, was that all of them together or was it individually? Ms. Lloyd said it was all together. It probably was agenized. They came, HR was there, and it involved the tour of the Library. Mr. Sanford said there have been events when people are hiring for Director positions that have been more of a social type of event and those have been done for people to have a chance to meet the candidates and to interact with them in a more personal setting. The difficulty in consideration there is that no library business can be discussed because that would make it a public meeting and then people would have to have it in more of a setting like this. It has been done but I am not a large fan of that particular style just because it is too likely to have somebody make mention of a library business matter, even if it is not known, and then all of a sudden we have an issue. More of a townhall forum is actually better than a social event. Ms. Lloyd said the other thing you need to know, too, is after that, the only piece of it that I am involved in is that first round of vetting, which ones we interview, the tour of the physical plant, and then I am out

of it. I don't watch it. I don't come and sit in the room when interviews are being conducted. I am out of it.

Trustee Petteruti said one other thing I wanted to point out, although I don't know if I misunderstood a question along the way, is that we only interview one at a time. They are not all in the room at the same time when we are conducting the interviews. One candidate comes in and we interview that person. At least, that is how it was done the last time. We had four candidates and we gave each one a couple of hours. We did two in the morning and two after lunch. Other than seeing each other in passing in the hallway, each one was only in the room by themselves. That could change. I am just saying that is the process we went through last time.

Chair Rowe said I appreciate that context, Jo. It raises another question for me, though. These are open meetings so, if a candidate wanted to sit in while another candidate was being interviewed, they are absolutely able to do so. This is more that we are not doing a panel interview – we are doing a one-to-one interview asking the person the questions. That helps me understand. Trustee Petteruti said, certainly, there is the panel of Trustees asking the questions of that one person but it is not all questions of all candidates at the same time. Chair Rowe said I understand. I have seen it done a variety of ways in an open meeting interview. You can ask the questions of everybody and allow them to do it. I just wanted to point out that, if the candidates wanted to attend the interview of the other candidates, they could do that.

Chair Rowe said do we know the timeframe of when we would be looking to do this because it would be a special meeting? Director Lloyd said it closes on August 9th. I will out of town until August 12th but I would come back and sit down and go through those applications and see what we have, along with Chris, and then start the process from there. It depends on what we get. It depends on if they are in state. The first round, if they are out of state, is conducted via Zoom. The second round I think is typically in person. That is a thing we have to figure out with HR if there are funds to help bring people for that second interview because this is a national search. It will probably be a couple of weeks after that. After that first interview, then it is a matter of the logistics of the second interview. Once we know what we have, we can develop a better idea of a timeline. Does that help? Chair Rowe said absolutely. It also gives me an idea of, if we wanted to provide input into the questions, we could come and meet with Deputy DA Sanford. All of us would have the chance to do that. If we wanted to consider the idea of a townhall forum, I think we could make that decision today as to whether or not we want to do that but we could discuss logistics again before we had to put it into place? Ms. Lloyd said the next scheduled meeting is August 23rd [sic] and we could call a special meeting to make a decision because that is what would need to happen. Trustee Petteruti said why don't we just let it go and we could talk about it at the next meeting. It is going to be a couple of weeks to go through the applications. Ms. Lloyd said I would also recommend that, the longer you go, the more candidates you lose. They find something else. Chair Rowe said I agree with you on that. Trustee Petteruti said I did not finish but keep going. Chair Rowe said I apologize, Jo, I thought you were done. That is on me. Please finish. Trustee Petteruti said I am done. Ms. Lloyd said I beg your pardon, the next meeting is August 22nd. Trustee Petteruti said it is on August 22nd, which is 10 days after you get back, which gives you and Chris 10 days to go through the boatload of applications that you get. I didn't think that was an unreasonable amount of time.

Chair Rowe said, in terms of any other questions on the process itself, do we have any questions about the logistics of it? Trustee Segura said I would just say again that I would like to see an open forum agenzized meeting where community members could come because my opinion with this job is communications. If this person cannot communicate with Churchill County residents, they are not going to be successful here. We have to see, as a board, how they communicate with our people. Chair Rowe said do we have any other comments on that or questions about that? There were none.

Chair Rowe said I agree with Carol that expediency on working through the hiring process is important. I know that we will have candidates leave us if we linger over the process. On the flip side of it, I think that some of this could be done all in that same day. If we are having a tour through the Library and our interviews on the same day, the evening prior could include something for the public or we could choose to agenzize the public in some fashion in the meeting itself. I would love some advice from our legal representation on how that could be done well. Civil Deputy DA Sanford said I have been thinking about it because I hear Trustee Segura's comments on ways to do it. Obviously, my concern is largely a public member perhaps asking a question. For example, are you married? How is your family? Things like that. Obviously, a response getting made there, even if we say we are not going to consider the answer to that in our deliberations, it creates an issue. Perhaps an option could be if we wanted to publish an open letter to the public to say if you have questions, please submit them to us and then we can vet those questions, obviously, to prevent those types of issues. We could then add them to the question list and ensure that they have the ability to respond directly to the questions that a public member is asking, not necessarily what you were asking but that there aren't any of those major pitfalls in the way. Trustee Segura said we could just have the questions vetted and one person asking the questions so that does not happen. I just want to see interaction with our community. That is so important and it will give our community an opportunity to participate. Deputy DA Sanford said, as long as the questions were vetted, I think having a public member ask that question is not a concern.

Trustee Petteruti said I guess I am just a little confused then as to how you get public participation if they are just sitting and listening. We would have accepted their questions ahead of time and vetted them and all of that but, if they are just sitting and watching anyway. Trustee Segura said it is very powerful. Trustee Petteruti said they would have that opportunity during the interviews anyway. Trustee Segura said it would be different because we are in a bigger group.

Trustee Swirczek said this is probably a question for legal and Carol. Instead of doing an open forum, instead of having them all together, can we have a candidate forum where we are not there but Carol is there so she can see the reaction without the five board members watching? She could see if they are more relaxed and then we could get a report from Carol how they react to the patrons. I trust Carol. If the reports come back however they are, is that possible? They will be more open if there are not five board members, legal, and everybody else watching them in the public Library. That is just a question. It is a different way of looking at it. Director Lloyd said I would suggest that, although I could be all wet, how they react to the public is a double-

edged sword because somebody might see that reaction in a positive way and then somebody else sees it in a negative way and then that person gets hired and then that person decides that they didn't listen to me. You know what I am saying? I am just trying to think it through and I don't know that that is valid but we talk to people and our perceptions are different. Then, if that candidate doesn't get hired, there is going to be somebody who is going to not like it. I think that walking them through together, although I don't have any input after that, but it really gives those people an opportunity to get a sense of who we are. Sometimes they will ask questions that might not come up when they are being interviewed, such as having concerns about something that we haven't thought about, and that is an opportunity to say what about this or what about that. Sometimes, it gives them the sense of whether it is a good fit. Sometimes, those questions, when they are in a group, they feed off of each other in what can be a very positive way. They also learn something about the county or about the Library from what they see and they know I am not going to be there. Sometimes, it gives them a better sense of who we are and then they can decide if it is a good fit for them or not.

Chair Rowe said, in an effort to try to coalesce some of the comments that we are making and then to give you a chance to correct me if I am hearing it wrong, I am hearing that there is a desire for the public to be involved in this but to have it done safely, there is a desire to allow the candidates an opportunity to see the Library in its own action, and also to meet the public in some fashion. If we were to have the candidates have the opportunity to tour the Library and also perhaps see a Story Time in action or a piece of programming that was happening at that time as they are walking through and to be able to sit and listen to a bit of that or to move through that. Ms. Lloyd said I think the candidate is going to do that anyway. Chair Rowe said that is my point. They would have a chance to see the public in that way, invite the public that has attended or that has an interest in this to submit questions to Joe or the county in order for those to be vetted and then that allows us to choose some questions for that in our interview setting itself and then hold the interviews as we have done in the past, with a public comment period attached, as with all of our open meetings, that would allow the public a chance to come in and say what they wanted to. Does that give us everything that we are feeling a need for in this setting?

Civil Deputy DA Sanford said I am just going to address Trustee Swirczek's question about having the piece where Carol would meet with them and then potentially give you a report. I would say that it can be done, although I don't know if Carol wants to do that because that is a potential issue. I would say it is done in a fashion in that manner already in the fact that Carol will be doing part of that first interview and, obviously, if they can't make that screening, then they aren't coming to you anyway. I think that issue is partially addressed in that you will have at least one first round of interviews to do an initial piece that determines if they are at least qualified enough to go to the next round. How thorough that screening is will be determined by your decision here on how many candidates you want to see.

Chair Rowe said, for the most part, I feel like we are hearing that the larger mechanism that we have used in the past is acceptable to us. We do not have a quibble with how we interview in open meeting, we don't have a concern about doing the tour, and those things are acceptable. We have not heard any commentary quibbling with the pre-vetting and then we get that second

set of interviews. The only question we have, which seems to be across the board, is that given what we are doing right now and given the situation that we are in, we would like to make a heightened opportunity for the community to feel welcome in this process in some fashion. Can we accomplish that with making a request for the community to submit questions to Joe? Can we accomplish this by some mindful planning for that tour to come through when there is some Library programming going on or would the board have appetite for something more than that?

Trustee Swirczek said, at the interviews, does the public have a chance to comment? Civil Deputy DA Sanford said, as a standard matter, if it is just on the Agenda, they will have the right to comment but they will not have the right to interact with the candidate. They will have the right to watch the full interview, watch every question that was asked, and then come and make public comment to you about how they felt it went, subject to the standard 3 minute limitation. Trustee Segura said are they allowed to comment if they only sat through one interview? Mr. Sanford said they are allowed to comment. You can do public comment in different periods of time. My advice would be, in that case, to do it at the end. You could allow them, as part of the interview, to interact more directly at the board's discretion, either by pre-vetting their question. Perhaps, on the form, you could say when you submit your question, would you like to ask this question or something like that. Many people might have questions but say they do not want to actually ask the question. If they say they want to ask the question, it could be allowed in that fashion, as long as the question was pre-vetted and as long as that was pre-planned. It would not be something where somebody could say, hey, I came to the meeting and now I have a question I want to ask. Trustee Segura said and, then, wouldn't that question have to be asked of every single candidate? Mr. Sanford said every question would have to be asked of every candidate, whether it is by the public member or by the board.

Chair Rowe said I think that gives us some of the things that we were looking for. One of the things that Trustee Segura was hoping for from a public venue would be that the candidate themselves could learn about us. If the candidates are going through the Library seeing some of those things that are going on there, they will be able to see that. I think some of the things that we were looking for on the other end of that was an opportunity for the public to ask questions. If they are submitting questions in advance and we are able to choose some of those, we might be able to do that very well and, then, if the public has an opportunity to have public comment during that interview process but not to ask directly of individual candidates, that gives them a chance to be heard. I think all of that is really important given what we are doing. I think we can do it safely with those parameters. Are we satisfied with that as described, with maintaining the traditional mechanism, with the addendum of having that happen while there is programming going on at the Library for the tour and then making the request of the public to submit questions to Joe's office for us to review? Ms. Lloyd said you want the tour to happen when there is something going on at the Library? Chair Rowe said, yes, if possible. If there could be some programming going on at the Library, that would be helpful. If that is a burden, tell us and we will support what works better. Ms. Lloyd said I am just thinking about 41 kids. When Trustee Segura was there this morning, it was even more. I am not trying to be negative but it is hard to get a word in when Story Time is going on and you've got 41 people in there. It is pretty chaotic. I am not saying you can't do it. I would also suggest that a candidate that is coming into town to be interviewed is going to be paying attention to what we are doing. If that

is what you want to do, we can make that happen. Chair Rowe said that is good advisement. How long does Story Time last? Forty five minutes to an hour? Ms. Lloyd agreed and said, on one of those days, we have two back to back. Chair Rowe said that is a pretty significant chunk of time. Does the board feel like getting to know the public a little bit or seeing our public could be accomplished in the public forum at the meeting where they are being interviewed? Ms. Lloyd said I am confused as to what we are talking about here. Trustee Petteruti said I understand your question. Chair Rowe said the point of having the townhall would be to allow the candidate to get to know us as a community, to listen to our community in a less guarded fashion. Carol's suggestion is that Story Time might not be the appropriate venue for that. Ms. Lloyd said it would be an agenized meeting during Story Time? Is that what you are talking about? So, you guys would be there? Chair Rowe said no. What I am suggesting is that, although I am open to other suggestions, rather than having a stand-alone public interaction, trying to fold that into the tour for efficiency. If that is not going to increase the efficiency and would disrupt the tour, would it be enough for them to see our public in the public meeting where they are interviewed? If it is not, then do we need to plan another time? Ms. Lloyd said that is not going to help you understand. That will maybe help me to understand but not help you to understand what these people are thinking or what they are saying, right? Chair Rowe said are there other suggestions?

Trustee Swirczek said I am going to try to make this simple. During the last process, you guys reviewed the applications that came in, you picked those who went to the second round and those candidates went through a tour of the Library first. Were any board members present for that tour? Ms. Lloyd said no. Trustee Swirczek said it was just Carol and the candidates and they got to interact with each other, with the patrons at the Library, and were able to walk around the Library and conduct the tour. Ms. Lloyd said I was able to answer questions that they had. Trustee Swirczek continued that they came back to the board meeting that night. Ms. Lloyd said it was conducted that morning and then, after the tour, which takes about an hour, then they started peeling them off for interviews, one at a time. Some of those people left the Library and some of them stayed at the Library until it was time for their interview. Trustee Segura said but they all came, which was answered affirmatively. Trustee Petteruti said there were only four of them, though. I don't want you to think there was a whole crowd going through the Library. Trustee Swirczek said my opinion is that it would be safer to keep it as has been done in the past and maybe just add the piece that the public can submit questions to the DA's office to be vetted and then asked during the interviews. The public would also have the chance to make public comment at the interviews. That way, we do not run into any legal issues and we keep the rest of it the same. Trustee Petteruti said I agree that we should keep the process the same for this round. If we try to introduce more things, it could even push the process out that much longer. If we want to be expedient about this, because we already have a hard and fast interview process, the county is comfortable with their rule, I would like to run with that this time around, again.

Trustee Segura said I would like to talk about interviews. It is probably the most unsuccessful method of picking the best person for the job. I want to make sure our questions are detailed and they are specific. I would like the board to have them not just Thursday before the interview on the Wednesday, at least two weeks ahead so we can have feedback and change

anything that we would like. Civil Deputy DA Sanford said we can do that. If I provide them to the board, they would become public record and so the candidates may also be able to get them. I don't know if that is a risk you are extremely concerned about. Trustee Segura said I see what you are saying. Mr. Sanford continued that, if someone is interested enough, that might actually be good. I just want you to know that it would be a requirement if I provided it to the board. Ms. Lloyd said I think there may be a trust issue and I understand that. Again, let me say that the orientation that I conducted with the four of you, I heard what you said about what you thought was important and I was already thinking about addressing those questions again. I think that, perhaps, you could provide input to me and then I will do my best to make sure that those questions are written in such a way that will get to the meat of what we are looking for. Trustee Segura said I agree. It is not a trust issue. I just don't want to be sitting here next summer saying we screwed up again. Ms. Lloyd said I am one of the people who came out of this process and I think I have done okay.

Chair Rowe said I think we have a good pathway to give input to our Director for some strong questions to be developed and to put out to the public the opportunity to submit questions. I also do not have a problem with our candidates seeing the questions in advance either and giving them a chance to prepare. I have seen some very good things come out of that kind of an interview, as well. If board members want more time with the questions as vetted so that they can really prepare themselves so that they can pay attention during the interview and not have to follow the moves of those questions, it really isn't a downfall for people, per se. Ms. Lloyd said I do not think I agree with that. I don't think giving them the questions in advance is a good idea because you will get exactly what they find online that tells you how to answer that question. Trustee Petteruti said they will tell you exactly what you want to hear as opposed to getting them to think. In that moment, you want to hear their reaction. That is invaluable to me. I don't want them studying ahead of time. Ms. Lloyd said they might be able to figure out some of those questions, which has been my experience. There are certain things you are trying to find out about any candidate and a lot of it is not library specific. A lot of it is human relations, getting along with people, communication, and all of that stuff.

Civil Deputy DA Sanford said, to address some of the concerns, I do not want to say that you will not be able to see any of the questions. If you have additional specific questions you want, I will be able to work with you on those questions. I just wouldn't be able to give you all of the other members' questions in that way. It would be enough that, if you said this is an issue to me and I want it included in the interview, it is not that it will not be there, but it is that not everyone will be able to see that question beforehand. I don't know that that is actually an issue. Obviously, there will be some work done on our end to make sure that it is not six versions of the same question.

Mr. Sanford said the one thing that has been brought up that I have not seen addressed yet is doing the interviews one-on-one or as a panel. Obviously, we have always done one-on-one. Somebody else mentioned a panel and I just want to make sure that I am clear on what we are doing. Trustee Segura said what do you mean one-on-one? Ms. Lloyd said you are interviewing one person, not all of them together on a panel. Trustee Segura said no. Mr. Sanford said we have always done this panel, this board, interviewing one candidate, instead of this panel

interviewing three candidates where they answer in succession or something like that. Chair Rowe said is there anybody that has a preference for having the candidates answer the questions at the same time? It seems to me, as this was going through, that we felt good about having them go through their questioning sequence singly. Trustee Segura said I agree.

Trustee Segura said are we looking to interview them at our August meeting? Ms. Lloyd said I do not think so. I think, as we go down the road, we figure out a timeline and then we make sure it will work for everybody. Deputy DA Sanford said it sounds like, most likely, you will be picking the date of the interviews at your August meeting. I don't know that it will be full meeting but probably a special session, at some point in time. Trustee Petteruti said we have our Open Meeting Law training at that August meeting, as well, so it might be too much to cram in the interviews at the same time. Ms. Lloyd said I think we could come up with a timeline by then, I would hope. Trustee Petteruti said I agree but I don't think we could get the interviews in on that same day. That is all that I was saying. Ms. Lloyd said do you expect the first round of interviews will have happened by then? I think we need to see what we have, figure out what we can do, and then we agenzize the one for you to conduct interviews. If we can get it done by the 22nd, we can come to the meeting on the 22nd and tell you we have X amount of candidates and, depending on how many you want to push forward, and then we figure out a time to interview. Trustee Petteruti said that is what I was suggesting earlier when we were talking about trying to get this done quickly. Ms. Lloyd said, if we can do the first round by the 22nd, which seems like it could be done. Ms. Petteruti said that is what I asked earlier, so thank you.

Trustee Swirczek said I personally do not want to put that much pressure on Chris and Carol. If it takes you longer than that, then we can work with that. Ms. Lloyd said we can shoot for that date. Mr. Swirczek said I do not want to put that much pressure on you, especially with this being such an important position and we need to get the right candidate. Ms. Lloyd said, if we need to call a special meeting, we can do that in between whatever so that the decision can be made.

Director Lloyd said my question is how many do you want to push to the second round? Do you want all of them that are qualified or do you have a number? Trustee Swirczek said I would like to see how many you get past the first stage before I can answer that question. Trustee Petteruti said I do not have a particular target number either. Ms. Lloyd said I don't think that will work. Deputy DA Sanford said I think without a number, it will just be as many as are qualified. Typically, we do no more than X number. For example, no more than 6 or 5. I do not know how many we will get. We may have only 6 that are qualified but, let's say there are 12 minimally qualified, do you want to see no more than 6 or something like that? If the first round is done, Carol may be able to give you that number at the August 22nd meeting but she may not be able to. If you want her to have completed that prior, I think that decision has to get done today. If you just want to hear how many are minimally qualified there are at the August meeting and then give a number, that is also achievable. Trustee Segura said I would like to see us interview at least 3. Ms. Lloyd said what if 5 are qualified? Trustee Segura said narrow it down to 3. Ms. Lloyd said that is exactly what I am looking for. Trustee Segura said cream comes to the top. I personally think somebody will stand out, 1 or 2, possibly 3.

Trustee Swirczek said it looks like we need to make a motion to accept the hiring practice, plus how many candidates we are bringing forward? Chair Rowe said they seem to be, in some ways, slightly separate issues. I would prefer to see us accept the hiring procedure and then it sounds like we are starting another conversation about how many we want to see and how we want to see that. Let's separate those two so that we can be expedient under this same Agenda item.

Trustee Jo Petteruti made a motion to accept the existing Human Resources hiring procedure to hire the next Library Director. Trustee Sue Segura seconded the motion, which carried by unanimous vote.

Chair Rowe said let's have that discussion on the number of candidates and how. We have two things that have been articulated. One is that Carol, in the next meeting, will let us know the number of candidates who have passed the minimally qualified vetting process but may or may not have had that first round of interviews but we know how many are minimally qualified and then we make the decision on how many candidates we want to see. The second suggestion comes from Trustee Segura that we would see a number of three. Any discussion from the board?

Trustee Petteruti said I am a little hesitant to cap it only at 3. Ms. Lloyd said you want to know how many candidates are qualified, not how many we have talked to? Trustee Petteruti said, right, those that would justify a second interview. Ms. Lloyd said then we would have already done the first interview. Chair Rowe said the way I understood that, although please correct me if I am wrong, was that you will know how many do not meet qualifications at all, they are not going to be called for that first interview, so that we have some sort of indication of size of pool. We cannot guarantee that you will be done with the first interviews yet. As my colleagues have said, we do not want to push you but, at that August meeting, we should have some sort of understanding of breadth of pool. Ms. Lloyd said thank you. Trustee Petteruti said so then we are not going to cap the number of candidates that Carol will come forward with at our next meeting, just those that she deems are qualified to come forward for a second interview. Is that true? We are going back and forth, so I would like to be clear. Chair Rowe said, to clarify for my understanding, we have the choice to make here of either allowing that agenda item to be that we will hear that number from Carol at the August 22nd meeting and then, at that meeting, we will choose how many we would like to have sent to us, or we will make that choice today and cap that number today. Trustee Segura said what I hear you saying is that HR and Carol will interview everybody that is vetted and deemed to be qualified and you will bring us that number. Is that correct? Chair Rowe said, no, what I was articulating is that they would review those applicants, they would determine who they could be interviewing in that first interview, those that would make the cut, they would cut out anyone that would not meet qualifications, and they would let us know the size of the pool that was coming into that first interview. That should give us an idea of the maximum number. From there, we can take our minimal number. Ms. Lloyd said we can interview before that meeting, if we have time. Chair Rowe said, if you have time and can give us that more granular data, we would appreciate that, as well.

Chair Rowe said are there any other questions, concerns, or worries on that? The motion can be that we will hear that in the next meeting and make that choice then or we are willing to make that choice now. Civil Deputy DA Sanford said, at this point, you don't need to make a motion because you are deciding to decide later and it will be on the Agenda at the next meeting.

G- Discussion of the Budget for Fiscal Year 2024-2025.

Staff will present the Budget for Fiscal Year 2024-2025 for informational purposes.

FISCAL IMPACT: N/A

EXPLANATION OF IMPACT: N/A

FUNDING SOURCE: N/A

ACTION REQUESTED: None; Informational Only

Library Director Lloyd said your packet includes a three page document, which is the approved budget for FY24-25. Again, salaries and benefits are determined by the county, so what we are looking at is services and supplies, which starts three quarters of the way down the page on page 1. This document also gives you historical information for perspective, which is good. You will see a decrease in materials and an increase in utilities. I just want to say that one of the areas of growth and concern for sustainability is downloadable materials. That model, specifically pricing and licensing, makes it difficult to sustain a relevant collection. That being said, this is a budget that I do not think is going to be any trouble to work with. It is just fine. I will also reiterate that what we are looking at is, if I go heavy on one line item and less on the other, as long as I do not go over at the bottom on supplies and services, we are good.

Trustee Segura said Carol spent a lot of time with me on this because I have worked with budgets where you can't move it. I appreciated you sharing that aspect with me.

Director Lloyd said the other important factor is that it is not use it or lose it. When I heard that when I came to Churchill County, I was happy because you won't have that frenzy at the end of the year. That is awesome. Remember too, we have funds in the Gift Fund that we haven't used for years because of Covid money coming in. Who knows, maybe something will open up and we will be able to pull some that way. The Library gets collection development money, which is money for collection of stuff. That comes from the state. The Legislature approves that money. I think we got \$7,120 last year. That is money that we know we can use and we will be getting that next year, as well. I feel this is a fine budget and we will be able to work with it. I know there are ups and downs. I know that the Library doesn't always get what we want but, frankly, there isn't enough money to give the Library everything we want. I feel this is, absolutely, a workable budget.

The other thing you need to know is that people that work over there are incredibly creative and innovative to figure out ways to make every dollar go far. That is what we do all day long. We have good people there that can make that happen. This is a fine budget and we will be okay.

Trustee Petteruti said, with regard to the LSTA federal grant expense, we had \$9,100 for this last fiscal year but we have none for this coming year? Ms. Lloyd said Comptroller Wideman and I are working through some problems with coding that are not exactly where things are

supposed to be. One of the things that I was tasked with when I got back here, was to do a final report on LSTA grants that I did not expend. I am working with her on that. You will also notice in the budget, down below, LSTA is there and it is empty. If they give you an LSTA grant, that money gets expended and then I do the final report and the LSTA money comes in. We want to start with zero. All I can say is that we are in the process of figuring that out. I think the other thing that is cool to look at, historically, is that we have done pretty good with LSTA. Trustee Petteruti said we have received quite a bit of money.

Trustee Petteruti said I notice on the last item, non-federal grant expense, the same thing. We had \$5,790 last year and nothing this year. Does that fall into the same category. Ms. Lloyd said I have absolutely no idea what that is. I can check for you but I have no idea what that is. That is the first year we received this. Trustee Petteruti said I appreciate you checking into that.

Director Lloyd said the last page is the Gift Fund. The county always pulls money out and plops some in there so that, if this board approves it, then we can spend it. It is just a placeholder that makes everybody feel good.

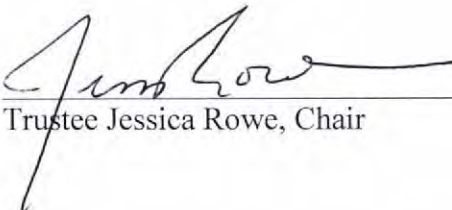
Chair Rowe asked if there was any further discussion but there was none.

Public Comment:

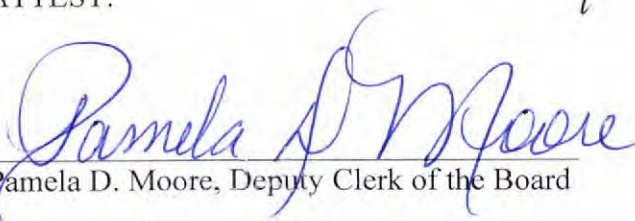
Chair Rowe asked if there was any public comment but there was none.

Adjournment:

The meeting was adjourned at 4:33 PM.

APPROVED: 
Trustee Jessica Rowe, Chair

ATTEST:


Pamela D. Moore, Deputy Clerk of the Board