

## **MINUTES OF THE CHURCHILL COUNTY LIBRARY BOARD OF TRUSTEES**

**155 N. Taylor St., Fallon, NV 89406  
November 21, 2024**

### **Call to Order:**

The regular meeting of the Library Board of Trustees was called to order at 3:00 PM on November 21, 2024.

### **Pledge of Allegiance:**

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

### **Public Comment:**

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

### **Roll call of members:**

PRESENT: Trustee Jessica Rowe, Chair  
Trustee Ryan Swirczek, Vice-Chair  
Trustee Sari Koehler, Secretary  
Trustee Sue Segura  
Commissioner Myles Getto  
Library Director Cathy Thorsen  
Civil Deputy District Attorney Jeff Weed  
Deputy Clerk of the Board Pamela D. Moore  
Deputy Clerk Crystal Muschetto

ABSENT: N/A

### **Verification of the Posting of the Agenda:**

It was verified by Crystal Muschetto, Deputy Clerk, that the Agenda for this meeting was posted on the 14th day of November, 2024, between the hours of 1:00 and 5:00 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:**

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

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

#### **A- October 24, 2024.**

The Minutes of the meeting held on October 24, 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 Sari Koehler made a motion to approve the Minutes of the meeting held on October 24, 2024 as presented. Trustee Ryan Swirczek seconded the motion, which carried by unanimous vote.**

**Library Board of Trustees' Report:**

Trustee Segura said I am so excited! Everything I have asked for, such as coming to my career fair, Cathy has delivered. She had a booth and made a lot of connections with the kids. I have even checked with both high school principals in our community and Cathy has agreed to come in and help students get library cards, which has never happened before.

I have also set up a meeting with Cathy on December 2, 2024, at 3 o'clock to meet with the Governor's Office because I want Tammy Westergard to assist in any way she can. What an incredible article in the paper. I love it. The outlook of thinking outside the box, her plans are amazing. Thank you, Cathy! Let me know if you need further adjustments.

Trustee Koehler said Cathy and her staff are doing a fantastic job. They have answered a lot of questions that I have had. They have found mechanic books that my son is greatly enjoying. Thank you for all of the research your staff is doing. I had the opportunity to dust and reshelve books at the library. At first, I did not think it would be fun but it was such a neat experience seeing the types of books that they have. I was in charge of the early picture books. I came across this book titled The Three Little Sheep. It is written both in Navajo and English, I was so thrilled that we have that culture in our library because it is near to my heart. I witnessed all types of people coming into the library. It was interesting to see all the diversity that our library serves in this community.

Trustee Swirczek said I want to thank Cathy. I met with her earlier this week and I think she is doing a great job. Keep up the good work.

Trustee Rowe said, like Ryan, I would like to thank Cathy for her generosity with her time and for the collaboration I have had during our meetings. I really appreciated that. I have been out of town for the past several weeks and, as I have come and gone, I took the opportunity to explore some of the library's online resources. I was particularly impressed with Hoopla, which was recommended to me by Carol. After speaking with Cathy about it, I also discussed it with a member of the community. I was surprised by how much content is available on Hoopla and how easy it is to access. It made my necessary travel so much easier and it really helped to pass the time during some long waits in waiting rooms. I am so grateful that this resource is available for our community to use.

**Library Director's Report:**

**A- The Library Director will provide an update on staffing, statistics, calendar, and other matters pertaining to Library functions.**

The Library Director will provide an update on staffing, statistics, calendar, and other matters

pertaining to Library functions.

FISCAL IMPACT: N/A

EXPLANATION OF IMPACT: N/A

FUNDING SOURCE: N/A

ACTION REQUESTED: None; Informational Only

Cathy Thorsen, Library Director, reported we did receive the collection development funds for 2025 to use specifically for collection development. We received a percentage from the state and that was \$5,239.00 and we received a one time funding of \$6,442.00. The extra \$6,000.00 will go into our digital resources, probably Hoopla.

I want to report on our first day Monday, November 4th, we had 3 people standing at the door at 9 o'clock.

I would like to schedule a staff member, my digital services, youth services, adult services, and my cataloger, to join us once a month or every other month, starting after the first of the year. This would give them an opportunity to share what their responsibilities are, what they are excited about, what new initiatives we are trying, and what changes are coming. I would like them to build a relationship with you, just as I have. I think it would be very nice for them to come, whether they bring a visual component or not. I feel it would help foster a team environment for all of us and they are very excited to share with you. If it is okay, I would like to begin scheduling this in January.

Ms. Segura said I think it is a great idea! Cathy has one of my former students from last year. I saw Lilly today and she said she loves her job and working for you.

Ms. Rowe said Lilly is one of my students now and she is fantastic. I think this is an excellent suggestion. It would be a great tool for us to better understand the library's offerings and the people making it all happen. It is also a nice way for the public to get to know them since these meetings are broadcast.

Ms Koelher said you are inviting them here to board meetings or are we going to the Library? Ms. Thorsen said no, I would want them to come to the board meeting and just chat.

#### **Set date and time of regular meeting for December 2024:**

Due to the fact that the regular board meeting would fall the day after Christmas, the December board meeting was scheduled for December 19, 2024 at 3:00 PM.

**Trustee Ryan Swirczek made a motion to reschedule the December meeting to December 19, 2024, at 3:00 PM. Trustee Sue Segura seconded the motion, which carried by unanimous vote.**

#### **New Business:**

**A- Consideration and possible action re: Approval of the monthly Budget Report for October 2024.**

The monthly budget report for October 2024 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

Cathy Thorsen, Library Director, had nothing to report at this time. Ms. Rowe said the report appears appropriate to the tasks at hand.

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

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

**B- Consideration and possible action re: Approval of the Library Gift Fund Report for October 2024.**

The Library Gift Fund Report for October 2024 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

Cathy Thorsen, Library Director, had nothing additional to report at this time. Ms. Rowe said my review of the Gift Fund Report appears appropriate and consistent with others we have seen previously. As a goal for next month, I will try to schedule a meeting with the CLA to have a conversation with them. I need to educate myself a little more about the patterns of cash flow, since I have not seen it for a whole year. After that, I will come back to the next meeting with some of that knowledge. Ms. Koehler said is that meeting just for the Chair or are other Trustees allowed to attend? Ms. Rowe said I feel that it is informal, just a conversation I would be having. However, the CLA does have regularly scheduled meetings, which are open to the public, so anyone can attend. We used to have a liaison, but we are short one right now. If someone else wants to take that on instead of me, that is fine too. I suggest we reach out to Zip individually, get to know what our partner institution does, and educate ourselves as needed.

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

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

**C- Consideration and possible action re: Report of analysis from the Library Director of**

**the number of people entering the Library, number of items being checked out, the number of computers used, and her recommendations for any changes.**

The Library Director will provide a report of analysis of the number of people entering the Library, how many items are being checked out, the number of computers being used, and her recommendation for changes.

FISCAL IMPACT: N/A

EXPLANATION OF IMPACT: N/A

FUNDING SOURCE: N/A

ACTION REQUESTED: Accept

| DATE    | GATE COUNT | PUBLIC PC SESSIONS | WIFI SESSIONS | CIRCULATIONS |
|---------|------------|--------------------|---------------|--------------|
| Nov. 4  | 134        | 15                 | 33            | 118          |
| Nov. 18 | 168        | 14                 | 42            | 230          |

Cathy Thorsen, Library Director, said I provided the statistical report for the two Mondays in November when the library was open. We were closed on November 11, 2024 for Veterans Day. You will see that our gate count was up, although we had one less public computer usage. Our Wi-Fi sessions were up and our circulations were also up. Opening on Mondays does make a difference and I think we will continue to see these numbers grow.

If I were to suggest any changes, I would like to keep things steady and, possibly, add programming in the future, if staffing is not an issue. I already see growth in just two weeks and I am very proud of this. I did not know what to expect or if anyone would come but I am very happy with the outcome. I will have more updates next week.

Ms. Segura said you were able to fix the counter as you walked in? Ms. Thorsen said yes.

Ms. Rowe said I appreciated seeing these numbers, Cathy. From my perspective, as a new Chair, and with this being a learning year for me, I welcomed the chance to see what our services looked like on that day. I knew we traditionally had these services and it gave me an opportunity to see how my community moves through this phase. So, thank you for that.

Ms. Koehler I am wondering, what the gate count does not count? It counts both ingress and egress, right? Ms. Thorsen said yes.

Chair Rowe asked if there was any public comment but there was none. This item was presented for informational purposes only and no action was taken.

**D- Consideration and possible action re: Report from the Library Director of her plans for the Library for the next three months.**

The Library Director will provide a report of her plans for the Library for the next 3 months. The Board of Trustees will be afforded an opportunity to make suggestions for changes.

FISCAL IMPACT: N/A

EXPLANATION OF IMPACT: N/A

FUNDING SOURCE: N/A

ACTION REQUESTED: Accept

Cathy Thorsen, Library Director, said I have completed nearly everything listed in this document so far. The State of Nevada's Collection Development has been taken care of. We are also interviewing next Tuesday for the Library Assistant position. We opened on November 4th and I have started an outreach program at the Early Learning Center at Northside. The kids there are adorable little 4-year-olds. I will be going there once a month. I have also made phone calls and sent emails to other schools, classrooms, and librarians to expand our outreach. I would like to increase our outreach efforts to at least three locations.

Additionally, I would like the Children's and Adult Services Librarian to facilitate a Saturday program, which we are starting soon. For example, the Adult Services Librarian is planning a Christmas Wrap program. People will bring their gifts, and we will provide wrapping paper and hot cocoa while they wrap their packages and enjoy the conversation. It is a new program and we are curious to see how it turns out. Ms. Segura said can people drop off packages to be wrapped? Ms. Thorsen said, no, the idea is for people to come, wrap their own packages, and enjoy the conversation.

As for the children's program, we are still working on what a Saturday morning program should look like. We are unsure if it will be a passive activity, like LEGOs or something more intentional and targeted for a specific age group. We have not finalized those details yet.

On the digital information side, we have set things up and I have been working specifically with Tomas Patterson. Starting in January, we are launching a Tech Tuesday Drop Demo series. For four Tuesdays in January and another four in February, we will focus on VR, 3-D printing, drones, and stop-motion animation. Afterward, we will evaluate what kinds of programs we should intentionally build based on interest and feedback. I feel that, in just three months, we have made excellent progress.

Ms. Koehler said Saturdays are fairly quiet, is that why you want to implement these programs? Ms. Thorsen said yes, I want to see what we need to do. Are families with young children coming in at 10 a.m. to check out books? And if so, can we connect that to a program? If we create a program that encourages more people to come in, it will also help us figure out the logistics. We feel a Saturday program is needed because it is currently slow but we are not sure yet what the program should be. It could also be something on the side where people can come and get involved. We have not worked out those details yet. Ms. Koehler said so, it is an experiment? Ms. Thorsen said exactly. We are going to try a bunch of different things and, if

something takes off, that is the one we will focus on.

Ms. Segura said I would like to commend Cathy. She is the one who suggested coming to the high schools to present. She got approval from both high schools and they are excited about it.

Ms. Rowe said one of the things I would like to celebrate briefly is how we are approaching this. I really appreciate the hypothesis, driven approach, that this might work very well. I have talked to my team, and they have come up with some ideas that I think could work effectively. We are going to test those ideas, gather data from the people who participate, and evaluate the response. Based on what we learn, we will reflect and adjust our programming accordingly. This is a very healthy way to create sustainable programs. I think it's a positive step that also involves the community, which pleases me greatly. It gives our community a chance to connect. After just three months, the progress is very encouraging. I love the plan and the fact that some of it is already in place. Now it is about sustaining, learning, and moving forward. Ms. Thorsen agreed.

Chair Rowe asked if there was any public comment but there was none. This item was presented for informational purposes only and no action was taken.

**E- Consideration and possible action re: Approval and adoption of the Churchill County Library Operating Procedures Policy.**

The board will consider adopting the Churchill County Library Operating Procedures Policy. The Policy has been included in the Agenda Packet.

FISCAL IMPACT: N/A

EXPLANATION OF IMPACT: N/A

FUNDING SOURCE: N/A

ACTION REQUESTED: Adopt

Cathy Thorsen, Library Director, said our policies are posted on our website and the Operating Procedure Policy still lists outdated hours that are all over the place. This needs to be edited and approved to reflect the new hours: Monday through Friday, 9 a.m. to 6 p.m., and Saturday, 9 a.m. to 5 p.m. While reviewing this policy, I also noticed that, on the second page, it mentions non-circulating materials. We no longer have any non-circulating materials. Everything we have is available for circulation. I would like to remove this section because it no longer applies and then update the document for the website and our official policies.

Ms. Rowe said after our brief conversation, when we talk about non-circulating materials, our tech, that you are looking to outreach, is not considered in that pile? Ms. Thorsen said it is not. The tech items are not barcoded, they are not in our catalog and patrons would not see it. The only items we might consider as non-circulating would be yearbooks, as those are hard to replace. For example, if someone walked off with a yearbook from 1972, we would not be able to replace it. Most of the time, people come in to look at them in-house. I do not foresee needing to designate anything else as non-circulating. The drones and VR equipment are also used in-house and not available in the catalog for circulation. These items are tools for programming, not part of our lending collection. Ms. Rowe said the only reason I might leave a place for non-

circulating materials in the policy would be to allow for something we might acquire in the future, like yearbooks or other items we might want to keep in-house. If you do not foresee accepting items like that, then I am fine with removing the section if it is not relevant to your day-to-day operations.

Ms. Thorsen said I believe in 100% access because I am a librarian. If we have something, patrons should be able to access it. Non-circulating items do not fit that philosophy. For example, a large abridged dictionary might not circulate because it is outdated and we need a new one anyway as language evolves. I do not see a need for non-circulating materials in our collection. Items for programming, like drones or VR, are a separate category. They are not meant for circulation; they are tools for specific uses. That said, I am okay leaving the policy as-is if you would prefer but since we are updating the hours, I thought it was worth addressing this section, as well. Ms. Rowe said I am happy following your lead.

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

**Trustee Sue Segura made a motion to approve and adopt the Churchill County Library Operating Procedures Policy as presented. Trustee Ryan Swirczek seconded the motion, which carried by unanimous vote.**

**Public Comment:**

Chair Rowe asked if there was any public comment. Trustee Segura said she was getting her nails done yesterday and someone expressed to her that they really appreciated Cathy. Furthermore, she really liked hearing Cathy say that this library was "their library".

**Adjournment:**

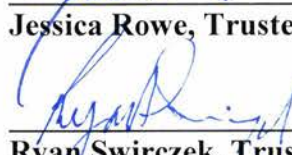
The meeting was adjourned at 3:30 PM.

Approved:



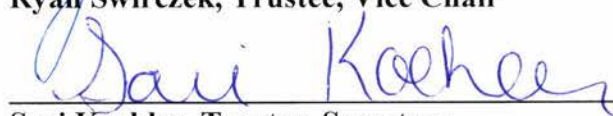
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Jessica Rowe, Trustee, Chair

Approved:



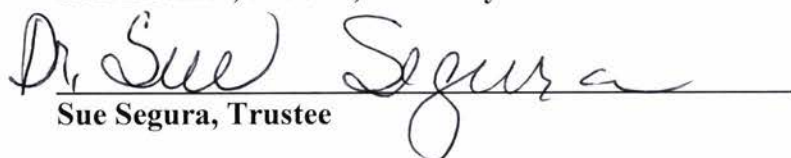
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Ryan Swirczek, Trustee, Vice Chair

Approved:



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Sari Koehler, Trustee, Secretary

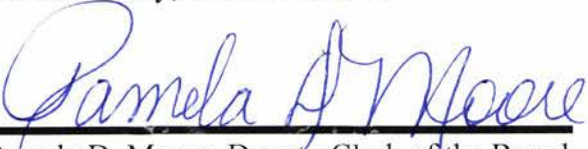
Approved:



\_\_\_\_\_  
Sue Segura, Trustee

ATTEST:

Linda Rothery, Clerk/Treasurer

  
Pamela D. Moore, Deputy Clerk of the Board