MINUTES OF THE CHURCHILL COUNTY LIBRARY BOARD OF TRUSTEES

155 N. Taylor St., Fallon, NV 89406
January 23, 2025

Call to Order:

The regular meeting of the Library Board of Trustees was called to order at 3:00 PM on January 23, 2025.

Pledge of Allegiance:

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

Public Comment:

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

Roll call of members:

PRESENT:	Trustee Ryan Swirczek, Vice-Chair
	Trustee Sari Koehler, Secretary
	Trustee Mattie Serna
	Commissioner Myles Getto
	Chief Civil Deputy District Attorney Joseph Sanford
	Library Director Cathy Thorsen
	Digital Information Services Librarian Thomas Patterson
	Deputy Clerk Crystal Muschetto
ABSENT:	Trustee Jessica Rowe, Chair
	Trustee Dr. Sue Segura
	Deputy Clerk of the Board, Pamela D. Moore

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 15th day of January, 2025, between the hours of 2:00 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 Sari Koehler made a motion to approve the Agenda as submitted. Trustee Mattie Serna seconded the motion, which carried by unanimous vote.

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

A- December 19, 2024.
The Minutes of the meeting held on December 19, 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 as submitted. Trustee Mattie Serna seconded the motion, which carried by unanimous vote.

<u>Library Board of Trustees' Report</u>:

Trustee Sari Koehler expressed enthusiastic praise for the library's tech programs, which she and her son have attended. She highlighted their empowering nature, noting that they engage not only children but also adults. She shared a heartwarming example of an older gentleman who was thrilled to learn about drone technology. Trustee Koehler extended her gratitude to Tom for leading these programs and also acknowledged J for her role in the Teen Library Club Meeting. She mentioned her son's newfound excitement about suggested books from the library, especially discovering mechanic books he had not known were accessible.

Trustee Ryan Swirczek commended the clean and peaceful environment of the library. He shared a positive experience from a recent visit where he met with Cathy and noted the effectiveness of the new Juvenile Probation Officer (JPO) in maintaining order, resulting in a calm atmosphere without disruptive behavior from children.

Trustee Koehler added that during a Tech Program, she spoke with a patron who was impressed by the library's safe and welcoming environment. She extended her thanks to the county and the library staff for fostering a community-friendly social space.

<u>Library Director's Report</u>:

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

Library Director Cathy Thorsen provided an overview of recent activities and initiatives at the library. Over the past month, Department Head Tours were conducted, giving the County Commissioners a chance to assess the Library's needs before the upcoming budget process. Ms. Thorsen attended a budget kickoff meeting the following day, gaining valuable insight into the budgeting process. She expressed appreciation for the Commissioners' expertise and the county's management capabilities.

Ms. Thorsen highlighted the launch of a new third-grade Book Club in collaboration with Parks and Recreation. The After-School Program accommodates children who have completed their homework but are not yet ready to go home. With approximately 18 participants, the group is currently enjoying the book, “Because of Winn-Dixie.” Additionally, she is starting a secondgrade Book Club at E.C. Best Elementary School.

Ms. Thorsen also attended a Community Partnership Meeting at the Life Center, where numerous resource organizations gathered to discuss collaboration opportunities. She found the experience insightful and is exploring potential partnerships, including hosting community events at the library or supporting other resource initiatives.

The library is currently holding interviews for a Page position. Ms. Thorsen mentioned meetings with Jill at the Life Center and discussions involving Tom on future initiatives. She also recently met with the County Manager and Assistant County Manager for her first budget discussion. Despite a busy schedule filled with outreach and program development, she noted that her staff has been efficiently managing day-to-day operations in her absence.

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

Set date and time of regular/special Library Board meetings:

The next regularly scheduled meeting shall be held on February 27, 2025 at 3:00 PM.

New Business:

A- Consideration and possible action re: Approval of the monthly Budget Reports for December 2024.

The monthly budget reports for December 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

The financial reports for the period ending December 2024 were presented for the board's consideration.

Trustee Koehler expressed her gratitude to Library Director Cathy Thorsen for her attentiveness to budget management. She acknowledged Ms. Thorsen's efforts in monitoring statistics and identifying areas where budget cuts could be made to offset unavoidable rising costs, such as utilities. Trustee Koehler emphasized the importance of this awareness in maintaining financial stability for the library and thanked Ms. Thorsen for her diligence.

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

Trustee Sari Koehler made a motion to approve the monthly Budget Report for November 2024 as submitted. Trustee Mattie Serna seconded the motion, which carried by unanimous vote.

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

The Library Gift Fund Report for December 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

The Library Gift Fund report was presented for the board's consideration and approval.

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

Trustee Sari Koehler made a motion to approve the Library Gift Fund as submitted. Trustee Mattie Serna seconded the motion, which carried by unanimous vote.

C- Presentation by Tom Patterson, Digital Services Librarian, regarding his role at the Library.

Tom Patterson, Digital Services Librarian, will make a presentation to the board regarding his role at the Library.
FISCAL IMPACT: N/A
EXPLANATION OF IMPACT: N/A
FUNDING SOURCE: N/A
ACTION REQUESTED: None; Informational Only

Thomas Patterson, the Digital Information Services Librarian, provided an overview of his role and responsibilities. As a full librarian with a focus on IT infrastructure, Mr. Patterson manages the library's computer systems for both staff and public use. He serves as the administrator for central services, the phone system, ILS, and the library website, ensuring agendas are posted online. Patterson also oversees the Maker Space technology, including VR, drones, and upcoming 3D printer demonstrations.

He described his role as tech support for both patrons and staff and his outreach efforts with community partners. Starting in February, Mr. Patterson will provide weekly tech support sessions at the Life Center on Friday mornings. He is also involved in restarting the middle school intern program, which was previously postponed. In collaboration with J, Mr. Patterson will mentor a student selected through an interview process.

Mr. Patterson acts as the liaison to the county's IT office and the Nevada Library Cooperative, handling technical issues such as catalog maintenance. He highlighted several major projects, including a website rebuild, online meeting space integration for room and equipment reservations, and automation improvements to boost staff efficiency. He invited the Library Board to provide a community message for the board's webpage and offered to update their headshots.

When asked about current programs, Mr. Patterson shared that they are going well, with strong community involvement and repeat participation. He described plans to allow patrons to use drones independently, with his guidance available for setup and programming assistance. The library offers Drone Blocks, a visual coding tool that simplifies programming for children without requiring advanced coding knowledge.

Trustee Swirczek inquired about future IT programs but Mr. Patterson did not have any immediate plans.

Trustee Serna asked if he enjoys his job and if he faced any challenges. Mr. Patterson enthusiastically confirmed his satisfaction and reported no problems.

Trustee Koehler praised his educational approach to technology, highlighting his mention of drones being used in Africa to transport medical supplies. Mr. Patterson emphasized the value of hands-on learning, connecting educational content with relatable information to enhance retention. He expressed a passion for making trivia useful and engaging wherever possible.

Vice-Chair Swirczek 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- Presentation by Zip Upham of the role of the Churchill Library Association and what they provide for the Library.

Zip Upham will make a presentation of the role of the Churchill Library Association and what they provide for the Library.

FISCAL IMPACT: N/A

EXPLANATION OF IMPACT: N/A

FUNDING SOURCE: N/A

ACTION REQUESTED: None; Informational Only

Zip Upham, representing the Churchill Library Association (CLA), shared an overview of the organization's role as the 501(c)(3) fundraising arm for the library. He explained that the CLA evolved from the former Friends of the Library group, which was not a 501(c)(3) and had become inactive. Thanks to the efforts of Marilyn Hedges-Heller, the transition to a certified nonprofit was successful and the CLA has now operated as a 501(c)(3) for eight years.

The association's primary goal is to provide financial support for library programming and collection development, ensuring top-quality resources for the community. As a 501(c)(3), donations to the CLA are tax-deductible, a feature that encourages contributions. Mr. Upham emphasized that the CLA functions independently from the county and has its own board, with members including himself as Chairman, Steve Ranson, Jo Petteruti, and Terry Mackedon. They have also invited Trustee Sari Koehler to join the board. To maintain communication, a library board trustee serves as a liaison to stay informed about the CLA's fundraising efforts and expenditures.

Mr. Upham described the CLA's two primary annual fundraising events: a winter letter campaign requesting donations from generous community members and a fall event called "Books, Bites, and Beverages," a wine-tasting and cocktail gathering with raffles. These events typically generate $4,000 to $5,000 annually, which the CLA allocates to initiatives like Books for Babies, the Summer Reading Program, and additional collection requests from the library. The CLA avoids funding infrastructure projects, leaving those responsibilities to the county.

However, when the library underwent modernization and repurposing, the CLA seized the opportunity to help fund the implementation of an RFID system, including the necessary check-out and check-in readers and software. This project aligned with modernization efforts and was an efficient use of resources, as the entire collection had to be handled during the transition.

Mr. Upham highlighted the CLA's financial strength, noting that their investment account with Edward Jones currently holds approximately $200,000. He acknowledged that the library has been utilizing the Morgan Trust Gift for collection development but once those funds are depleted, the CLA anticipates playing a more active role in development and additions. The long-term goal is to grow the endowment fund to a point where only interest and investment gains are used, preserving the principal.

Trustee Koehler raised a question about how donations are managed to ensure they are used exclusively for the library and not for fees paid to Edward Jones. Mr. Upham explained that the CLA maintains two separate accounts: a corporate account for paying investment management fees and the endowment account for library-related expenditures. By keeping these accounts separate, donors can be assured that their contributions go directly to supporting the library.

Trustee Serna inquired about potential funding sources for the planned library expansion. Mr. Upham clarified that the CLA does not directly fund infrastructure projects, emphasizing their focus on programming and collections. The association's commitment remains steadfast in supporting the library's role in serving the people of Churchill County.

Mr. Upham continued by sharing his experience as a former member of the Library Board of Trustees, where he served for at least two terms. He elaborated on the library's repurposing project, which was funded through a dedicated effort by the County Commissioners. Over eight years, the county set aside $50,000 annually, totaling approximately $500,000, earmarked specifically for renovating or modernizing the library.

Initially, the expectation was to build a new 30,000-square-foot library structure, which would have required additional staff to meet the community's needs. However, as the library collection increasingly transitioned to electronic media, the necessity for a larger physical footprint diminished. The focus shifted to modernizing the existing 1967 building to make it more functional and up-to-date, which proved to be a much more cost-effective solution. The repurposing project was significantly less expensive than the $12 million estimated for constructing a new facility.

Mr. Upham emphasized the financial challenges associated with constructing public buildings, which must meet extensive ADA compliance requirements and other regulatory standards. He clarified that the CLA's $200,000 endowment, primarily designated for collection development, would not be sufficient to support the heavy lifting needed for a new building or expanded footprint.

However, Mr. Upham was clear that while the CLA's focus remains on supporting collections and programming rather than infrastructure, they are open to collaborating and supporting any efforts deemed appropriate to achieve a potential expansion or new facility for the library. This cooperative spirit underscores the organization's commitment to the library's continued growth and service to the community.

Vice-Chair Swirczek 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: Appointment of a Library Trustee to be a Liaison to the Churchill Library Association.

The board has traditionally had a Liaison from the board to the Churchill Library Association (CLA), which has been vacant for several months. The board is asking to appoint a new Liaison to the CLA, who can then report back to the Library Board of Trustees.

FISCAL IMPACT: N/A

EXPLANATION OF IMPACT: N/A

FUNDING SOURCE: N/A

ACTION REQUESTED: Accept

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

Trustee Mattie Serna made a motion to approve Trustee Sari Koehler as the Library Association Liaison. Trustee Myles Getto seconded the motion, which carried by unanimous vote.

Public Comment:

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

Adjournment:

The meeting was adjourned at 3:35 PM.

Approved: ______________________________

Jessica Rowe, Trustee, Chair

Approved: ______________________________

Ryan Swirczek, Trustee, Vice-Chair

Approved: Sari Koehler

Sari Koehler, Trustee, Secretary

Approved: Dr. Sue Segura

Dr. Sue Segura, Trustee

Approved:

Mattie Serna, Trustee

ATTEST:
Linda Rothery, Clerk/Treasurer

Pamela D Moore

Pamela D. Moore, Deputy Clerk of the Board