

MINUTES OF THE CHURCHILL COUNTY LIBRARY BOARD OF TRUSTEES

155 N. Taylor St., Fallon, NV 89406
February 27, 2025

Call to Order:

The regular meeting of the Library Board of Trustees was called to order at 3:00 PM on February 27, 2025.

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
Trustee Mattie Serna
Commissioner Myles Getto
Library Director Cathy Thorsen
Senior Deputy District Attorney Jeff Weed
Deputy Clerk Crystal Muschetto

ABSENT: Clerk to 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 21st day of February, 2025, 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 Ryan Swirczek made a motion to approve the Agenda as submitted. Trustee Sue Segura seconded the motion, which carried by unanimous vote.

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

A- January 23, 2025.

The Minutes of the meeting held on January 23, 2025 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 Ryan Swirczek made a motion to approve the Minutes of the meeting held on January 23, 2025 as presented. Trustee Sari Koehler seconded the motion, which carried by unanimous vote.

Library Board of Trustees' Report:

Trustee Segura began by apologizing for missing the previous meeting, explaining that she had not received an email reminder due to canceling her email account. However, she expressed appreciation for receiving an update from Cathy, noting how nice it was to be kept in the loop.

Trustee Koehler then shared her enthusiasm for the technology programs, particularly the virtual reality and drone sessions. Initially, her son was the only participant but as the session progressed, more students joined in. She described how Mr. Patterson guided her son in setting up a drone course, which turned out to be an impressive learning experience. A high school student also engaged in the activity, further expanding participation. Trustee Koehler noted that by the end of the class, students of all ages, from elementary to high school, were involved.

Additionally, she recounted the success of other programs, including Stop Motion, which her husband observed and 3D Printing, where their son designed an air intake engine while other students excitedly worked on their own projects. Trustee Koehler commended Cathy and Mr. Patterson for their dedication, acknowledging Cathy's role in making the programs successful.

Chair Rowe closed by expressing gratitude for Cathy's efforts in keeping her updated while she had been dealing with health concerns. Despite being less present this month, she had heard only positive feedback and appreciated Cathy's consistency in communication.

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, provided updates on recent developments, starting with the hiring of a new 14-hour Page position. She shared that she met with Shannon Ernst to explore potential partnerships, with promising opportunities ahead. Additionally, she attended the latest department head meeting and presented her proposed budget to the County Commissioners,

with final decisions expected next month. She expressed excitement about seeing the process unfold.

Mr. Patterson has begun offering device assistance at the Life Center on Friday mornings. While attendance was initially slow, a growing number of people are now looking forward to his help, making it an exciting initiative to watch develop.

Ms. Thorsen also announced the beginning of a strategic five-year planning process. A committee has been formed to establish goals and once a rough draft is ready, it will be presented to the Library Board of Trustees for review.

Looking ahead, the Adult Services Librarian, Magdalena, will be present at next month's meeting and Ms. Thorsen plans to introduce a different staff member every other month. Additionally, inspired by Mr. Patterson's idea, the library has partnered with the School District for a Bookmark Challenge. Students will design bookmarks based on the theme "What My Library Means to Me." The front will feature student artwork, while the back will display library information. Schools, Art Teachers, and Principals will facilitate submissions throughout March and in early April, the Library Board of Trustees will vote for the top six winners—one from each school. Winning designs will be printed and used as promotional items for summer reading and outreach events. Ms. Thorsen has already secured prizes for the winners.

She also reminded the board about the upcoming Volunteer Appreciation Reception at the library next Friday night, for which all members had received invitations. Chair Rowe expressed enthusiasm for the volunteer appreciation event, calling it a wonderful initiative.

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.

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

The next meeting was scheduled for March 27, 2025 at 3:00 PM.

New Business:

A- Consideration and possible action re: Approval of the monthly Budget Reports for January 2025.

The monthly budget reports for January 2025 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 monthly budget reports were reviewed and considered by the Board of Trustees.

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

Trustee Sari Koehler made a motion to approve the budget reports as presented. Trustee Ryan Swirczek seconded the motion, which carried by unanimous vote.

B- Consideration and possible action re: Approval of the Library Gift Fund Report for January 2025.

The Library Gift Fund Report for January 2025 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 monthly gift fund report was reviewed and considered by the Board of Trustees.

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 Mattie Serna seconded the motion, which carried by unanimous vote.

C- Presentation and discussion led by the Churchill County District Attorney's Office regarding the role of the Library Board of Trustees and the Open Meeting Law.

Jeff Weed, Deputy District Attorney, will make a presentation and facilitate discussion regarding the role of the Library Board of Trustees and the Open Meeting Law.

FISCAL IMPACT: N/A

EXPLANATION OF IMPACT: N/A

FUNDING SOURCE: N/A

ACTION REQUESTED: None; Informational Only

Senior Deputy District Attorney Weed had the following PowerPoint presentation:

NRS CHAPTER 379 – PUBLIC LIBRARIES

NRS 379.002: Goal of public libraries

- **It is the goal** of the State's publicly supported libraries ... to provide the resources and trained staff **to meet the informational needs of all citizens.**

NRS 379.040: Library to be free and accessible to public

- The library of any county **library must forever be and remain free and accessible to the public,** subject to such **reasonable regulations as the trustees of the library may adopt.**

CREATION OF COUNTY LIBRARY (NRS 379.010)

- The board of county commissioners of each county may **set apart a sum of money to be used in the establishment and maintenance of a public library in the county.**
- **Each year thereafter the board of county commissioners may set apart an amount of money** for the purpose of **operating and maintaining** the library.

During the discussion, Trustee Koehler raised a question regarding the "use it or lose it" policy referenced in the Nevada Revised Statutes (NRS), particularly concerning unspent funds at the end of the fiscal year. She asked where the remaining money goes when there is an excess. Mr. Weed responded, clarifying that it depends on the type of funds in question. If the funds come from the county-approved budget, they likely do not roll over at the end of the year. However, Gift Funds and other designated funds are handled separately but, ultimately, revert back to the County General Fund. Trustee Koehler reiterated her inquiry, specifically asking about the funds allocated to the library by the county. Mr. Weed confirmed that those funds do not remain with the library as a lump sum but instead return to the County General Fund at the end of the fiscal year.

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SELECTION OF TRUSTEES (NRS 379.020)

- **Appointed by the Churchill County Board of Commissioners** (including all vacancies which may occur at any time).
- **LBOT consists of 5 competent** persons who are **residents** of Churchill County.
- May not be appointed to hold office for more than **two consecutive 4-year terms**.
- Board of County Commissioners may remove any trustee who **fails, without cause, to attend three successive meetings** of the trustees.

Mr. Weed provided guidance on board members' roles and responsibilities, emphasizing that individual trustees cannot act independently in directing library operations. While members can share thoughts or recommendations with Cathy, they cannot issue directives as individuals. Decisions and actions must be made collectively in an open meeting to ensure transparency and compliance with regulations.

Trustee Koehler asked if board members could approach Cathy informally, as a member of the public, to discuss concerns or suggestions. Mr. Weed confirmed that trustees can meet with Ms. Thorsen to offer ideas but clarified that these discussions are not binding decisions. If a trustee raises concerns but sees no action taken, they have the option to formally bring the matter to the board by requesting it be added to the Agenda for discussion and a collective vote. Ultimately, all decisions must come back to the board for approval.

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WHAT DO TRUSTEES DO? (NRS 379.025)

- Establish, supervise, and maintain the library (remember OML).
- Appoint, evaluate the performance of and, if necessary, dismiss the library director.
- Hold and possess the property and effects of the library in trust for the public.
- Submit annual budgets to the board of county commissioners, containing detailed estimates of the amount of money necessary for the operation and management of the library for the next succeeding year.
- Establish bylaws and regulations for the management of the library and their own management.
- Manage all the property, real and personal, of the library.
- Acquire and hold real and personal property, by gift, purchase or bequest, for the library.
- Administer any trust declared or created for the library.
- May do all acts necessary for the orderly and efficient management and control of the library.

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GIFT FUNDS (NRS 379.026)

- Trustees may establish a special fund, to be known at the gift fund.
- The money in such a fund must be derived from all or any part of any gift, bequest or devise, including the interest thereon, and any additional money of the library that is needed to supplement or match any gift, bequest or devise in the gift fund. The fund must be a separate and continuing fund and no money in the fund reverts to the general fund of the county at any time.
- The money in a gift fund of a library may be used for construction of new library buildings, capital improvements to library buildings, special library services or other library purposes.
 - No expenditure from a gift fund of a library may be made until authorized by the trustees.
- The trustees may invest or reinvest all or part of the money in the gift fund of a library in any investment authorized for city and county money under chapter 355 of NRS (Public Investments).

DUTIES OF THE LIBRARIAN/DIRECTOR (NRS 379.027 AND LBOT BYLAWS)

- The librarian/director of a county library shall
 - Administer all functions of the library,
 - Employ assistants and carry out the policies established by the trustees of the library, and
 - May recommend policies to the trustees. (NRS 379)
- The Director shall:
 - Execute the policies adopted by the Board,
 - Be responsible for the direction and supervision of all staff members in the performance of their duties,
 - Submit to the Board monthly and annual reports, and
 - Recommend to the Board such policies and procedures as in the opinion of the Director will promote the efficiency of the Library in its service to the people of the community. (LBOT Bylaws)

BYLAWS (ADOPTED BY THE LBOT)

○ Organization

- LBOT exists by virtue of NRS 379 and has powers and duties delegated to it by statute.
- Consists of 5 members appointed by CCBOC and shall not serve more than 2 consecutive 4-year terms.
- CCBOC may remove trustee who fails, without cause, to attend 3 successive meetings. LBOT will notify CCBOC.

○ Officers

- Chair, vice-chair, and secretary serve for a term of one year from the annual meeting at which they are elected.

○ Meetings

- Follow open meeting law.
- Regular meetings held on the fourth Thursday of each month.
- Governed by Robert's Rules of Order (standard for facilitating discussions and group decision-making)

CONDUCTING A MEETING

- Chairperson is responsible for the orderly procession of the meeting. Including calling for a motion and voting, acknowledging speakers, and ensuring the meeting proceeds in a timely fashion.
- Chairperson may cut-off speakers and presentations that are redundant or irrelevant. Chairpersons may not limit public comment **based upon viewpoint**.

REMOVAL OF DISRUPTIVE PERSONS

- Chairperson may order that a person be removed from the meeting when they willfully disrupt the meeting **to the extent that the orderly conduct of the meeting is impractical.**
- For example, a person may be removed for intentionally making comments in the audience that are audible to the board and disruptive to the meeting. This includes things like clapping, whistling, stomping feet, etc.
- Best practice is to admonish then remove.

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WHAT IS A MEETING THAT IS SUBJECT TO OPEN MEETING LAW?

- Gathering of members of a **public body** at which a **quorum** is present to **deliberate** toward a decision **or** to **take action** on any matter over which the public body has supervision, control, jurisdiction or advisory power.

- Quorum: a **simple majority** of the membership of a public body.
 - Example: 5 person board
 - Quorum = 3 members

ACTION AND DELIBERATION

- Generally, **action** is taken when:
 - A decision is made;
 - A commitment or promise is made; or
 - An affirmative vote is made.

- **“Deliberate”** means collectively to examine, weigh reflect upon the reasons for or against the action.

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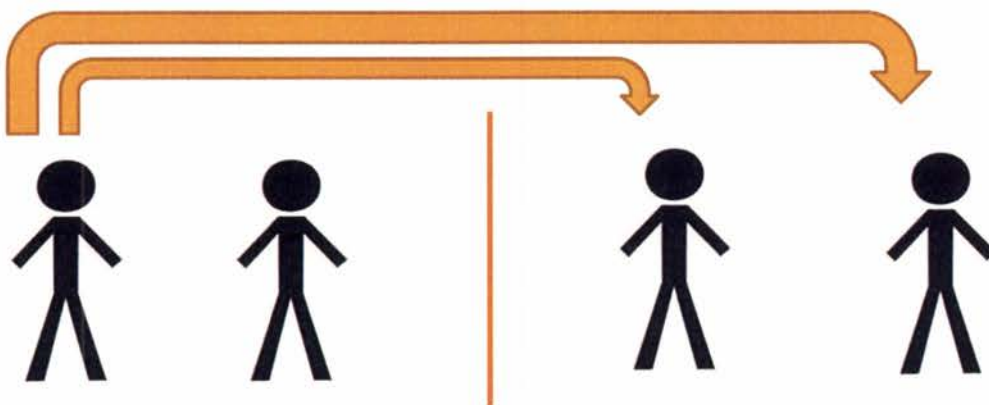
THINGS TO WATCH FOR

- Watch sidebars – no deliberation with a quorum off the record.
- Watch discussions on the bench during breaks.
- Watch rolling quorums, serial communications
- Watch emails.
- Watch speaking on behalf of the Board.

SOCIAL GATHERINGS AND CONFERENCES

- Social gatherings and conferences are not meetings subject to open meeting law even if a quorum is present unless that quorum deliberates on a matter over which the public body has supervision.

SERIAL COMMUNICATIONS (WALKING QUORUMS/CONSTRUCTIVE QUORUMS)



Serial communication invites abuse of the Open Meeting Law if it is used to accumulate a secret consensus or vote of the members of a public body.

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ELECTRONIC COMMUNICATION

- **A quorum of a public body using serial electronic communication to deliberate . . . Violates the Open Meeting Law.** That is not to say that in the absence of a quorum, members of a public body cannot privately discuss public issues or even lobby for votes. However, if a quorum is gathered by serial electronic communications, the body must deliberate and actually vote on the matter in a public meeting.

NEVADA SUPREME COURT

THE AGENDA

- Stick to it.
- Items can be taken out of order unless there is a specific appointment time.
- Be careful with Staff Reports, Request for Future Agenda Items and Visiting before and after Meeting.



Trustee Serna inquired about the appropriate way to request an item be added to the next meeting agenda. Mr. Weed explained that agendas must be posted at least three days before a meeting, except in emergency cases. If a relevant discussion arises during a meeting, a trustee can suggest adding the topic to the next agenda. Alternatively, they can speak with Ms. Thorsen after the meeting to formally request its inclusion. Trustee Serna then asked for clarification on the best method for adding an agenda item. Mr. Weed confirmed that talking directly with Ms. Thorsen is the most efficient way, as she coordinates closely with the Clerk's Office to manage agenda preparation. However, trustees may also relay requests through him, if needed, though Ms. Thorsen remains the most direct point of contact.

CONCLUSION

- NRS 241.010: In enacting this chapter (open meeting law), the Legislature finds and declares that **all public bodies exist to aid in the conduct of the people's business.** It is the intent of the law that their **actions be taken openly and that their deliberations be conducted openly.**

JEFF WEED

SENIOR DEPUTY DISTRICT ATTORNEY

(775) 423-6561

jweed@churchillda.org

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.

Public Comment:

Chair Rowe asked if there was any public. Trustee Koehler inquired whether she could make a public comment on behalf of her husband, to which Mr. Weed affirmed she could. Trustee Koehler then shared her husband's suggestion of placing a "special board" on the corner, outside of the library to advertise daily events. She highlighted the heavy traffic around the library and pointed out that many parents, particularly mothers, might not check the library's website regularly. She believed that such a display could inspire passersby to recognize the value of library programs for their children.

In response, Mr. Weed advised against discussing the matter further during the meeting, stating that raising such topics could lead to unintended discussions. He clarified that the matter should be addressed after the meeting between Trustee Koehler and Mr. Thorsen, not the board.

Adjournment:

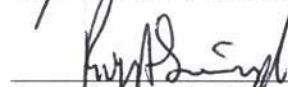
The meeting was adjourned at 3:43 PM.

Approved:



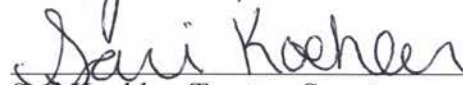
Jessica Rowe, Trustee, Chair

Approved:



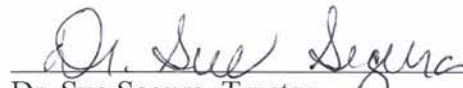
Ryan Swirczek, Trustee, Vice-Chair

Approved:



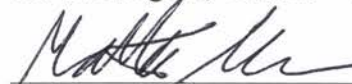
Sari Koehler, Trustee, Secretary

Approved:



Dr. Sue Segura, Trustee

Approved:



Mattie Serna, Trustee

ATTEST:

Linda Rothery, Clerk/Treasurer



Crystal Muschetto, Deputy Clerk