MINUTES OF THE CHURCHILL COUNTY LIBRARY BOARD OF TRUSTEES

155 N. Taylor St., Fallon, NV 89406
December 19, 2024

Call to Order:

The regular meeting of the Library Board of Trustees was called to order at 3:00 PM on December 19, 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 Dr. Sue Segura
Trustee Mattie Serna
Commissioner Myles Getto
Library Director Cathy Thorsen
Civil Deputy District Attorney Jeff Weed
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 12th day of December, 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 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- November 21, 2024.
The Minutes of the meeting held on November 21, 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 Ryan Swirczek made a motion to approve the Minutes as submitted. Trustee Sue Segura seconded the motion, which carried by unanimous vote.

Library Board of Trustees' Report:

Trustee Koehler said that Tom invited her son to help with the Stop Motion Animation program he was starting. Although she was not there to see the process, her son mentioned that it was very quick and she was pleased he was included. She expressed her gratitude and said thank you.

Chair Rowe said she wanted to acknowledge and thank the library, as well as all community libraries, for the help they had provided to her students, particularly, with their research papers and projects. She noted that the online services had been especially helpful. Chair Rowe emphasized how valuable it was for students to access the materials they needed at no cost. She added that this support would continue to be important, as they prepared for the next semester in January and said this is huge for them.

Trustee Dr. Segura said I will second that.

Library Director's Report:

Library Director, Cathy Thorsen reported that since the last meeting, she has filled the 25-hour-per-week Library Assistant position. The library is now moving forward with hiring a 14-hour-per-week Page position. Once that position is filled, the library hopes to be fully staffed. She also shared her recent outreach efforts, starting with a visit to Northside Early Learning. During the visit, she facilitated an activity where the children created gingerbread men inspired by the stories they read. The children danced, sang, and decorated the gingerbread men with various embellishments. Ms. Thorsen described it as a fun and rewarding experience and noted that she plans to return in January to lead a winter-themed activity, making hats and clothes with the children.

Ms. Thorsen discussed another outreach event at the Churchill County School District's E.L. Program, where she was invited to bring a table of materials and share information about library services on December 4th. Although attendance was low, those who attended signed up for library cards, and the event provided a good opportunity to promote the library. She also extended invitations to several classes to visit the library and was invited to speak to some of the classes, which she noted was a valuable networking opportunity.

She reported that she and two staff members attended a virtual Summer Reading Workshop. Ms. Thorsen explained that, for many years, the summer reading program was primarily for children, with limited engagement for adults. This year's workshop provided several ideas to improve adult programming and the team is excited about implementing them. The theme for 2024 is *Color My World*, which offers a wide range of creative possibilities. The workshop was an all-day online event, and the team took turns watching different segments.

Ms. Thorsen met with Sara from the CEDA program to discuss potential partnerships and how the library and CEDA can support each other. She also met with Parks and Recreation to collaborate on their after-school program. Ms. Thorsen expressed her enjoyment of working with the younger children, or "littles," and shared plans to start a book club for third graders on Thursdays at 4:30 PM. She also worked with staff to arrange for children to be transported by van to the library on Fridays to participate in STEAM activities. The goal is to ensure all the children are signed up for library cards by the start of the summer reading program, with plans to deliver materials directly to them if they cannot come to the library.

A meeting with the Senior Center, originally scheduled for earlier in the month, was postponed due to staffing issues but has been rescheduled for January 14th.

Ms. Thorsen also addressed concerns about graffiti on the library building. Two weeks ago, the utility box was tagged but the city quickly cleaned it up. However, the back wall has been tagged multiple times since then. She is working with the Fallon Police Department and IT staff to determine the best placement for cameras and how they should be posted to deter further incidents. Ms. Thorsen acknowledged that graffiti is likely to recur and noted that they are exploring proactive measures. Dr. Segura suggested taking photos of the graffiti and sharing them with the CCSD, as this can help identify the individuals responsible.

Finally, Ms. Thorsen mentioned that a board member had asked about the possibility of holding a workshop in January to improve board cohesion and clarify how she should report to them. She asked Mr. Weed whether this should be addressed as a special meeting or a regular agenda item. Mr. Weed advised that it could be included as a regular agenda item unless the board preferred a special meeting. Ms. Thorsen thanked him for the clarification and concluded her report.

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

The regular meeting of the Library Board of Directors was set for January 23, 2025 at 3:00 PM.

New Business:

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

The monthly budget report for November 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

Chair Rowe 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 Ryan Swirczek seconded the motion, which carried by unanimous vote.

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

The Library Gift Fund Report for November 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

Trustee Koehler asked if Chair Rowe had been able to meet with Zip or attend the Library Association meeting last month. Chair Rowe shared that she did not attend the meeting but had spoken with Zip. She had asked him to proceed with getting the library liaison or having someone from the CLA come and help facilitate the report. Chair Rowe further added, in the past, when we had a liaison working with us, it gave an opportunity to discuss some of the things they were doing.

She continued, noting that the liaison provided a platform to communicate with the public about various aspects of their work, including important elements of the budget, which helped the board better understand it. Chair Rowe added that she feels that Zip is willing to do some of that and may start doing that in January.

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

Trustee Dr. Sue Segura made a motion to approve the Library Gift Fund as submitted. Trustee Ryan Swirczek seconded the motion, which carried by unanimous vote.

Public Comment:

Chair Rowe took a moment to thank Mattie Serna for joining the board, expressing eagerness for her to start in January and appreciation for her willingness to be part of the team. She shared her excitement about having her onboard. Trustee Koehler echoed this sentiment, also expressing gratitude and excitement. Ms. Serna thanked them both for the warm welcome.

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

Adjournment:

The meeting was adjourned at 3:15 PM.

Approved: Jessica Rowe

Jessica Rowe, Trustee, Chair

Approved: Ryan Swirczek

Ryan Swirczek, Vice-Chair

Approved: Sari Koehler

Sari Koehler, Secretary

Approved: Dr. Sue Segura

Doctor Sue Segura, Trustee

ATTEST:
Linda Rothery, Clerk/Treasurer

Pamela D Moore

Pamela D. Moore, Deputy Clerk of the Board