

MINUTES OF THE CHURCHILL COUNTY LIBRARY BOARD OF TRUSTEES

155 N. Taylor St., Fallon, NV 89406
July 11, 2025

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Call to Order:

The special meeting of the Library Board of Trustees was called to order at 3:00 PM on July 11, 2025.

Pledge of Allegiance:

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

Public Comment:

The Director of the Churchill County Museum, Mel Glover shared his appreciation for the long relationship that the museum and library have shared and referred to them as natural allies. He went on to talk about the previous Library Director, Cathy Thorsen, and spoke of how he valued their friendship. Mr. Glover expressed that he is not specifically blaming anyone for Ms. Thorsen's resignation. He also reminded the board that it is their responsibility to remedy any issues sooner rather than later.

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
County Manager Chris Spross
Senior Deputy District Attorney Jeff Weed
HR Manager Kim Brontsema
Deputy Clerk of the Board Pamela D. Moore

ABSENT: N/A

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 8th day of July, 2025, between the hours of 8:00 and 9:00 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 Mattie Serna seconded the motion, which carried by unanimous vote.

Old Business:

A- Consideration and possible action re: Appointment of Kendra Flower, Patsy Esposito, or Thomas Patterson as the Interim Director for the Churchill County Library or to authorize Churchill County Manager Chris Spross to perform the administrative tasks and duties of the Library Director, retroactive to June 20, 2025, while the Library Board of Trustees continues to search for an Interim 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 current Library Director resigned effective June 19, 2025. The Board of Trustees may elect to appoint an Interim Director while searching for an Applicant to fill the Library Director position on a permanent basis. HR received letters of interest from Kendra Flower, Patsy “Penny” Esposito, or Thomas Patterson following the last board meeting to serve as Interim Director for the library. A copy of what the Applicants provided has been included in the Agenda Packet. If the Library Board does not wish to appoint any of the Applicants for the Interim Director position, the board may elect to authorize County Manager Chris Spross to perform administrative tasks for the library, such as paying utilities, signing payroll, authorizing library purchases, making employment decisions, etc., while the board searches for additional applicants to fill the Interim Director position.

FISCAL IMPACT: N/A

EXPLANATION OF IMPACT: N/A

FUNDING SOURCE: N/A

ACTION REQUESTED: Accept

Chair Rowe announced that someone has stepped forward to fill the position of Interim Director and invited Mr. Jeff Weed, Senior Deputy District Attorney, to offer any advice to the board. In doing so, Mr. Weed spoke of 3 letters of interest for the board to consider. He also advised, since this has been agendized, the board could feel free to make their decision now or continue their search. Further, reminding the board they also can make use of the County Manager, Kim Brontsema, for administrative functions.

Chair Rowe speculated, as this process progresses, questions and discussions will be necessary. She encouraged everyone to stay focused on what is necessary for sustainability and stability for the services provided by the library. Chair Rowe also voiced her appreciation for the library’s staff for being proactive during this time.

Trustee Koehler emphasized the importance and need for the Interim Director to enable a cohesive environment between the staff and themselves. While complementing the knowledge of the library’s staff, she recommends the Interim Director rely on that knowledge. Chair Rowe agreed and mentioned the position does have limits compared to a permanent Director and clarified this role is supporting in function.

Trustee Segura enthusiastically announced her 25-year friendship with Penny Esposito, one of the Interim Director Applicants. She praised Ms. Esposito’s positivity, intelligence, along with a diverse background as a Humboldt County Principal and having financial experience.

Trustee Serna suggested more frequent board meetings during this transition. Chair Rowe offered reassurance, then stating, this topic is not agendaized but could be added to the next regular board meeting for further discussion.

Trustee Segura expressed concern for library staff and questioned if a climate survey had been offered to them for feedback. Ms. Brontsema shared that her department has done nothing official at this time but there has been communication with staff. She offered to create a survey that could give deeper insight on topics that are more specific. Trustee Segura confirmed that she would like to see both a climate survey and what the library staff would like to see in a new director. Chair Rowe intervened, agreeing with Trustee Segura on the importance of assessing the needs of the library staff. She suggested the matter might be better addressed at the next meeting and then invited Mr. Weed to weigh in on the topic. Mr. Weed agreed with the advantages of a survey and acknowledged the topic could be worked-in with another agenda item, depending on what questions they want answered. He suggested either formalizing it or discussing it during the next meeting.

Confidentiality was then addressed by Trustee Koehler, regarding privacy for patrons regarding their questions and checkout history. She voiced her concern to make sure the new Interim Director understands the importance of confidentiality before taking on the position. Chair Rowe affirmed that training would be necessary and additional support will be paramount.

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

Trustee Sue Segura made a motion to appoint Patsy “Penny” Esposito as the Interim Library Director until a Library Director is appointed/hired. Trustee Mattie Serna seconded the motion, which carried by unanimous vote.

Mr. Weed reminded the board they would need to settle on a start date for the position and an acceptance of the offer from the selected candidate. He stated this will be necessary and the (HR) Human Resource Department can assist in those steps. Chair Rowe revisited this subject from a previous meeting where HR would approach the candidate with an offer, negotiate the salary and, ultimately, extend an offer. She also mentioned that HR would initiate training and believes the county can aid with any confidentiality concerns. Ms. Brontsema verified that she has all that is needed to move forward but does not have library specific material for training. Chair Rowe acknowledged the need to involve current library staff to collaborate with HR and collect what would be conducive for training.

Trustee Sue Segura made a motion to allow the county to make the offer, to negotiate the salary within the budget boundaries, to determine the start date, and to provide training from the county and POOL/PACT. Trustee Sari Koehler seconded the motion, which carried by unanimous vote.

B- Consideration and possible action re: Authorization for Churchill County Manager Chris Spross to perform the administrative tasks and duties of the Library Director, retroactive to June 20, 2025, until the Interim Director for the Library is appointed and begins work.

With the resignation of the Library Director, authorization and signatures have been required for the library to continue to operate, such as payroll. County Manager Chris Spross has signed payroll and other necessary documents as needed to ensure that operations of the Library continue. The Library Board can authorize the County Manager's actions by authorizing him to perform the administrative tasks and duties of the Library Director, retroactive to June 20, 2025. The board can also authorize the County Manager to fulfill these tasks and duties until the Interim Library Director begins work.

FISCAL IMPACT:

EXPLANATION OF IMPACT:

FUNDING SOURCE:

ACTION REQUESTED: Accept

Chair Rowe made the presentation as shown above and no discussion followed.

Trustee Ryan Swirczek made a motion to authorize Churchill County Manager Chris Spross to perform the administrative tasks and duties of the Library Director, retroactive to June 20, 2025, until the Interim Director for the Library is appointed and begins work. Trustee Sari Koehler seconded the motion, which carried by unanimous vote.

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

The current Library Director resigned effective June 19, 2025. 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 administers all functions of the library, employs assistants, and carries out the policies established by the Trustees of the library. The Board of Trustees may discuss and approve the next steps for hiring a Library Director.

FISCAL IMPACT: N/A

EXPLANATION OF IMPACT: N/A

FUNDING SOURCE: N/A

ACTION REQUESTED: Accept

The itinerary for the steps and postings for hiring the new Library Director were initially covered by Chair Rowe. Ms. Brontsema verified the job posting was up and that it is also posted live with additional online recruiting sites, locally and nationally. She continued covering topics that would help her narrow the search e.g., how many candidates would the board like to interview? The board felt it was better to wait until they knew how many qualified candidates applied but ultimately feel 4 or 5 should be the maximum invited.

Ms. Brontsema requested the authority to adjust or remove the ad in the event those selected from the review panel are not available? Several members of the board voiced their support granting Ms. Brontsema request.

The Board also discussed the desire to have a library staff member on the review panel and several agreed that it would be a terrific idea.

Trustee Mattie Serna made a motion to continue forward with the process as described and to allow Kim Brontsema, HR Manager, the authority to make a replacement with the review panel if needed. Trustee Ryan Swirczek seconded the motion, which carried by unanimous vote.

Public Comment:

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

Adjournment:

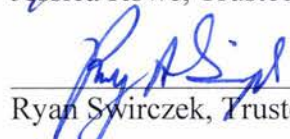
The meeting was adjourned at 3:42 PM.

Approved:



Jessica Rowe, Trustee, Chair

Approved:



Ryan Swirczek, Trustee, Vice-Chair

Approved:



Sari Koehler, Trustee, Secretary

Approved:



Dr. Sue Segura, Trustee

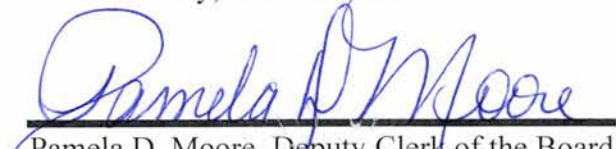
Approved:



Mattie Serna, Trustee

ATTEST:

Linda Rothery, Clerk/Treasurer



Pamela D. Moore, Deputy Clerk of the Board