MINUTES OF THE CHURCHILL COUNTY LIBRARY BOARD OF TRUSTEES

155 N. Taylor St., Fallon, NV 89406
July 24, 2025

Call to Order:

The regular meeting of the Library Board of Trustees was called to order at 3:00 PM on July 24, 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 Dr. Sue Segura
Trustee Mattie Serna
Commissioner Myles Getto
Deputy Clerk Crystal Muschetto
County Manager Chris Spross
Human Resources Manager Kim Brontsema
Interim Library Director Penny Esposito

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 17th day of July, 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:

It was reported that the Minutes had not been completed for June 26th due to staff-shortages in the office and, therefore, the Agenda needs to be revised to reflect that those Minutes have been withdrawn.

Trustee Ryan Swirczek made a motion to approve Agenda as revised. 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- June 26, 2025.

The Minutes of the meeting held on June 26, 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

This item was withdrawn prior to the meeting.

Library Board of Trustees' Report:

Trustee Dr. Segura said she wanted to thank Ms. Esposito for stepping up and doing this for our community. She shared that she had visited Ms. Esposito yesterday and observed for about an hour. Trustee Dr. Segura noted that Ms. Esposito manages like herself and takes initiative. Trustee Dr. Segura expressed how thankful she is and how pleased the employees and the community are to have her. Trustee Koehler agreed with Trustee Dr. Segura.

Chair Rowe asked if anyone else had anything that they would like to add to the report? Trustee Serna said the graphs in our materials here are really helpful. I think it's neat to see how many e-audio books are checked out. I like it. I think the graphs are helpful. Trustee Dr. Segura agreed.

Trustee Koehler commented on the Geology Program at the Library, which was on the first of the month and said that it rocked. She also included the Author Series event, which is scheduled on August 19th and mentioned Jessica's Author Series, which was amazing and well attended.

Chair Rowe shared her appreciation to the county and Ms. Esposito. She said that Ms. Esposito makes it all look easier than it is and thanked the county for all of the helpful support

New Business:

A- Consideration and possible action re: Approval of the Agreement for Professional Services between the Churchill County Library and Patsy "Penny" Esposito for Patsy "Penny" Esposito to serve as the Interim Director for the Churchill County Library, in the amount of $2,000 per month until the Library Director is appointed.

At the Board of Trustees meeting on July 11, 2025, the Board of Trustees authorized Human Resources to meet with Patsy "Penny" Esposito, offer her the position of Interim Director for the Library and negotiate the terms. Kim Brontsema, Churchill County Human Resources Manager, met with Ms. Esposito and negotiated the terms set forth in the Agreement for Professional Services with Ms. Esposito starting work on July 17, 2025. The Agreement is effective upon the last signature affixed thereto but encompasses services rendered starting July 17, 2025. The Agreement provides for payment in the amount of $1,000 to Ms. Esposito from July 17 through July 31 and then $2,000 per month beginning August 1, 2025. The term of the Agreement ends when the Library Director is appointed/hired by the Board of Trustees and begins work. The Agreement contains an early termination clause where either party may provide 7 days written notice to terminate the Agreement. The Scope of Work sets forth the

obligations of the Agreement and provides, among other things, that Ms. Esposito will be responsible for planning, organizing, and managing the functions, activities, and staff of the county's Library service and that she shall perform all duties necessary to administer the functions of the Library as the Interim Director. The Scope of Work further provides that Ms. Esposito's primary responsibility is to maintain the Library's current services and operations and that significant changes may only be implemented as required and with the prior approval of the Board of Trustees.
FISCAL IMPACT: As outlined.
EXPLANATION OF IMPACT: As outlined.
FUNDING SOURCE: General Fund.
ACTION REQUESTED: Accept

Chair Rowe asked if there was any public comment but there was none.
Trustee Dr. Sue Segura made a motion to approve the Agreement for Professional Services between the Churchill County Library and Patsy "Penny" Esposito to serve as the Interim Director for the Churchill County Library, in the amount of $2,000 per month until the Library Director is appointed. Trustee Ryan Swirczek seconded the motion, which carried by unanimous vote.

B- Consideration and possible action re: Approval of the monthly Budget Reports for June 2025.
The monthly Budget Reports for June 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

Trustee Koehler made a comment thanking Ms. Thorsen, the previous Library Director, for staying under budget this year and she expressed encouragement for the next report to reflect the same information and Trustee Dr. Segura agreed.

Trustee Ryan Swirczek made a motion to approve the Budget Reports as presented. Trustee Dr. Sue Segura seconded the motion, which carried by unanimous vote.

C- Consideration and possible action re: Approval of the Library Gift Fund Report for June 2025.
The Library Gift Fund Report for June 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

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

D- 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

Chair Rowe reported receiving advisement from legal counsel regarding the Open Meeting Law. She explained that, while the board had previously provided direction to Ms. Brontsema to maintain a team structure for vetting applicants, legal review determined this approach risked being considered the appointment of a committee, which would make the process subject to Open Meeting Law. Because early-stage applicant vetting is not typically public, this would create issues beyond standard practice. Chair Rowe noted that, in the past, only candidates who met requirements and were recommended to the board became part of the public record. Legal recommended allowing Ms. Brontsema to independently form a vetting team, taking into account the board's previously discussed values and expectations. Chair Rowe presented this recommendation to the board and invited Mr. Weed to address any questions.

Trustee Dr. Segura expressed discomfort with the board selecting members of a vetting committee, noting a preference for someone with HR experience to handle that process. She agreed with the recommendation to avoid board involvement in choosing committee members. Trustee Swirczek supported following the same process used previously, with county HR bringing forward recommendations for the board to interview. He felt that process worked well and should be used again.

Trustee Koehler asked for clarification on Chair Rowe's earlier comments. Mr. Weed explained that Open Meeting Law applies not only to governing bodies but also to committees or subcommittees created by them. If the board appoints a committee to vet candidates, it could be subject to Open Meeting Law, requiring public agendas and meetings. By contrast, HR or Ms. Brontsema could conduct vetting independently, without creating a board-appointed committee. Trustee Koehler summarized her understanding, stating that the intent is to keep the vetting process private and out of the public meeting process, while ensuring the board is not involved in making those initial decisions. She confirmed her agreement with this approach. Chair Rowe explained that, while there are valid reasons for creating a committee and making its actions part of the public record, the board also has to balance transparency with professionalism. She stressed that candidates who don't meet minimum requirements should be protected from unnecessary public exposure. For that reason, HR will handle the initial vetting. Once finalists are selected, their qualifications will be presented publicly so the community can see the process is fair and professional.

Chair Rowe noted that, although the process followed previously seemed straightforward, the difference this time was that it had been initiated by an Interim Director instead of the board. That raised potential concerns under the Open Meeting Law. She expressed appreciation to Mr. Weed for flagging the issue and to Ms. Brontsema for her continued guidance. Ms. Brontsema confirmed the process being used is the same as in past hiring cycles and is standard across the county. The main outstanding question was scheduling: when should the board meet to review applicants and when should candidate interviews take place? The board discussed whether they needed an additional special session before interviews. Chair Rowe recalled that last time they held one meeting for business and another for interviews, while Trustee Dr. Segura felt a second meeting wasn't necessary. Trustees Swirczek and Trustee Dr. Segura emphasized setting a clear number of candidates to interview. Some favored limiting it to the top three, while others, like Trustees Koehler and Trustee Serna, preferred leaving room to consider four or five strong applicants.

Scheduling also posed challenges. The applicant pool closes August 5, and Ms. Brontsema estimated she would need one to two weeks for vetting and to give candidates travel time, if needed. The board considered holding interviews on August 21, but Trustee Dr. Segura was unavailable that day. Discussion shifted to possibly conducting everything on August 28 during the board's regular meeting.

Some trustees worried that combining regular business with interviews would be too demanding, while others felt consolidating everything into one day would be more efficient. Mr. Weed reminded the board that the Bylaws require the regular meeting to be held on the fourth Thursday of the month, so the 28th would already be set aside. He suggested keeping the agenda for that day minimal, focusing on essentials like budgets and reports, before transitioning to training and interviews.

Trustees also agreed that a brief refresher training on interview procedures and ranking tools would be helpful, especially with one new board member. By the end of the discussion, the board leaned toward holding the regular meeting and the candidate interviews on August 28, with the understanding that the day would be dedicated largely to the hiring process.

Chair Rowe explained that part of the planning process would include tours of the library and informal opportunities for candidates to meet staff and community members outside of the formal interviews. These tours would be staggered alongside interviews to give each candidate a well-rounded experience. She asked if board members had concerns with that plan, but none were raised.

Mr. Weed cautioned that, if the board set August 28 as the interview date but conflicts arose—such as back-to-school night or candidate availability, it could force a special meeting. He suggested granting Ms. Brontsema limited flexibility to shift the schedule into the following week if necessary. Chair Rowe agreed, recalling that the board had taken the same approach during the last hiring cycle to avoid multiple reschedulings.

Trustee Dr. Segura stressed that interviews must be conducted in person, not virtually. Chair Rowe confirmed the board's intention to keep all interviews face-to-face and said Ms. Brontsema and her team should be given the latitude to schedule accordingly. The group discussed how to handle communication with the board if rescheduling became necessary. Mr. Weed suggested that Ms. Brontsema coordinate individually with board members to confirm availability if the 28th did not work. He also noted that Bylaws allowed the board to adjust meeting dates, if needed.

The Trustees compared calendars. Trustee Swirczek was unavailable on Labor Day, Trustee Serna could not attend on August 29, and Trustee Dr. Segura was unavailable the Friday of the following week. Tuesday of the first week of September appeared open, giving Ms. Brontsema several workable dates. The consensus was to keep the regular meeting on August 28 but allow flexibility to move interviews into the following week if needed, avoiding conflicts on August 29 and Labor Day.

The board confirmed they would interview three to five candidates, with a preference for three. Training on interview procedures and ranking tools would take place before interviews. The county would be authorized to extend offers as in previous processes.

Trustee Serna said she was open to allowing a virtual interview in rare circumstances, such as if a strong candidate could not travel over Labor Day weekend. Trustee Dr. Segura opposed this, saying she wanted to see how candidates interacted with the community in person. Trustee Swirczek and Trustee Koehler agreed, stressing the importance of candidates experiencing Fallon firsthand to ensure it was a good fit. Chair Rowe acknowledged Trustee Serna's concern but concluded that the board's consensus was to require in-person interviews while still allowing Brontsema limited scheduling flexibility.

Trustee Koehler then raised a concern about the job posting's language requiring a valid driver's license. She worried that national applicants might misinterpret it as needing a Nevada license to apply. Mr. Weed clarified that, while Nevada residents must have a state license, there was no legal issue with the current posting. Chair Rowe added that candidates should be able to obtain a Nevada license once hired, and that requirement would not disqualify good applicants.

Chair Rowe asked if Ms. Brontsema needed anything further from the board. Ms. Brontsema said no, and trustees thanked her for her work. Before moving to a motion, Trustee Swirczek asked what time the August 28 session would begin. Chair Rowe said the exact start time would depend on the number of candidates scheduled, though past practice had been to begin training around 8:30 a.m. and interviews at 9:00. Staff noted the calendar already reserved the day from

8:00 a.m. to 5:30 p.m., giving flexibility to adjust once the number of candidates was confirmed.

Trustee Sari Koehler made a motion to approve the next steps for appointing/hiring the next Churchill County Library Director. Trustee Ryan Swirczek seconded the motion, which carried by unanimous vote.

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

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

Library staff 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

Penny Esposito, Interim Library Director, provided the statistical reports in two different formats, as well as the calendar for August. Ms. Esposito began her report by apologizing for its late submission, explaining she was still learning what her role would entail. She invited questions from the board. Trustee Dr. Segura praised the inclusion of graphs and said he appreciated seeing not just raw numbers but how funds were actually spent. She noted this kind of detail would be very useful during budget discussions. Ms. Esposito credited her colleague Ms. J for leading that effort. Chair Rowe reassured Ms. Esposito that no apology was needed, commending the clarity and granularity of the information despite her short time on the job. Chair Rowe said she valued the specifics Ms. Esposito had provided, especially given her time constraints and steep learning curve.

Ms. Esposito explained her approach to releasing 20% of the library's budgeted funds ahead of schedule. She said this would allow staff to begin updating collections and feel empowered, while still reserving funds for later quarters. She emphasized how dedicated the staff had been, describing them as a "well-oiled machine" with creativity and teamwork, often taking on tasks beyond their job descriptions.

She also shared updates:

- Jamie would be visiting to provide training on processing invoices.
- She attended the Nevada State Library's quarterly director's roundtable, where she announced the library's open director position to roughly 40 professionals.
- She noted that some statewide databases currently supported by federal funding were secure for now, but future uncertainty could require local contributions through a consortium. Trustee Dr. Segura asked whether the county had a grant writer. Mr. Weed confirmed that a new Grant Specialist position had recently been established in the District Attorney's office, replacing the previous arrangement under Social Services.

Trustee Dr. Segura stressed the importance of strong grant writing, saying too many community entities often miss opportunities.

- Board members then expressed their appreciation. Trustee Dr. Segura and Trustee Serna both thanked Ms. Esposito for her hard work and outreach efforts, with Trustee Serna highlighting her strong connections to resources and partners. Trustee Koehler commended Ms. Esposito's cautious approach to the budget, allowing limited spending while keeping reserves and said she was glad she was already preparing for the school year and future programming.
- Ms. Esposito credited Tom, the Digital Services Librarian, for arranging a recent planning meeting with the Museum, JPO, and law enforcement. She said outreach to the junior high would begin once staff returned on August 18. She described efforts to improve communication with schools and the community to avoid confusion and ensure smoother operations. Chair Rowe agreed, noting that the schools' communication systems had been especially effective in reaching parents during past collaborations. Trustee Dr. Segura asked about posters being created by Mel from the Museum, and Ms. Esposito confirmed this. Trustee Dr. Segura and Trustee Serna agreed that setting clear expectations for students early would be important. Ms. Esposito added that messages should be delivered in multiple formats, suggesting everything from digital signage to old-fashioned sandwich boards as options.

Chair Rowe closed by thanking Ms. Esposito for her energy, initiative, and leadership in stepping into the role. She reminded her that the board stood ready to support with budget requests or policy matters, as needed. Ms. Esposito expressed gratitude, saying the teamwork among staff, the board, and the county made it possible to work toward building a library that truly serves the community. Chair Rowe then thanked her again and excused her from further questions.

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

A- August 28, 2025 and any special meeting the board may determine is appropriate.

FISCAL IMPACT:
EXPLANATION OF IMPACT:
FUNDING SOURCE:
ACTION REQUESTED:

The board agreed to allow county staff to set a meeting for either August 28, 2025 or September 2, 2025, at 8:15 AM, to accommodate the schedules of the applicants being interviewed, which will include minimal normal business items.

Public Comment:

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

Adjournment:

The meeting was adjourned at 4:08 PM.

Approved: Jessica Rowe

Jessica Rowe, Trustee, Chair

Approved: Ryan Swirczek

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