MINUTES OF THE CHURCHILL COUNTY LIBRARY BOARD OF TRUSTEES

155 N. Taylor St., Fallon, NV 89406
September 25, 2025

Call to Order:

The regular meeting of the Library Board of Trustees was called to order at 3:00 PM on September 25, 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
Penny Esposito, Interim Library Director
Deputy Clerk to the Board Pamela D. Moore
ABSENT: Commissioner Myles Getto

Verification of the Posting of the Agenda:

It was verified by Pamela D. Moore, Deputy Clerk to the Board, that the Agenda for this meeting was posted on the 18th day of September, 2025, between the hours of 2:00 and 4:00 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 Mattie Serna made a motion to approve the Agenda as submitted. Trustee Dr. Sue Segura seconded the motion, which carried by unanimous vote.

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

A- July 11, 2025, Special Meeting.
The Minutes of the special meeting held on July 11, 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 Mattie Serna made a motion to find that staff shortages in the Clerk/Treasurer's office have caused delays to the completion of Minutes and approve the Minutes of the special meeting held on July 11, 2025, as presented. Trustee Ryan Swirczek seconded the motion, which carried by unanimous vote.

B- July 24, 2025.

The Minutes of the meeting held on July 24, 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 Mattie Serna made a motion to find that staff shortages in the Clerk/Treasurer's office have caused delays to the completion of Minutes and approve the Minutes of the meeting held on July 24, 2025, as presented. Trustee Ryan Swirczek seconded the motion, which carried by unanimous vote.

Library Board of Trustees' Report:

Trustee Koehler thanked Penny Esposito for everything she has done in serving the library and community during her time as Interim Director. She also thanked staff, who have been working like crazy to keep the library afloat. She welcomed new Page, Jilliana. She also expressed thanks regarding the library's author series, as she attended the event featuring J.A. Ford, and encouraged beginning writers or those interested in learning about new authors, to attend those events.

Chair Rowe asked where these events are displayed, and Ms. Esposito stated library events are posted on the website, a calendar is posted at the library, as well as distributed to the Navy Base and other public entities. She stated it would be great to promote that on a larger scale, as anyone who may be interested in these author events may not know what they are missing from these author talks.

Trustee Koehler requested that when there is a big-ticket item on the Agenda, that there be more discussion since meetings are the only opportunity for board members to speak together. She stated when there is a large item on the Agenda, I would like more discussion prior to a motion being made. I feel when a motion is made, a decision is being made based on my own opinions. I would love to hear all the board members' perspectives, and for it be more of a united vote, rather than just a lot of different opinions. I am asking for more cohesiveness to really understand the process, and I do not want to leave a meeting filled with anxiety or misunderstanding. Chair Rowe expressed appreciation for the comments, stating that we always need that reminder. The structure of our meetings allows a place for discussion as we get to that Agenda item. When there is a motion on the floor, there is still room for discussion. All of us can remember to take what we need as board members, ask those questions, and have discussions within the bounds of that Agenda. If we start to get away from it, Mr. Weed will pull us back in and remind us to stay on track. We all need to do our due diligence and reach out ahead of time with the people we need to, so we are prepared. Trustee Serna thanked Trustee Koehler for her comments, stating she thinks more discussion is a good thing.

Trustee Serna stated that she and her family enjoyed the secret biography bags. Chair Rowe said that she knew they were well received and thanked the library staff for putting those together.

Chair Rowe said it has been a very busy, active month. There has been a lot done in what feels like a short amount of time. I would just like to echo what Trustee Koehler said in thanking the library staff, and thanking Ms. Esposito in ensuring the public is still being served by keeping that as a priority. Dr. Segura said that when recommending someone that I have not worked with in twenty-five years, I left confident Ms. Esposito would be successful and wanted to thank her for her hard work. Chair Rowe stated that she agrees with Dr. Segura, and that everyone has put in a great deal of effort, but Ms. Esposito has put in a lot, thanking Ms. Esposito for her efforts.

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

Interim Director Penny Esposito presented the report and calendar for October 2025 as submitted.

Ms. Esposito stated that the phrase “kept afloat” was used earlier, and in a lot of ways, the library is being kept afloat, but a better word is thriving. We are growing, even in challenging situations. I am being very attentive and purposeful in ensuring the new director has what I think is needed for a smooth transition.

When speaking about safety procedures and training, Dr. Segura asked where the AED machine is kept. Ms. Esposito stated it is kept in the staff lunchroom. Dr. Segura asked if that is the most appropriate location, and Ms. Esposito stated that she has asked the county for a site evaluation, and that it may be addressed at that time.

Ms. Esposito stated that there is a $10,000.00 grant that is being applied for, to help bring math learning into the library in a fun way, celebrating three math related holidays.

Regarding training funded by the county, Dr. Segura requested that the board receive something in writing or be given a presentation on what was learned. Ms. Esposito stated that this has been discussed with staff, and concerning the recent training Magdalena attended, a presentation or at least a report is forthcoming. Chair Rowe stated that the next board meeting would be a great time for Magdalena and Tom to present what was learned at the trainings they attended. Chair Rowe stated that, regarding the Child Internet Protection Act (CIPA), we can begin the conversation, but the board needs more information on that prior to advising staff on the matter.

Dr. Segura suggested that, when technology classes are offered, seniors in the community be notified, and asked about teaching classes at the Life Center. Ms. Esposito stated that had been done previously, however, due to staffing shortages, offering classes outside of the library was challenging. By starting classes in the library and reaching out to entities that help seniors, we will notify them of these classes and other programming at the library. There will be a policy proposal for the next meeting to develop an institutional library card, that would be for approved users to check out library materials for homebound or institutionalized library members. CART may begin using the library as a regular stop on their routes, so there may be opportunities with that. There should be more information to share regarding all of this at the next board meeting.

Ms. Esposito explained that the VR system was previously only available one afternoon per week, but is now available all the time. If there is a lot of interest in using it at one time, there will be a fifteen-minute time limit. Due to aging equipment, we are writing a grant, as well as requesting an updated VR system from the Churchill Library Association (CLA).

Regarding security concerns with the ability to quickly lock the main entry doors, Ms. Esposito stated the current method is to unscrew 4 screws from the door to place the door into lock mode. Dr. Segura brought in a push bar that school campuses use, as an example of what could be used. It would be quicker to use and the cost is $13.00.

Civil Deputy District Attorney Jeff Weed provided clarification of an incident with an uncooperative patron, stating that there are three ways to serve a Notice of Trespass: 1. Post in a public place in the building for seven days. 2. Mail the notice to the last known address. 3. Personal delivery. Ms. Esposito stated the last known address for this patron is unknown, that a notice has been posted in the library, and if the notice needs to be delivered by a staff member, she would be the one to do so. She did note that the patron has not been seen since the Notice of Trespass has been posted.

Ms. Esposito asked who can be contacted to evaluate the building for security and safety readiness, stating that when contact is made, upgrading those systems needs to be a priority. She also asked how the funding would work for larger ticket items, and Chair Rowe stated it is a process, and there are quite a few steps involving that. Chair Rowe also expressed appreciation for how Ms. Esposito has asked questions and raised concerns so everyone can learn, in hopes things will be taken care of prior to the beginning of Mr. Hong's arrival. Chair Rowe stated that one of the responsibilities of the board is to be in discussions with the Director on some of these priorities that will impact the budget. Any large amendment to the budget would need to come before the board. The director would take some of the information that is being laid out in front of them, and use all the resources with the county, giving us some indication of how they prioritize, and what those priorities are. We would want some of the counties' experts and other experts to assist us with things like security and safety readiness. None of us would do that without that kind of support. Dr. Segura thanked Ms. Esposito for her efforts regarding security and safety readiness, stating that looking at Mr. Hong's background, he probably has some experience with this. Ms. Esposito thanked Dr. Segura and stated she is just laying the groundwork, saying regarding door safety and what Dr. Segura has shared, we are not in a terrible situation, but in a situation that has room for improvement.

Trustee Serna asked Ms. Esposito how the board can be of support regarding the open position, or if she started the process and is just waiting to see what happens. Ms. Esposito stated the last she heard was that it could not be posted until Mr. Hong begins employment. Dr. Segura asked who had made that decision, and Ms. Esposito stated that there is a board that approved the waiver request. Trustee Serna and Dr. Segura inquired about who would have given the directive not to post the position, and who can be asked about that. Chair Rowe stated that we are unified with our support in this, but we do not adjudicate the county hiring process. We can continue to make our voice heard and can receive that kind of information. Mr. Weed stated that he can speak generally, but that he has not been involved in this process at all, in this particular case. Typically, there is a county policy that when an employee position becomes vacant, it goes before the Employee Review Board to see if the position is to be retained. Following that decision to see when it should be posted, should there be a delay in posting, should there not be delay, all that goes before that board. Generally, that is how it works, but I do not know how it has worked specifically here. Regarding the board's request to help, this is not agenized as an action item today, so the board would not be able to make any decisions today. That is my general overview of that question. Ms. Esposito apologized, stating she should have double checked with Kim (in HR). She stated that the calendar is moving along quickly, and October 20th will be here and we will get that position posted.

Chair Rowe said that she appreciates the level of detail Ms. Esposito provides, and her work with the county to obtain more information. As we meet some of these problems, and learn about these problems, getting this information from you and the county, it gives us opportunities to learn how to be advocates. If we need to put out advocacy or letters of support or any of these other things we can do from our purview, that helps us as they come before the Agenda. It also helps us when we look at the budget to recognize, historically, when things have become a pattern, and the seasonality to having a sustainable operation. You have been very, very good at making sure we are being educated. I appreciate that. Ms. Esposito said thank you and remember, when it is time to do the budget again, a lot of labor money was not spent this year, and that does not mean we do not need it. Trustee Serna asked if she gets to decide what goes on the Agenda in some way, does she petition to get something on the Agenda, does she talk about it at this meeting for the October meeting, and what it looks like. Mr. Weed stated that generally, the Chair controls the Agenda for the board. You can request whether it is through the Library Director, you can talk to the District Attorney's Office, or to Pam in the Clerk's Office. Trustee Serna asked because it would be unwise to communicate directly with Chair Rowe. Mr.

Weed said that you can, but thinking back on our training, board members can communicate if there is not a quorum or a majority. Then again, we are cognizant of walking quorums, that if everyone talks to the next person, then all the sudden we have a quorum. It can be brought to the Chair of the board, understanding those parameters and those cautions, but it can also be brought to the Library Director, who goes over that Agenda, as well as the District Attorney's Office who reviews and approves that. Trustee Segura asked what the timeline is for that. Mr. Weed said the requirements by statute are that we have to post the Agenda by 9 A.M. three days prior to the meeting; for a Thursday meeting, it needs to be posted on Monday by 9 A.M. We try not to get up against the clock so close, so we try by Thursday or Friday the week prior, so generally, a week and half or so before is probably a good time. I should have that information at least by then so it can get on the Agenda. Ms. Esposito added when you step into a position that you do not know much about, and you are beginning to do board reports with timelines, I just want to thank Pam (Clerk to the Board), as she has been extremely patient with me, and I will get information to Mr. Hong so, hopefully, he will not need so much of hers and Mr. Weed's help.

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

A- October 23, 2025, and any special meeting the board may determine is appropriate.
The next regularly scheduled meeting will be held on October 23, 2025. The board can also schedule special meetings if necessary.
FISCAL IMPACT: N/A
EXPLANATION OF IMPACT: N/A
FUNDING SOURCE: N/A
ACTION REQUESTED:

The board established the next regularly scheduled meeting for October 23, 2025, at 3:00 PM. The board also scheduled a short special meeting for October 16, 2025, at 12:00 PM to determine the mechanism for compensating Penny for transition work to help John Hong when he comes on board.

New Business:

A- Consideration and possible action re: Approval of the closing of the Library on November 29, 2025, the Saturday after Thanksgiving.
In recent history, the Library has closed on the Saturday following the Thanksgiving holidays. Staff are requesting the board's permission to close on November 29, 2025, the Saturday following the Thanksgiving holidays.
FISCAL IMPACT: N/A
EXPLANATION OF IMPACT: N/A
FUNDING SOURCE: N/A
ACTION REQUESTED: Accept

Trustee Dr. Sue Segura made a motion to approve closing the Library on November 29,

2025, due to the Thanksgiving holidays. Trustee Ryan Swirczek seconded the motion, which carried by unanimous vote.

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

The monthly budget report for August 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 board reviewed the Budget Report for August 2025.

Trustee Koehler said that she was excited about the budget, stating she saw that we were still at 100% for the Director's salary, worrying that Ms. Esposito was not getting paid, but then saw the Contractor's line item. She stated she was grateful that Ms. Esposito was being paid and is not just free flying.

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

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

The Library Gift Fund Report for August 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 board reviewed the Library Gift Fund Report for August 2025.

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

D- Consideration and possible action re: Establishment of alternative meeting dates in November and December 2025 due to the Thanksgiving and Christmas holidays.

The regularly scheduled meeting dates in November and December fall on the Thanksgiving and Christmas holidays. The board is asked to look at their schedules and set alternative dates for those meetings. Historically, they have been done the week prior, and those dates are available for the room and the Clerk's schedule. Those dates would be November 20th and December 18th if the board wants to book those dates or the board may set other dates to accommodate the board's schedules.

FISCAL IMPACT: N/A

EXPLANATION OF IMPACT: N/A
FUNDING SOURCE: N/A
ACTION REQUESTED: Accept

Trustee Ryan Swirczek made a motion to set the November meeting for 3:00 PM on November 20, 2025, and to set the December meeting date at 3:00 PM on December 18, 2025. Trustee Sari Koehler 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 4:01 PM.

Approved: Jessica Rowe
Jessica Rowe, Trustee, Chair

Approved: absent when 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

Tara Adams, Deputy Clerk