MINUTES OF THE CHURCHILL COUNTY LIBRARY BOARD OF TRUSTEES

155 N. Taylor St., Fallon, NV 89406
November 20, 2025

Call to Order:

The regular meeting of the Library Board of Trustees was called to order at 3:00 PM on November 20, 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
Trustee Ryan Swirczek
Trustee Sari Koehler
Trustee Sue Segura
Trustee Mattie Serna
Commissioner Myles Getto
Library Director John Hong
Senior Deputy District Attorney Priscilla Baker
Deputy Clerk to the Board Pamela D. Moore
Deputy Clerk Tara Adams

ABSENT: N/A

Verification of the Posting of the Agenda:

It was verified by Tara Adams, Deputy Clerk, that the Agenda for this meeting was posted on the 14th day of November, 2025, between the hours of 1:00 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:

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- August 28, 2025.

The Minutes of the meeting held on August 28, 2025 are presented for the board's consideration and approval. Due to staff shortages in the Clerk/Treasurer's Office over the past several months, the completion of Minutes has been delayed, and the board is asked to find this just cause for them not being completed within thirty days.

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

Trustee Sari Koehler made a motion to find that staff shortages in the Clerk/Treasurer's office have caused delays to the completion of Minutes and to approve the Minutes of the meeting held on August 28, 2025, with the one correction to the September 10, 2025 Minutes as discussed. Trustee Ryan Swirczek seconded the motion, which carried by unanimous vote.

B- September 10, 2025 - Special Meeting.
The Minutes of the meeting held on September 10, 2025 are presented for the board's consideration and approval. Due to staff shortages in the Clerk/Treasurer's Office over the past several months, the completion of Minutes has been delayed, and the board is asked to find this just cause for them not being completed within thirty days.
FISCAL IMPACT: N/A
EXPLANATION OF IMPACT: N/A
FUNDING SOURCE: N/A
ACTION REQUESTED: Accept

Trustee Kohler said there was one spot in the September 10, 2025 Minutes where "higher" is listed instead of "hire", which should be corrected.

Trustee Sari Koehler made a motion to find that staff shortages in the Clerk/Treasurer's office have caused delays to the completion of Minutes and to approve the Minutes of the meeting held on September 10, 2025, with the one correction to the September 10, 2025 Minutes as discussed. Trustee Ryan Swirczek seconded the motion, which carried by unanimous vote.

<u>Library Board of Trustees' Report</u>:

Trustee Koehler stated that she went into the library a couple weeks ago and saw Mr. Hong communicating with middle school students and was grateful that he is trying to build relationships with patrons.

Dr. Segura stated that Mr. Hong represented the library well at a large career fair held at the high school on November 7, 2025.

Trustee Serna stated that she had a couple of opportunities to interact with Mr. Hong, echoing previous statements that she is glad he is here, and that things are going well.

Chair Rowe said she invited Mr. Hong to Western Nevada College and introduced him to Ashley McGarity, stating that conversations were strong. She thanked Mr. Hong for being active in the community and speaking with people.

Trustee Koehler added that she attended the author series that was offered at the library, and she was moved that a local author was featured, noting that the author's interest in writing stemmed from her love of the library and reading when she was young. She encouraged anyone interested in learning how to write or sell their works to attend an author series event.

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

Director Hong thanked the board for their kind words, that he loves seeing everyone come to the library, and that he appreciated being invited to events to represent the library. He stated that he wants to be available to patrons and not hide behind closed doors, adding that he has a great team, and they are working hard to bring great programming to the community.

The request for the library's closure on December 24, 2025, will be on the Agenda for the December 18, 2025 meeting.

Mr. Hong then presented the Director's Report as submitted.

Chair Rowe stated that she is looking forward to the update regarding the hiring of the Technical Librarian Services position in December. She expressed appreciation for the upcoming programming when schools are out for a week for the Thanksgiving holiday. Mr. Hong welcomed board members to come to any of the upcoming events.

Set date and time of regular Library Board meeting on December 18, 2025 at 3:00 PM.:

Trustee Kohler reported that she will be out of the area visiting family, and that she will join the meeting virtually, if she is able to.

The next meeting will be held on December 18, 2025, at 3:00 PM.

New Business:

A- Presentation by Magdelena Biar, Adult Services Librarian, on the Association for Rural and Small Libraries Conference that she attended recently.

Adult Services Librarian Magdalena Biar attended the Association for Rural and Small Libraries Conference in Albuquerque, New Mexico from September 17th to September 20th. The travel expenses and conference registration fee were paid with LSTA grant funding received through the state library. Magdalena attended 2 keynote speaker sessions, 8 breakout sessions, 3 networking events, an author meet-and-greet, a documentary screening, and

numerous vendor exhibitions. These sessions covered a wide breadth of topics, including ideas and best practices for working with volunteers, guidelines for maintaining patron privacy and confidentiality, guidelines for preventing and addressing problem behaviors in the library, programming ideas for seniors, and advocacy resources available through ARSL. Since attending this conference, Magdalena has applied for a competitive grant through the Simons Foundation, which was announced at the conference and has implemented procedures for volunteers to assist with DVD collection maintenance. Magdalena has also developed a list of additional programming ideas to explore once the library is fully staffed.
FISCAL IMPACT: N/A
EXPLANATION OF IMPACT: N/A
FUNDING SOURCE: N/A
ACTION REQUESTED:

Director Hong provided a written report from Magdalena Biar and said that she could not attend today due to staffing issues.

Chair Rowe stated that it seemed like this conference was useful for Ms. Biar to attend, noting the importance of networking with others that work in the same field. She stated that she loves that Ms. Biar got to meet Mychal Threets with PBS, as he is a very motivational and inspirational speaker about the power of libraries in the United States. She liked the fact that Ms. Biar is applying for grants and using the motivation from this conference in practical ways.

B- Consideration and possible action re: Approval of the monthly Budget Reports for October 2025.
The monthly budget report for October 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 Sue Segura 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 October 2025.
The Library Gift Fund Report for October 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 Koehler asked what the Gift Fund is for, and if it is allowed to be used for windows or items like that? Chair Rowe answered that the Gift Fund has been set up through donor funding for needs of the library. Capital improvements, such as windows, may not be in the scope of that. Senior Deputy District Attorney Priscilla Baker stated that it can be looked into, but it is her understanding that it would need to come out of a different fund. Chair Rowe thanked Ms. Baker for looking into this and getting clarification as to how the funds need to be used.

Trustee Serna said her impression was that the Gift Funds were to be for collections only but would appreciate confirmation.

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 regarding the Library becoming Children's Internet Protection Act (CIPA) compliant.

Library Director Hong asks the board to have a discussion regarding the Library becoming CIPA compliant. CIPA compliance refers to the requirements of the Children's Internet Protection Act, which mandates that schools and libraries receiving federal funds adopt and enforce an internet safety policy. Key components of compliance include installing a technology protection measure (like a filter) to block or filter inappropriate online content, conducting public hearings on the policy, and providing online safety education to minors.

FISCAL IMPACT: N/A

EXPLANATION OF IMPACT: N/A

FUNDING SOURCE: N/A

ACTION REQUESTED: Accept

Director Hong stated that he and the library staff needed more time to research this. Chair Rowe stated that one of the things Mr. Hong had stated in a previous conversation was that there are current and future grants that CIPA impacts, so we all need to understand this better. Mr. Hong stated that it is correct, and there are also other grant avenues that do not require CIPA that can be explored, as well. Chair Rowe stated that the grant that was previously discussed with Mr. Patterson is due in January, so more time may be appropriate for staff to research, if you think this is going to be a good fit. Then this can be brought back before the board in December. Mr. Hong stated that would not prevent them from pursuing the grant in 2026.

Chair Rowe noted that there is a current policy surrounding some of these things, such as, watching prurient material on public computers. If, in the future, we decide to do filters, that is something we can do with or without this grant, however, because our mission deals with access and some of things mentioned here it may impact policy. It is something we want to be intentional about moving forward. I would rather this be led by the Library Director and staff, and they be ready to have a broader conversation regarding this. Mr. Hong said we just need more time to understand the impact and landscape of CIPA. We are actively prioritizing building relationships with parents and children, making them aware of internet safety and trying to engage them in programming, to help and protect them.

Trustee Koehler stated that she is grateful to Mr. Hong for looking further into CIPA, so everyone can see the costs, benefits, advantages and disadvantages of the policy, allowing the board to make an informed decision.

Chair Rowe stated the board will wait for more information from Mr. Hong regarding CIPA. These kinds of conversations are great for the board to be involved in, however, when deciding on what grants to pursue, the Library Director and staff need to take the lead, and the board will provide support, more than dictate what grants you can and cannot pursue.

Public Comment:

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

Adjournment:

The meeting was adjourned at 3:33 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