

MINUTES OF THE CHURCHILL COUNTY LIBRARY BOARD OF TRUSTEES

**155 N. Taylor St., Fallon, NV 89406
September 10, 2025**

Call to Order:

The regular meeting of the Library Board of Trustees was called to order at 12:00 PM on September 10, 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 Sari Koehler, Secretary
Trustee Dr. Sue Segura
Trustee Mattie Serna
Commissioner Myles Getto
Senior Civil Deputy District Attorney Jeff Weed
Deputy Clerk to the Board Pamela D. Moore

ABSENT: Trustee Ryan Swirczek, Vice-Chair

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 4th day of September, 2025, between the hours of 2:00 and 5:00 PM at all of the locations listed on the Agenda, except for the state's website, which is down due to a cyber security breach, in accordance with NRS 241.

Consideration and possible action re: Approval of Agenda as submitted or revised:

Trustee Sari Koehler made a motion to approve the Agenda as revised. Trustee Mattie Serna 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.

The Minutes of the 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 approve the Minutes of the meeting held on July 11, 2025 as presented. Trustee Sari Koehler seconded the motion, which carried by unanimous vote.

Old Business:

A- Consideration and possible action re: Appointment of John Hong to serve as the Churchill County Library Director.

On August 28, 2025, this board held interviews for the position of Library Director and selected John Hong as the primary candidate and Jennifer Collins as the alternate candidate. The board further directed HR to negotiate any terms and conditions of employment and a step placement in the range for the Library Director position.

The Library Director position is identified in the Churchill County Pay Table at Grade 72 with Step 1 in FY 25-26 having a compensation of \$92,144 and Step 13 having a compensation of \$123,926.40. Negotiations were held with John Hong to identify a step in the range that was supported by his experience and at which he would be willing to accept the position. HR will present the negotiations at the meeting.

Churchill County Code 3.32.040(A) requires that the "initial appointment to a position shall be made at the beginning step of the range except as otherwise noted..." "The County Board may approve an advanced step appointment within a salary range to: 1. Meet a difficult recruiting problem; or 2. Employ a person who possesses superior qualifications." CCC 3.32.040(B). If this board elects to appoint a candidate as the Library Director beginning at any step above Step 1 on the pay table, such appointment must go before the Board of County Commissioners for approval/ratification.

FISCAL IMPACT: Fiscal impact will depend on which step on the pay table at which the applicant is authorized to start.

EXPLANATION OF IMPACT: Fiscal impact will depend on which step on the pay table the applicant is authorized to start. For example, the current library budget is budgeted at step 2 of the pay table for the Library Director position, which is \$94,432 per year (not including benefits). If the applicant were authorized to start at Step 8, base pay would be \$109,512 (not including benefits). This would represent an increase of \$15,080 (not including benefits) from the currently budgeted Library Director salary.

FUNDING SOURCE: General Fund.

ACTION REQUESTED: Accept

Kim Brontsema, Human Resources Manager, reported that she had several conversations with Mr. Hong. We have agreed on Step 7, Grade 72, which is right in the middle of the range, so it gives him some opportunity to continue to move forward. With the wages and benefits currently budgeted at a Step 2, and due to the current vacancies within the Library, there are sufficient funds within your current budget to accommodate this step, but because it will also impact budgets going forward, we will also take this before the Board of County Commissioners next week for their approval, as well. We also agreed on the start date of October 20, 2025.

Chair Rowe said I am also going to ask you on the record the questions I asked you on Wednesday when you talked to me about your conversations with Mr. Hong. You have answered two of them. The first was, whether or not our budget can handle this higher step than we normally would bring in a candidate at or higher than the last two candidates. You did your work to crunch those numbers to make sure that, with the salary savings that we have, we can sustain this. The other question I had asked you was whether or not hiring at this higher level would jeopardize that open Librarian position. Would you care to speak to that piece so that the rest of the board can hear the information that I received? Ms. Brontsema said it will not impact that position because the savings calculated are the savings that we already have. That is the money we are looking at to make up that difference. The budget is already in place for the Librarian going forward. Chair Rowe said one of our priorities is to make sure that we have the sustainability and stability in staffing of the Library. In bringing this in at that higher price point and investing in this candidate, we want to make sure that we are not causing other issues with the ability to hire.

Chair Rowe said the last piece of context that you gave me, which I thought was really important, is that you had talked about some support in your conversations from the county, which you felt were positive from our partners that help us set that budget. Ms. Brontsema agreed.

Chair Rowe stated that we have our Commission liaison, and we recognize that in bringing in a candidate at a higher step than we have done before, we will need to put this before the County Commission. In your mind, Commissioner Getto, do you feel like we have some support there too? Commissioner Getto said he believes this board has support there. It has been an arduous process to get to where we are at now, so we definitely want to hire at a correct step to have that qualified candidate that wants to stay, that wants to be there to support the Library, so I believe you have the board's support on that.

Chair Rowe said we appreciate that support. I agree that the process to hire has been one that we have undertaken with a great deal of seriousness, but it is one that we need to take on efficiently, we want to get past this bridging, and into the building phase, and we would like it to be successful. To that end, I am one member of a multi-member board, and I wanted to make sure that you had your chances for questions, concerns, or discussion.

Trustee Koehler said I do not understand the fact that he would come in at a Step 7. Could you tell me what step he would come in at, again? Ms. Brontsema said he would come in at a Step 7.

Trustee Dr. Segura said I feel really confident in Mr. Hong's abilities.

Trustee Dr. Sue Segura made a motion to appoint John Hong to the position of Library Director at an initial step at Grade 72, Step 7, to be effective on October 20, 2025, contingent upon approval of the advanced step placement by the Board of County

Commissioners. Trustee Mattie Serna seconded the motion, which carried by unanimous vote.

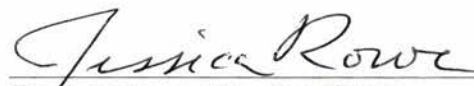
Public Comment:

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

Adjournment:

The meeting was adjourned at 12:10 PM.

Approved:



Jessica Rowe, Trustee, Chair

Approved:



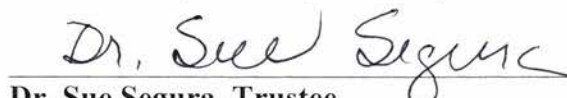
Ryan Swirczek, Trustee, Vice-Chair

Approved:



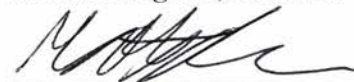
Sari Koehler, Trustee, Secretary

Approved:



Dr. Sue Segura, Trustee

Approved:



Mattie Serna, Trustee

ATTEST:

Linda Rothery, Clerk/Treasurer



Pamela D. Moore, Deputy Clerk to the Board