

MINUTES OF THE CHURCHILL COUNTY LIBRARY BOARD OF TRUSTEES

155 N. Taylor St., Fallon, NV 89406

March 26, 2026

Call to Order:

The meeting was called to order at 3:00 PM.

Pledge of Allegiance:

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

Public Comment:

Chair Swirczek asked if there was any public comment, but there was none.

Roll call of members:

PRESENT: Chair Ryan Swirczek
Trustee Sari Koehler
Trustee Sue Segura
Vice-Chair Mattie Serna
Commissioner Myles Getto

ABSENT: Trustee Jessica Rowe

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 20th day of March, 2026 between the hours of 12:00 and 2:00 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:

Vice-Chair Serna said I'm not sure I know the rules, I know that I got a new email saying something had been changed? I wasn't sure what, I just wondered what was changed? Then what part of it has to be set for open meeting law? How far out?

Deputy Clerk Adams said the only thing that was revised was the packet itself. The agenda itself was not revised. The only thing I added was the flyer for the new Director's event as well as two agenda reports for the budget and the Library Gift Fund. Those were the only changes; the Agenda itself was not changed.

Vice-Chair Serna said is the Agenda the thing that has to be posted ahead of the meeting?

Deputy Clerk Adams said yes.

Vice-Chair Serna said how far ahead?

Deputy Clerk Adams said it's three days prior to the meeting, but we do four.

Vice-Chair Serna said ok, I just wanted to make sure I had it clear in my head. I really appreciate you Tara, and all of the work that you do. How about the minutes? Do those have to be posted? Is that all part of the packet and not on the same timeline as the Agenda?

Deputy Clerk Adams said can we talk about the Minutes right now?

Vice-Chair Serna said I just mean the previous months minutes that get included in the packet.

Deputy Clerk Adams said there's a motion on the floor about the Agenda. So, I don't know if we can talk about that?

Vice-Chair Serna said oh, yes, I am sorry. You're right, good job.

Deputy District Attorney Cecelia Blue said correct, there is a motion on the floor, we do need to address and complete the motion. If there are legal questions, you could address that with counsel outside of the meeting. That would be protected with attorney client privilege. So, we just ask everyone to be considerate of the motion that is on the floor at this time.

Trustee Sari Koehler made a motion to approve the Agenda as submitted. Trustee Mattie Serna seconded the motion, which carried by unanimous vote.

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

The Minutes of the meeting held on February 26, 2026 are submitted 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 Minutes from the meeting held on February 26, 2026. Trustee Sue Segura seconded the motion, which carried by unanimous vote.

Library Board of Trustees' Report:

I wanted to put out a public thank you to the Board Members and the CLA members that attended the Volunteer Reception and all of the volunteers. Thank you so much to all of the volunteers out there. The Volunteer Reception was very well attended. I also want to send out a great big thank you to the Library Staff. Magdalena, who was over this, got really cute gifts for the volunteers. They were these little cups with reading/book promotions on them. Like "Today

a Reader, Tomorrow a Leader”, “Book Nerd”, and stuff like that. It was very cute, and I know the food was enjoyed by everyone too. So, thank you.

Member Segura said I also attended. I got to see the dogs, and I said what are they doing here? Then I got to meet the young lady that does the book-read. It was interesting to listen to them, and I encourage you to reach out to our senior citizen’s Pennington’s luncheon. People would love to help, and the high school kids too.

Training:

- Discussion of the Training Module 3 completed by the Library Board of Trustees and Library Director.

At the December 18, 2025 meeting, Tammy Westergard provided the board with the information to conduct the online training modules developed for the Board Trustees. The Trustees and Library Director were directed to complete a module prior to the meeting. The board will discuss Module 3.

FISCAL IMPACT: N/A

EXPLANATION OF IMPACT: N/A

FUNDING SOURCE: N/A

ACTION REQUESTED: None; Informational Only

John Hong, Library Director, said thank you for your kind words earlier. I will go into Trustee Training Module Three. The topic is “Board Member Ethics and Liability”. In this Module, just a re-cap, is that the Library Board Members are public servants who must act ethically prioritizing the public good. It summarizes in this module that they are expected to avoid conflicts of interest, protect confidentiality, distinguish personal views from official positions, and support intellectual freedom. I’m really thankful to work with such a passionate and ethical Board of Trustees.

I will go over basically the Trustee training exercise on page 7 where it says to refer to the Public Library Trustee Ethics Statement on page 8. There are about 10 or so ethical statements. I would like to ask, because it asks the same question in this workbook, what do you feel is the most challenging part of this statement? The statements are in back, and I’ve answered one of them myself. Is there anything any Board Member particularly found could be challenging? One is that, for example, it says Trustee’s must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of the Library and so on. There are a bunch of those statements. One of the ones I chose is Trustee’s, in fulfilling their responsibilities, shall not be swayed by partisan interests, public pressure, or fear of criticism. I found that was the most challenging statement for myself and the Board because it can be difficult to hold a principal in a world with different opinions and beliefs. In that, I think it’s just essential that we continue to build strong relationships with the community. To listen to our people, and build trust. These positive connections can create a space for respectful civil conversation about these different opinions that people may have or the public pressure about controversial books or policy changes. Additionally, by practically seeking community feedback, we can better understand concerns and anticipate needs and potentially prevent

conflicts before they arise. We are here to serve the best interests of our community. That's just one challenge that Libraries have to think about, and Library Board Members have to think about, the public pressure. Any questions?

Vice-Chair Serna said there's public opinion and public pressure, but then there's also our obligation to serve the public. Sometimes we do what the public would like, often we try to serve them. The Library serves the public, but then there are going to be those incidents where you might be doing something that isn't popular. Just thinking about that interplay between public opinion and also serving the public. That's something that I spent some time thinking about. Mr. Hong said yes, we serve the public and sometimes the public are divided on an issue. That's why I think it's really important to know your public, and build a relationship so you can have these conversations.

Member Koehler said something I was confused on, it says Trustees must respect the confidential nature of Library business and not disclose such information to anyone. Trustees must also be aware of and in compliance with the Freedom of Information Laws. When I read that, it just confused the tarnation out of me. I was thinking we, as board members, aren't really privileged to any private information. All of our information is public since it's on the public agenda and everything. I guess I was wondering, how does that really affect us? Mr. Hong said I mean a lot of the discussions that you do have or is made known to you are open to the public. The Library is not giving you confidential information on patron accounts or any of that. Generally, it just re-enforces that, but that's why we have these public meetings. I don't foresee any incidents where they have any information that the public doesn't have. Good point. If there's nothing else, we can move on to the next point.

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

Mr. Hong said there's a lot on the reports, but I will just go over the highlights. In terms of technology, our adult services Librarian Magdalena would love to add an ancestry Library addition to our online database collection. It costs \$1,585.20 and we have a budget for that in the E-materials. That will allow Library patrons to conduct family history searches in the Library by accessing Census records, Vital Records. We can build Library programs about genealogy. We are actively working with the Museum on this. I think we can see how it goes, I think it will be great for the Community. Based on the usage, we can continue or discontinue, after a year.

In programming, Author Talks are gaining popularity, we have almost one author event scheduled every single month until December. Magdalena has worked hard on having these well received author talks. It's a particular Tuesday at 6:00, so this April 14th at 6:00 PM we will have J.C. Turner out. She writes books for all ages.

We have a Super Smash Brother's Ultimate Tournament on Saturday March 28th at 11:00 AM for youth aged 10-18 years old. They will come out and engage in a tournament for some prizes. On that same day there will be Farm Animals for farm friends at 1:00 PM, a lot of families are excited to meet goats, sheep, rabbits, and chickens courtesy of the UNR extension. Thank you to them.

Additionally, we have received \$2,500.00 in grants for our Historic Book Club. That's really great. Even though we do story times weekly, it's so popular, especially with 256 people in attendance. Our Baby-Toddler Story Time has really gained traction. People really appreciate that. Even though we do it weekly, I just want to highlight that.

With our outreach and partnerships, ...were there any questions? Member Koehler said by any chance were you able to look at how many people signed up for the Smash Brothers Tournament? Mr. Hong said we have about I believe five people, but you know a few more teens are going to come to the event. I spoke to five more. We will see, because we are receiving walk-ins. Typically, you always expect a few more people to walk in. Member Koehler said can I ask a little bit about that, is it like they complete a game and then they're done? How does it work exactly? Mr. Hong said Tom's leading some sort of round-to-round tournament, where you kind of defeat players and move on to the next stage. You have multiple challenges and chances against some system algorithm worked out for that. There's only first and second place winners in this type of tournament.

Mr. Hong said with outreach and partnerships, we are doing many. Magdalena and Ashley read books to first graders at the Lahontan Elementary School during Read Across America Week. Just a friendly reminder, that for the Bookmark Design Contest we have 120 submissions. You can vote in person by March 28th, which is in two days. Winners will be honored at the April Board Meeting. Also, we were at a Literacy Night at the Churchill County Middle School on March 16th and we spoke to 36 people, different students and families. We told them about Library Resources and Programs. Thanks to Principal Dr. Porretta and school Librarian Deborah Fiedler for inviting us. We have many more partnerships on the horizon. I will share that more in the next report. Any questions?

Mr. Hong said just for general information about the New Director Event coming up here. There's a flyer on your desk. That's on Thursday April 16th from 6:00 to 8:00 PM at the Library. It's a fundraiser for families. There will be raffle items, catering, and refreshments. There will be different stations such as highlighting our Library achievements and programs, collection development, and the volunteer work that we are doing. You can just come out. It's welcome to all of the community and various stakeholders to get to know each other. We want to get to know Board Members, County personnel, and City Officials. We also want to get to know more about the Library and the Library staff. I invite all of the Board Members to stop by

and say hello to the community. Even if you don't donate money, it's ok, just come on by for food.

For the Volunteer reception, we had a great turn-out as mentioned. I just want to thank our volunteers for the 703 hours they contributed during the 2025 calendar year. They've helped out so much with programming, craft preparations, clean-up, shelving and they are just so wonderful. 36 people attended and, like Dr. Sue mentioned, two dogs. They are part of our Reading with Rover program which has really grown in popularity.

We have new stats in the stats handout. We are starting to include interactions with patrons at the circulation desk. It just started in February, I think it's a great way of tracking our interactions and services to the community. We get a lot of reference questions; we get questions over the phone or email. Questions about helping people with their computer printing. It's simple stats, but I think it will paint a story. With that, that's my report. Do you have any questions? Member Koehler said about the new Stat Report that you are doing. Is it going to be divided up into personal, email, phone? Mr. Hong said yes. On the first page bottom right. The stats in general are a bit low because in February we were open for 23 days as opposed to the 27 days we were open in January. Just FYI. The numbers are negative, but they have nothing to really reference to because they are just starting in February. We can see the trends as the months progress. Member Koehler said John, is there a way that you can make it a yearly statistic too so we can compare month to month? Mr. Hong said yes, definitely as the year passes, we can do that. Thanks to Tom and J, J does a lot of our statistics. All of the entries are inputted by various team members. Thank you to them for creating this wonderful graphic.

New Business:

A. Consideration and possible action re: Approval of the monthly Budget Reports for February 2026.

The monthly budget report for February 2026 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 Mattie Serna made a motion to approve the budget report as presented. Trustee Sue Segura seconded the motion, which carried by unanimous vote.

B. Consideration and possible action re: Approval of the Library Gift Fund Report for February 2026.

The Library Gift Fund Report for February 2026 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 Mattie Serna made a motion to approve the Library Gift Fund Report as presented. Trustee Sue Segura seconded the motion, which carried by unanimous vote.

C. Consideration and possible action re: Interlibrary Loan Policy.

The Library shares resources through the Nevada Library Cooperative, and makes a good-faith effort to acquire materials outside our library.

FISCAL IMPACT:

EXPLANATION OF IMPACT:

FUNDING SOURCE:

ACTION REQUESTED: Accept

Mr. Hong said our Library currently shares books with other Libraries within the Nevada Library Cooperative, Co-Op for short. Additionally, there's a little hand-out of the proposed Inter-Library Loan Policy here. It's something we have to create for minimum standards with the state. A lot of Co-Op Libraries are creating one. Basically, we share books within the Cooperative. Additionally, we will make a good faith effort for requested items from Libraries that are outside of the Co-Op so that we meet minimum standards and show good-faith efforts towards that. We have limited resources, and there's no guarantee that we can get every book that is requested outside the state. Other Co-Op Libraries are adopting similar language. I can clarify anything after you've read the policy. There are certain things that we cannot loan out, because they are special collections or reference materials. We won't even loan these out to other patrons because it's reference material and it stays in-house. Also, loan periods are dependent on the lending Library. This is pretty standard language. Any questions?

Trustee Mattie Serna made a motion to approve the Interlibrary Loan Policy as discussed. Trustee Sari Koehler seconded the motion, which carried by unanimous vote.

D. Consideration and possible action re: Library card application requiring addition to email list and permission for photos.

We will streamline the process of emailing our library newsletter and informing participants at our public events that photos may be taken. We can accommodate individuals who prefer not to have their photos taken (we'll have signs that they can speak to staff), but the Library needs to document our successful programs and events.

FISCAL IMPACT: N/A

EXPLANATION OF IMPACT: N/A

FUNDING SOURCE: N/A

ACTION REQUESTED: Accept

Mr. Hong said the update on our Library Card Application is that when you sign up for a Library Card you register for our Library Newsletter email list. Basically, the way to sign up for our Newsletter is kind of hidden on the website. If you are getting a Library card, you'd like to

know what new popular titles are coming out as well as about some of our programming. With any email or Newsletter, you can always unsubscribe if you don't want it. We really want to make sure we are utilizing our Newsletter and marketing what we are doing. Then another addition is permission for photos at public events. Now, in public space photographs may be taken but we just want to let our patrons know in advance that this may happen. In our events, we will have additional signage letting people know photos may be taken at the event. Please speak to staff if you don't want your photo taken. We will be very understanding and make every effort to accommodate people. We just really need to document our great Library events for advocacy and to show our stakeholders what we are doing at events. Without any photos, then no one would know that we are doing a kick-off. A picture states a thousand words, but we will be very understanding for people that don't want their photo taken. Any questions?

Member Koehler asked so this is the new application, what about everybody that already has a Library card? How does that work? Mr. Hong said for the email, the Newsletter, that can be retroactively applied in a batch email so that they can receive the Newsletter or unsubscribe. Then, for the photos, it won't impact them in terms of photos that will be taken at public events. This is just a courtesy to let people know that at Library events, photographs are commonly taken for documentation. Member Koehler said I understand that, and I appreciate that. At the CLA, we needed a new brochure and that was a major topic of whether pictures were ok to use in our brochure. So, I love stating that in the application. I just didn't know how it was going to work for everybody who already has a Library card. Thank you.

Trustee Mattie Serna made a motion to approve a Library Card application requiring an addition to an email list and permission for photos to be taken of patrons. Trustee Sue Segura seconded the motion, which carried by unanimous vote.

E. Consideration and possible action re: Approval of the closing of the Library on July 4, 2026, November 28, 2026 and December 26, 2026.

The parade, in particular, will cause street closures and increased traffic, making access inconvenient for patrons. The Library has historically closed on Saturday, 11/28/2026, after Thanksgiving due to low traffic. The Library was closed Christmas Eve last year, but is requesting Saturday, 12/26/2026, since many patrons are away for the holidays.

FISCAL IMPACT:

EXPLANATION OF IMPACT: N/A

FUNDING SOURCE: N/A

ACTION REQUESTED: Accept

Mr. Hong said I am just making confirmations for closures in advance so it's not last minute and we can give proper notification to our community, so they are aware. That's why I am doing this so early. Historically, the following days have been closed due to low traffic because they are holidays. That's been the Fourth of July Parade on Saturday July 4th because there are street closures and traffic for the parade. It would be difficult for our patrons to even get to the Library or to attend anything that we had. Any questions for that particular day? If you do have questions, just let me know.

I will just go to Thanksgiving. Historically, it has been closed on Saturday November 28th because November 26th and 27th are holidays. Most people are gone and there is low traffic, so it doesn't make sense. Historically we like to close on Saturday November 28th as it's been done before.

Christmas, last year it was well received by staff when we were closed on December 24th, there was no issue from the community with that. We didn't hear anything from our customers. This year, we are requesting that we be closed on the 26th, Saturday December 26th only. We are closed as a County holiday on the 25th, but we are just requesting that we be off on the 26th. That might be more optimal. A lot of people are away on holidays, so we haven't experienced traffic when we are open on the 26th in the past. Any questions? Vice-Chair Serna said I am just trying to get it straight in my brain, would you be closed on the 24th and the 26th? Mr. Hong said no. Vice-Chair Serna said so this is a swap-out? Instead of the 24th, you would like to be closed on the 26th? Mr. Hong said yes, exactly, sorry for the confusion.

Trustee Sue Segura made a motion to close the Library on July 4, 2026, November 28, 2026 and December 26, 2026. Trustee Sari Koehler seconded the motion, which carried by unanimous vote.

Public Comment:

Member Dr. Segura said I'd like to make a comment. I want three things that we need to do as a Board. I think we need to define what the Chairman and the Vice-Chairman do according to our By-Laws. Then, I want to know who writes the Agendas? How do we get things on the Agenda? Deputy Clerk Adams said the Clerk/Treasurer's office creates the Agendas. Mr. Hong would be the one to put those items on the agenda. It would be in coordination with him and our office. If you guys have things that you would like on the Agenda, you would go through John for that.

Member Dr. Segura said John, would you please put the roles of the Chairman and the Vice-Chairman on our next Agenda please? Mr. Hong said sure, yes.

Vice-Chair Serna said I think that's a great idea Sue. I would just like to add that a discussion about our By-Laws more broadly and whether or not they need updated would be good. If we had a re-visiting of the By-Laws, that would be good.

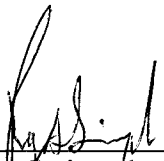
Member Dr. Segura said I'd also like to see a review of the five-year plan. Mr. Hong said sure, definitely.

Member Koehler said I have a public comment that doesn't follow with Sue or Mattie at all. Next month, I'm going to be in Arizona during our Trustee's Meeting. I just wanted to put that out there. I am going to try really hard to Zoom in, but with my grandma I don't know if that will be possible. I just wanted to put that out there. If you three are here, we'll still have a quorum even if I don't Zoom in.

Adjournment:

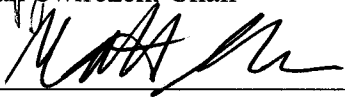
The meeting was adjourned at 3:38 PM.

Approved:



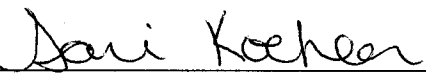
Ryan Swirczek, Chair

Approved:



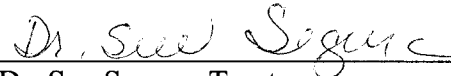
Mattie Serna, Vice-Chair

Approved:



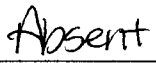
Sari Koehler, Trustee, Secretary

Approved:



Dr. Sue Segura, Trustee

Approved:



Jessica Rowe, Trustee

ATTEST:

Linda Rothery, Clerk/Treasurer



Kendra Wells, Deputy Clerk