

Draft
Library Board Meeting
Minutes September 14, 2026

1. **Call to order**

Meeting called to order at 10:01 am.

2. **Members Roll Call**

In attendance: Chair Michael Runion, Secretary Ann Underdahl, Trustee Terri Bell, Director Kimberly Thomas, Michelle Nelson from the District Attorney's Office, Head of Circulation Barbara, Head of Reference Kit.

3. **Pledge of Allegiance**

Chair Runion led the Pledge of Allegiance.

4. **Approval of September 14, 2026 Agenda (Non-action item)**

Item 7 was stricken as there were no emergency action items.

Items 9 and 11 were combined into one presentation.

Agenda was approved with no objections.

This item was reopened after item number 18 with the purpose of striking item number 16, which was moved to the bottom of the agenda, due to not having a quorum.

5. **GENERAL PUBLIC COMMENT (FIRST): * (Action will NOT be taken on matters considered during this period until specifically included on an agenda as an action item.)**

There was no public comment, and the item was closed.

6. **Trustee/Director/Liaison Comments:** - This item is limited to announcements, brief discussions of public comments, correction of factual inaccuracies, direction to staff, or topics proposed for future board meetings. (Lengthy deliberation of topics not on the agenda is prohibited by the Nevada Open Meeting Law).

Director Thomas had no comment.

Ms. Nelson had no comment.

Trustee Bell had no comment.

Secretary Underdahl had no comment.

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Chair Runion stated that he had a friend help with item 16 and may be applying for the position so he will be recusing himself and will be commenting as a member of the public and will not vote on that item. Ms. Nelson pointed out that since Chair Runion would not be voting on item 16, there would not be a quorum. She suggested that the item be moved to the end of the agenda in case someone else showed up. There was no objection and item 16 was moved to the end.

7. **For Possible Action:** Emergency Items

Item 7 is struck as there are no emergency items.

8. **For Possible Action:** Discussion and deliberation to approve or amend and approve the meeting minutes for August 10, 2026.

Ms. Green messaged Chair Runion that there was no public comment for items 12 through 15. It was pointed out that those items were struck from the August 10, 2026 agenda but it wasn't noted on the rest of the agenda.

Chair Runion made a motion to amend and approve the minutes to include an indicator of the struck items under each action item.

Trustee Bells seconds.

The item was opened for public comment. There was none. Public comment was closed for item 8. Item moves onto board comments. There were none.

Chair Runion calls the question. Chairman Runion, Secretary Underdahl and Trustee Bell all vote yes. The measure passes 3-0, with 2 absent.

9. **Presentation:** Treasurer's Report by Kimberly Thomas for discussion of monthly expenditures and revenue for August 2026 through September 2026.

Items 9 and 11 were opened at the same time. Director Thomas reads from her report as found in the backup.

10. **For Possible Action:** Discussion and deliberation to approve or amend and approve payment vouchers for August 2026 through September 2026.

Director Thomas reads from her report as found in the backup. She stated that there is now another voucher for the collections account and that is because the accountant's office

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suggested that it be done that way. Director Thomas said that for any fees that come out of that account, a check is received that goes back into the same account. Chair Runion agreed that if that is what Mr. McArthur's office says we should do, that is the way that it should be done.

Trustee Bell made a motion.

Chair Runion seconds.

The item was opened for public comment. There was none. Public comments were closed.

Director Thomas has no comments.

Trustee Bell has no questions.

Secretary Underdahl has no questions.

Chair Runion has no questions.

Chair Runion calls the question. Chairman Runion, Secretary Underdahl and Trustee Bell all vote yes. The measure passes 3-0, with two absent.

11. **Presentation:** Librarian's Report by Kimberly Thomas for discussion on library activity for August 2026 through September 2026. Report activities include staff activities and training, library project updates, patron traffic, circulation, internet use, website usage and materials added.

Director Thomas reads from her report as found in the backup.

12. **For Possible Action:** Discussion and deliberation to (1) approve, amend and approve or reject the Product Order Form in the amount of \$7,363.00 from EBSCO for the renewal of the Library's website and (2) Execute the Product Order Form.

Chair Runion asked Director Thomas what EBSCO is and what it does for the library. She stated that it is for the renewal of the website and is on a platform called EBSCO Stacks, and that is a specific content management system for libraries. She said that it differs from other content management systems in its ability to integrate the search in the catalog and to integrate with the databases. It also has good file management in how the board meetings are posted, events management, and room bookings. When Chair Runion asked if she was happy with it, Director Thomas stated that she was and that it works well for the library.

The item was opened for public comment. There was none. Public comments were closed.

Trustee Bell had no comments.

Secretary Underdahl had no comments.

Chair Runion had no comments.

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Chair Runion made a motion to approve the EBSCO product order form as it stands with no changes.

Trustee Bell seconds.

Chairman Runion, Secretary Underdahl and Trustee Bell all vote yes. The measure passes 3-0, with two absent.

13. **For Possible Action:** Discussion and deliberation on whether to amend the Meeting Room Policy.

Chair Runion asked Director Thomas what changes she would like to see made.

She stated that she wanted to change number two 'Non-profit public service or special interest groups such as clubs, libraries, social services support groups" to "non-profit organizations".

Director Thomas asked if it would need to specify that they need to provide a 501 to reserve under that division. Ms. Nelson said that they can simply say that they are a non-profit, and that would be sufficient. Secretary Underdahl stated that there are groups that use the room on a regular basis that have not necessarily filed as a non-profit with the Secretary of State.

Chair Runion said that this is just for priority of use and that they would still be able to use the room. He said that profit making will be moved down to the last priority and put the other clubs as number four. Chair Runion stated that if the public had any feedback, they were invited to share. Glenn Ledet asked about taking the word nonprofit out and just say not-for-profit as that would cover just about everybody. Chair Runion agreed that sounds better, and it simplifies number two. He then asked Director Thomas what was next and she said that a couple of paragraphs down from there is a section that talks about "the use of the meeting room outside of the normal library operating hours for and additional fee of \$50 an hour or any part thereof will be collected at the time the reservation is made".

She stated that it is hard to have people come in outside of library hours to let people in to use the rooms and if that sentence can be struck. Chair Runion agreed. Secretary Underdahl stated that there are so few places here in Pahrump for small groups who may have a circumstance where their speaker can only come in the evening. She said that \$50 is inexpensive and less than other locations in the community charge. She said that the option should be left open, but to make it an amount to cover having an employee here. Director Thomas asked if the employee would be paid overtime or would their schedule for the week be modified and is it a safety issue if they are here by themselves.

Secretary Underdahl said that she thinks it would have to be overtime under the labor laws.

Helen Schneider suggested that it say "limited usage after hours". Ms. Nelson said that right now it does say "with approval".

Chair Runion agreed and said that it would be left as is. Glenn Ledet asked what notice are people who want to use the room required to give. Director

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Thomas said that it is not in the policy but believes it should be. Chair Runion asked if giving it a two-week notice would be ok, and Director Thomas responded that would. Secretary Underdahl doesn't believe that the \$50 fee would cover a staff member for two or three hours, and Director Thomas said that it would not. Glenn Ledet suggested that they pay the \$50 plus the costs associated with the employee's overtime. Director Thomas asked about the extra security costs as well. Chair Runion agreed and stated that his proposal was to keep the \$50 an hour as the reservation for the room and then add "plus staffing costs." He also stated that there will be a line added that states a "meeting room reservation requires two weeks advance notice". Ms. Nelson suggested it say "meeting rooms are available and may be scheduled with two weeks' notice and are available during normal operating hours." Chair Runion agreed and said that it should read "On occasion, with approval, meeting rooms may be scheduled outside of the normal library operating hours for an additional fee of \$50 plus staffing costs or any part thereof and will be collected at the time the reservation is made." Ms. Nelson stated that she liked the idea of adding "on a limited basis" and Chair Runion agreed. Chair Runion continued to read the policy "The library does not charge for the use of the meeting rooms, however a refundable deposit is required for all users" and he asked if any changes needed to be made to that sentence. Secretary Underdahl stated that it was just said that users would be charged and Chair Runion clarified that was only for after-hours use and the deposit would only be if the room needed to be cleaned, like if someone spilled paint on the floor or something like that and the library has to have it cleaned, so the library is not out the money. He went on to say "If a reserved room is not used and/or canceled one week before the reservation date ("no-show") the \$50 deposit is forfeited" and that is fair. Secretary Underdahl stated that things come up and perhaps it should be at the discretion of the director, or perhaps a two-day window would be better. Ms. Nelson agreed that a 48-hour notice would be better because it would avoid a situation where the director approved it for one group but not another. She said the board should consider changing it from one week to two business days. Chair Runion asked Director Thomas if she had any objection to changing it from one week to 48 hours, that if someone cancels or no shows in the 48 hours, they lose the deposit. Director Thomas agreed. Chair Runion said that the sentence would read "If a reserved room is not used and/or is not canceled two business days before the reservation date no show, the \$50 deposit will be forfeited."

Chair Runion read the next sentence "In the case of a standing reservation, two no-shows will result in the forfeiture of the deposit and the cancellation of all remaining reservations." and said that it sounded fair. He went on "Activities that create substantial risk of damage to or destruction of library property are prohibited in the library meeting rooms." He asked if anyone has any questions or comments. Director Thomas said that she noticed that it has gone from

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the meeting room to meeting rooms, plural. Chair Runion asked how many meeting rooms the library has and Director Thomas stated that there is a divider in the room and it could be used as two different rooms, depending on if somebody didn't need any of the AV equipment and they were happy to use that side of the room. Chair Runion asked if it had ever happened and Secretary Underdahl responded yes. Chair Runion said that the grammatical change would be made to pluralize it, since there are two meeting rooms. Chair Runion went on and read the next sentence "Meeting rooms must be left in a clean and orderly condition." and mentioned that Director Thomas wanted to make a change or addition. Director Thomas said that she wanted to specify that we don't rearrange the room for people and perhaps they would forfeit their deposit or something if they change everything around and leave it. Another thing that she mentions is that if someone comes in and makes a mess and we have to have additional cleaning done to fix it, can they be charged for the additional cost of the cleaning, which our library cleaner said would be around \$350. Chair Runion said that they could change a deposit but Director Thomas said that if the deposit is too high, no one would want to use the room. She said that it has been fortunate so far that paint got on the carpet that was water-based and it came out. Chair Runion said to put it underneath "substantial risk of damage or destruction of library property is prohibited in the library meeting rooms. If additional cleaning is required, whoever reserved the room is responsible for cleaning fees, et cetera." He asked Ms. Nelson how to structure that, basically that if you make a mess you have to clean it up. She replied that the next sentence says the groups will pay the cost of repair for any facility. Chair Runion said that no change needs to be made then, and Director Thomas said that she wasn't sure if extra cleaning counted as repair. Chair Runion asked if we want to specify that they return the room to how they found it and the answer was no. Secretary Underdahl said that she attends meetings at different locations and that at one of the locations things were not put back to where they were found and there was the expectation that they would be by others that use the room on a regular basis. She suggested that a notation be put on the rental form that people take a picture of the room when they arrive, that way they can leave the room as they found it. Chair Runion asked Director Thomas if she would like to add that and she said that she would like for things to be put back where they were and not all moved to one side and just left. Chair Runion said "The meeting room must be left in a clean and orderly condition" and Secretary Underdahl said "similar to where it was". Ms. Nelson said "Meeting rooms must be left in a clean condition and returned to the order in which it was presented." and Chair Runion said 'initial configuration'. He said that it will read "Meeting rooms must be left clean and returned to initial configuration." Chair Runion continued and read "Groups pay the cost for repair and damage to facilities or equipment for which the group is responsible" which covers spilled paint. Helen Schneider asked if 'initial condition' is the same as saying 'in the condition

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you found it' and Chair Runion agreed that 'initial configuration, initial condition' is the same, just with fewer words. He said that it will stay as 'initial configuration'. He continued to read "Profit-making groups will be charged \$50 per session in addition to the \$50 deposit". Secretary Underdahl pointed out that AARP does their classes here and they are a for-profit. Chair Runion said that they should be paying and Secretary Underdahl asked if something needs to be done about the sentence that says "All programs must be free and open to the public". Chair Runion asked Director Thomas for her thoughts and she said that was going to be her next question. Chair Runion stated that he is in favor of striking the "must be free" because as he was an instructor for the American Red Cross and you have to pay for the class because there are materials and the teacher is either a volunteer or a paid instructor, but that having a space like this for a CPR, AED or first aid class is valuable to the public and it still meets the mission criteria but the individual putting it on is for-profit. Secretary Underdahl said that gets to the sentence that "the group may not charge or solicit fees, dues, or donations as a condition of attending any meeting or program." Chair Runion said that he is a member of a 501c and that dues are paid at meetings, but he is going to leave it up to Director Thomas. Ms. Nelson said that from a legal perspective, she has a problem with telling the organizer what they can and cannot charge and she would recommend striking those lines and the library should charge based on whether you're a profit or non-profit. Chair Runion agreed and he said he sees it as treading on the First Amendment for freedom of association. Ms. Nelson agrees and suggested striking those two sentences all together, that how they run their organization, who they charge, how they do it, so long as they comply with the library's policy, pay the fees if necessary, or pay any damages if necessary. Chair Runion agreed and asked if anybody had any objection to making that change. Maryan Hollis stated that for about six years she has been routinely attending Board of Commissioner meetings, regional planning commission meetings, multiple advisory committee meetings, and water district governing board meetings. Recently she has noted, especially with the Board of Commissioners meetings, the decorum has gone out the door and that there is a continuous denigration of the public when they wish to speak and now they are limiting the time that people can speak. She said she attended the meeting today to see how the library board runs a meeting and she is impressed. She was going to wait until the end to comment but made notes that the rules of order are respected, detailed backup material packets are provided including the budget, and she appreciates the use of roll call votes and engaging the public beyond the designated times. Chair Runion asked if anyone had any problem making the proposed changes.

No one did and the sentence "Free and open to the public" was stricken. He continued reading from the policy "Groups and individuals using the meeting room may not disrupt the use of the library for others. Persons attending meetings or programs are subject to all applicable library

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and county policies.” Director Thomas questioned ‘county policies’ and Chair Runion agreed and struck county policies out of the sentence. Director Thomas then suggested to change it to library policies and Chair Runion agreed. He continued to read from the policy “Pahrump Community Library reserves the right to revoke meeting room privileges when policies or procedures are not followed.” Secretary Underdahl said that a library policy could supersede a county policy. Chair Runion asked what county policy that would apply to the library and Secretary Underdahl said the open carry laws but it was pointed out that was state. Ms. Nelson mentioned that she has a case regarding carrying and open carrying that she can send to the board members and that it can be put on a future agenda if someone chose to do that. Secretary Underdahl asked if it was changed to ‘library policy’, does it supersede county policy and Ms. Nelson replied that yes, because the library is its own entity and anything that is done within its walls is the library’s business. She said that if you encroach onto county-owned area then that is different, but the library is its own entity formed under the NRS, so it has its own finances and governs completely independent of the county. Secretary Underdahl said that she likes taking out the word county and changing it to library. Chair Runion agreed to making it say “applicable library policies.” and he said that it doesn’t mean that other laws aren’t going to followed, but that it means that our policies have to be followed. Chair Runion continued reading “Print copies of library policies are available upon request and on our website.” and he asked Director Thomas if that was correct and she replied it is. He continued reading “Food and non-alcoholic beverages may be served upon the approval of the director or his or her designee. Alcoholic beverages may not be served.” He stated all of that is fair. He continued reading “No child age 10 or under” and asked Director Thomas if it needed to be normalized. She asked if item 14 needed to be opened at the same time to talk about this because it talks about child supervision age in both places. Chair Runion said no and asked Director Thomas what age she wanted the other one to be normalized to and she responded 12. He agreed and said that the age will be changed to 12 on this item. He continued reading “or under may be left unattended elsewhere in the library while the parent or guardian attends a meeting or program in the meeting room.” Chair Runion said that 12 is a reasonable age. He continued reading “Library staff will not assume liability for children who are left unattended. For profit groups must provide proof of liability insurance.” Chair Runion stated that is reasonable. He continued “Library director and/or Board of Trustees reserve the right to request proof of liability insurance from groups regardless of size or non-profit status.” He said to strike director, board of trustees and replace it with Pahrump Community Library because that covers the board, the director, her designees, legal and anybody generally associated with the library. Secretary Underdahl asked if that could cause a conflict because how is a group different from a patron. She said that patrons come in for different reasons and she wanted to know how the library

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isn't covering a group simply because it is using the meeting room. Chair Runion replied that the library carries its own insurance for staff. Secretary Underdahl mentioned that elderly people come in the library and some are not extremely sure-footed and Chair Runion responded that the library's liability insurance covers that but it would not cover a third party event. Ms. Nelson said that when they are renting the meeting room, they are renting it for an event, presentation or something like that and that is a separate event. She went on to say that if something happens during that time, would the library's liability insurance cover that and perhaps the Director could reach out to POOL to find out. Secretary Underdahl said that she is thinking about the group that rents the room once a month or for someone's birthday party or something and that if they have to purchase insurance it will be more expensive than the deposit. Chair Runion said that it says "for-profit group, you must provide proof of liability insurance" so someone's birthday is non-profit. Ms. Nelson stated that most for-profit groups generally have liability insurance. Director Thomas said that the next sentence states that we "reserve the right to request proof of liability insurance from any group regardless of their size or non-profit status." Ms. Nelson said that it is a reservation of rights and Chair Runion stated that we are probably never going to do it. Ms. Nelson said that it doesn't mean we will, but we reserve the right to do so. Chair Runion gave an example of the Lions Club having their Special Kids Day, where you are perhaps bringing in a large group of special needs kids. The Lions Club carries insurance so if a kid gets injured throwing a little beanbag into the clown's mouth and throws out their shoulder doing it, they carry the insurance for that because that isn't something that is normal to our library. He also mentioned that the Red Hat ladies may have insurance, but their activities that they have are pretty limited as far as what the library would need to be indemnified against. Secretary Underdahl mentioned that some of them are in wheelchairs or walkers and Chair Runion said that would be probably be covered under POOL because is a facility issue. Glenn Ledet asked why not tie it to the activity and gave the example of having tea as compared to other activities that there may be a need for it. Chair Runion stated that is how it is written now where the library has the right to ask but it is not based on the activity because that may tread on free speech. Chair Runion asked Director Thomas if she was comfortable with being the one that has that discretion and she replied yes and that the only one that comes to mind is the blood drive. Chair Runion agreed and said that they carry their own insurance but that they are inherently dangerous. He went on to say that it will be left as "Pahrump Community Library reserves the right to request proof of liability insurance from any group, regardless of size or non-profit status." and that takes the weight off the director, the board and allows the designee that is handling it to ask for it. He continued reading "I, the undersigned, have read the entire foregoing document and agree to abide by it. I understand that if the reserved room is not used or cancelled" taking one week out and

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replacing it with two business days “before the reservation, the \$50 deposit will be forfeited.” signature block. Chair Runion asked if there was any further public comment and there was none and public comment was closed. He then opened it to board comment. Secretary Underdahl said that under the laws of agency, the library needs to know who is the authorized representative for the group to sign the contract and Chair Runion replied that will be internal to them. Secretary Underdahl said that we have to know if someone is an authorized agent and if the person has a title, that maybe a clue but if we use the specific words ‘authorized agent’, that puts it on the library to make sure. Chair Runion asked about using ‘authorized signature’ instead. Glenn Ledet said that the word ‘agent’ would be appropriate. Chair Runion stated that a ‘title’ line would be added so it would be “name and title, agent signature, date and time, affiliation, group name, phone, library representative, date.” Director Thomas said that her understanding is that under this policy, anyone can reserve the meeting room and that it could be a person, a group, someone that wants to have their birthday party. She said that they’re not necessarily going to have a title or be an authorized signer and Chair Runion said that is true and the title could be ‘self’ just as long as the library knows who it is. Chair Runion made the motion to amend the meeting room policy as discussed on the record and hammered out with the consent of the public.

Trustee Bell seconded.

It was opened for public comment and there was none. Public comments were closed.

Item was opened for board comment.

Trustee Bell had no comment.

Secretary Underdahl had no comment.

Chair Runion said that he thinks a great job was done with the public being highly involved and called the question.

Chairman Runion, Secretary Underdahl and Trustee Bell all vote yes. The measure passes 3-0, with two absent.

14. **For Possible Action:** Discussion and deliberation whether to increase the age of supervision for the Children Supervision Policy.

Chair Runion made a motion to amend to increase the age from 10 to 12 years.

Trustee Bell seconds.

Item was opened for public comment.

Chair Runion stated that the facilities are open to the public, a situation that can present a risk to children. He went on to read from the policy “The safety and security of the children in the library are the responsibility of the parent or the adult caregiver.” He asked if anyone had a

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problem with that and no one did. Chair Runion said that the library cannot act as a babysitter or protector of children, and we are here to provide the facility. He continued "Child under the age" with the amendment "under the age of 12 years should be under the supervision of a person who assumes responsibility over him or her." Chair Runion stated that at 12, you are responsible-ish to be in the young adult section and not causing a fuss, and if you do, you are subject to library policies. He continued "If a child wishes to leave the library, the library staff cannot legally detain them." because that is kidnapping. Ms. Nelson asked if the agenda item is just to increase the age of supervision and not to revise the entire policy, and he said yes. Chair Runion asked if anyone had a comment on increasing the age to 12. Secretary Underdahl asked if we were getting too picky about the location of the parent and Chair Runion stated that Ms. Nelson reminded him that the item is to just change the age. Ms. Nelson said that if there is an item that refers to what can be talked about with respect to the age, that would tie in but if it is not related to the age itself, then that would be off the agenda. A member of the public stated that they liked the idea of moving it to 12 and thinks that the rest of the policy is fair. Public comment was closed as there was no further comment, and the item was opened for board comment.

Trustee Bell had no comment.

Secretary Underdahl had no comment.

Chair Runion had no comment and called the question.

Chairman Runion, Secretary Underdahl and Trustee Bell all vote yes. The measure passes 3-0, with two absent.

15. For Possible Action: Discussion and deliberation whether to delegate to the Library Director the authority to create new job descriptions and revise existing job descriptions.

Chair Runion opened the item and asked Ms. Nelson if there was any problem legally with doing this. She replied that no, and that the reason the item was on the agenda is because it is in the policy manual, and the board is setting the job descriptions, and that is still under revision. She said that in the interim it makes sense for the library director, who is involved with the daily operations, to write and create job descriptions as opposed to the board.

Chair Runion made the motion to delegate the authority to the library director to create new job descriptions and revise existing job descriptions.

Secretary Underdahl seconds.

The item was opened for public comment.

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Helen Schneider said that is who it should be.

Item was closed to public comment and opened for board comment.

Trustee Bell said that it is very appropriate for it to be with the library director but was wondering if Director Thomas is creating the job descriptions and revising them, if the board is going to be reviewing them. Chair Runion said that the motion is to give her that authority.

Trustee Bell said she has no problem with that and just wanted clarification. Chair Runion stated that the board would be totally hands-off on the creation or modification. Trustee Bell agreed with Chair Runion and just wanted to make sure that it wasn't something that would come back at the board, and Chair Runion said that the board has the purse strings and that is kind of the power that the board has. Chair Runion explained it as Director Thomas being the executive, and the board is the legislative, where she can do what she wants, but the board controls the money because they approve the budgets.

Secretary Underdahl said that she is in favor of this because they have seen the educational programs that have been established and the changes made to enhance many of the things that the library provides and that is where the authority for the job descriptions and changes should be.

Chair Runion called the question.

Chairman Runion, Secretary Underdahl and Trustee Bell all vote yes. The measure passes 3-0, with two absent.

16. **For Possible Action:** Discussion and deliberation whether to amend salary range based on the revised Information Technology Coordinator job description.

Item 16 was moved to the end of the agenda.

17. **For Possible Action:** Discussion and deliberation whether to create 1) a Library Assistant position; 2) delegate to the Library Director the authority to establish the job description; and 3) set the salary range.

Chair Runion said that item 17 is redundant with the passing of item 15, but Ms. Nelson said it was not because item 17 is to actually create a position, and that item 15 was to just delegate the authority to write a job description.

Chair Runion opened item 17. Ms. Nelson explained that when a motion is made, say hypothetically, the board motions to create the library assistant position, it is just going to set the salary range and the second item was in case the board didn't approve item 15.

Chair Runion made the motion to create a library assistant position, stated that number 2 is now redundant, and set a salary range. He asked Director Thomas what the salary range was that they discussed. She replied that the position is in between a library aide and a library

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technician and the salary schedule the board approved in February has a full-time library aide at \$28,000 to \$35,000 and the technician is \$49,000 to \$72,000 so the library assistant would be in between there. Chair Runion said he wanted to set the salary range at the \$35,000 minimum and then the maximum would be \$49,000, which is the minimum for the technician so it basically fills the gap. Ms. Nelson asked Chair Runion to clearly state for the record what the motion is.

Chair Runion stated that the motion was to create the library assistant position and set the salary range of \$35,000 minimum to \$49,000 max.

Director Thomas said that is on the full-time salary because what the board did was an hourly rate.

Secretary Underdahl seconds.

Chair Runion opened the item for discussion and asked Director Thomas to clarify. She stated that in February, the hourly rates for part-time didn't correspond with the full-time pay. Chair Runion said it would have to be fixed in another agenda item, and Director Thomas said that it can be called it full-time pay. Chair Runion agreed and said it could be broken down at another point.

The item was opened for public comment. There was none and public comment was closed.

Chair Runion asked if Kit or Barbara had any comments. Kit said he was good with it, and Barbara had no comment. Kit mentioned that he is concerned with the IT position and Chair Runion said that he will have to recuse himself because he has a friend that will be applying for the job and he wants to avoid the appearance of impropriety.

Item was opened for board comment.

Trustee Bell had no comment.

Secretary Underdahl had no comment.

Chair Runion had no comment.

Chair Runion called the question to create a library assistant position with the salary range between \$35,000 and \$49,000 per annum.

Chairman Runion, Secretary Underdahl and Trustee Bell all vote yes. The measure passes 3-0, with two absent.

18. **For Possible Action:** Discussion and deliberation on whether to 1) hire outside counsel or create an in-house counsel position in lieu of using the District Attorney's Office; 2) if creating an in-house counsel position delegate to the Library Director the authority to establish the job description; and 3) set salary range for either outside counsel or in-house counsel.

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Chair Runion asked Ms. Nelson to become a member of the public on this item. He then read and opened the item, striking part 2 as the library director was granted the authority to establish the job description.

Chair Runion made the motion to hire outside counsel in lieu of using the district attorney's office, and outside counsel would be setting their own rate based on what the retainer would be with them, on a per contract basis.

Trustee Bell seconds.

Item is opened for public comment.

Maryan Hollis asked why is there a discussion on this and wanted to know if the board was unhappy with the current counsel and is there currently an issue with the counsel that is in place. She is wondering why the change is being considered, what has been the history of using the DA's office, and is there a sense that due to DA Kunzi's attempt to reorganize the office that future use of the office may be negatively impacted. Chair Runion said that he would answer her questions during his comments.

Helen Schneider said that she can see the reasoning of wanting an outside counsel but questions how necessary it is or is it necessary to hire outside counsel at certain times and not have it all the time because there may be an issue where you don't want the county to handle it and have it handled by different counsel.

Glenn Ledet said that the board is doing a wonderful job, and he has been on different boards and committees throughout his career. He said that when contracts have to be re-evaluated or renewed, there are alternatives to using the district attorney's office. He said that the district attorney's office is currently under investigation from the Secretary of State and the Attorney General's office and he is willing to share those letters with the board if they would like him to and provide him with an email address. Part of the investigation is for hiding the sheriff's illegal access to the CJIS system and because he would not release public records. He also stated that there are two federal lawsuits against him where he is named as an individual and in his capacity as district attorney and has had his protections stripped away, and he is willing to show the cases to board if they would like. He said that he is also in possession of legal evaluations from the AG's office. He went on to say that he is not supposed to be counsel for the library and that his job is to be counsel for the county and the town, and he has been told not to be counsel for the library and the hospital because they are a separate entities. His recommendation would be to get in touch with some other libraries, sit down with them and see what their needs are and maybe as a group, hire an attorney or law firm and then some of the costs can be offset because you may not need them 100% of the time and they may not need them 100% of the time but collaboratively, you will be paying for counsel that is going to

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represent the need for the library. He recommended breaking ties. He also asked if the library pays for the service and if it isn't, is that a misappropriation of government funds.

Michelle Nelson spoke in her private capacity. She stated that there have been a lot of changes going on in the library. She said that in the private sector, hourly wages for an attorney are between \$400 to \$450 an hour for a criminal defense attorney. She said that the library would be needing someone with a more specialized skill in handling the library business and government affairs and that the library director and the library would be free to hire whatever outside counsel they want to because it is a professional service and it is done under the NRS degree too. She said it is a matter of where the library and the director, who handles the daily operations, feels there is enough work, whether the library can support that kind of a budget, and what is the cost between hiring outside counsel or bringing somebody in-house. Chair Runion thanked her for her opinion as a private individual that has practiced law. Ms. Nelson said that it is also from a business perspective as well because she has her MBA and always looks at things from that perspective and which is the more cost effective in running the library, which is a business, is it hiring outside counsel. She thinks that the director has some numbers for the board on that and to weigh the outside costs as opposed to in-house costs.

There were no more comments and public comment was closed.

Chair Runion asked Director Thomas if she had any comments, and she stated that she was looking for papers that she had left on the printer. Chair Runion asked if she wanted to take a recess to allow her to get them, and she asked if they could.

Chair Runion called for a recess at 11:31 am.

Meeting was reconvened at 11:39 am.

Chair Runion asked Director Thomas for her opinion. She replied that she looked up the hourly rates for legal services in Nevada and that it varies depending on the practice area. She said that the average is \$326, but it goes up to \$466, which is corporate.

Chair Runion said that his thought is that this would probably be a contract kind of thing, which means that a contract will have to be created with whoever it is if the decision is made to go with outside counsel, but they would have to come back and revisit it with an actual contract. He stated that he wanted to get the discussion started. Director Thomas said that she believes that the library is looking at at least \$400 an hour with as many things going on as there are right now, with the policy manual review, which is 107 pages long and will require legal review, as well as the contracts that require legal review. She also said that if more work is done on the roof than what insurance is paying for, that will require legal review also. Her concern is how much money would be spent a month on that. Chair Runion asked Director Thomas if her opinion is that it would be better to have someone in-house, and she stated that she was just

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presenting the facts and her thoughts and that she doesn't have an opinion. She said that the PERS rate is 36.75%, so there is also that to consider.

Trustee Bell said that she understands Director Thomas's point of view because there should be someone to bounce the legal off of, because that is not our forte and to have someone that has that background. She said that in her prior life, they did have counsel on retainer at her school district so when they needed things like the roof questions, they had someone they could go to and that it was in connection with several other school districts. She stated that she doesn't know what other libraries have done or what they do in this area and what Nevada libraries do. She said that the cost of having an in-house person solely for the library seems a little expensive, and she isn't averse to it but thinks that she would need more research to support something like that to see if it could be financially supported. She also said that she likes the idea of having a legal person to bounce the little stuff off and to keep the board on track. She stated that she does see a need, but she doesn't have enough information to say. She said that she wouldn't be averse to having some sort of contract with somebody that has the expertise. Secretary Underdahl said that previous administration of the library created a lot of consternation in the community and a lot of people started attending all of the library meetings and a liaison had been appointed by County Commissioner Carbone, who also attended the meetings as the liaison. She said that some of them also started attending the commissioner meetings all the time, and new commissioners were elected a couple of years ago, which meant new liaisons were set up among the commissioners. She said that a new commissioner was assigned to District 3, which is the district that the library is in, and the commissioner was appointed to be the library's liaison, but he only attended one board meeting. She said that at one of the commissioner meetings, there was talk whether the library needed a liaison or not, and the former liaison said that the library is well run and they should be all right on their own. She said that during the time period of the previous administration, there had been at least two lawsuits against the library, both of which were dismissed or the DA decided not to move forward with, but the library incurred about \$10,000 in legal fees, which involved one of the former library board members. She said that about two years ago, when the council was about to decide the library didn't need a liaison, that herself, Mr. Morris and others got up at the meeting as spoke about how things were happening at the board meetings, like patrons being talked down to and that there was a lot of disappointment from patrons and the community about the way some of the library circumstances were being held and the commissioners decided that there needed to be somebody but no one wanted to do it and the original person, who was the liaison, refused to return. She said that the chair of the commissioners, Mr. Boskovich, said that a representative for the district attorney's office has to be there because of the open meeting law so they can be the liaison. She said that is why the district attorney's

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office is here every week, but there is another firm that represents the library in different legal circumstances and instances if we get sued or something happens. She said what is really needed is a liaison and maybe that will happen with the new commissioners, but it won't happen until January. In the meantime, she said, we have the DA's department to help the board related to open meeting laws, but this is why a liaison is needed, to keep with open meeting laws, not solve legal problems. She said that the board needs to find out the legal group that the library is dealing with now, which is supposed to advise us when legal things come up, and do they cover the things that are needed or only when the library is attacked. Chair Runion asked Director Thomas if she knew, and she replied that it is POOL PACT, the library's insurance. Secretary Underdahl said that she thought they were the library's legal representation. Director Thomas said that if there is some kind of complaint, they will do something. Secretary Underdahl said that from a commonsense standpoint, having a firm on retainer would make sense, but it's expensive. She said that if there is a liaison to keep the board on track with the open meeting laws, they would be fine, but she doesn't think there is a need to have an attorney representative here every month.

Chair Runion answered the question 'why now?' He said that he is trying to bulletproof things if the civil office in the DA's office gets eliminated, if an unfriendly DA gets elected someday and to have more control as a board of a library as to who is doing that representing. He said the other part of the 'why now' is because a lot of questions are asked to the DA's office and of the 10 questions asked, only two answers are given. An example of this is the roof project that has been going on for months. He said that it is not a reflection on Ms. Nelson but a reflection of the office because Brian has said that he wants everything to go to him and we're not getting those answers. He said that he feels like a better response would be gotten out of somebody that the library is paying for, as opposed to the DA's office where they will get to it when they get to it. He reiterated that it is not a reflection on Ms. Nelson. The 'who' would be decided according to the library's bid process, but Ms. Nelson stated that it doesn't require a bid because it is a professional service. Chair Runion said that the board would pick the who and that they have options, but they are going to do a thorough process to figure out who is going to be best to do the job. Chair Runion said that he hit on the history fairly well. He said that the cost will go up because right now the representation from the DA's office doesn't cost anything so there will be a cost with this and it will have to be evaluated. He stated that he doesn't have numbers in front of him from other attorneys, so there will not be numbers attached to this item and it is basically investigative as in are we going to do this, what does it look like, and what will it look like for the library. He said that the item couldn't be discussed without a motion on the floor, so it is very likely that the motion will die, or board members could vote no on it.

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Helen Schneider made a suggestion that when the other two board members are there, the district attorney sees it again. Chair Runion said that he (the district attorney) is aware. Ms. Schnieder said that if he sees it again, he will know that the library is seriously thinking about hiring outside counsel and it will go out into the community that they are looking and why would they need outside counsel when there is a district attorney.

Chair Runion asked Trustee Bell to hold her second, but said it isn't a direct request, because he would like to table the item. He asked Ms. Nelson, acting as counsel, the correct way to do it, and she answered that the second can be withdrawn then the motion can be withdrawn, and the item will die.

Trustee Bell withdrew her second.

Chair Runion withdrew his motion and said that he would like to see it on next month's agenda, that way there is an opportunity to investigate other possibilities.

For a lack of a motion, item 18 dies.

16. For Possible Action: Discussion and deliberation whether to amend salary range based on the revised Information Technology Coordinator job description.

Item 16 was moved to the end of the agenda.

Chair Runion recused himself from this item since he has a friend that will be applying for the position and with him withdrawing, there is no longer a quorum, and the item will die on the table until the next meeting.

Secretary Underdahl said it is simply to generate the salary range for that position.

Chair Runion said that is correct, but he doesn't want the appearance of impropriety.

Ms. Nelson said that since he has recused himself, reopen item number four, approval of the agenda, and strike number 16.

Chair Runion re-opened item number four and struck item 16 from the agenda.

19. GENERAL PUBLIC COMMENT (SECOND): * (Action will NOT be taken on matters considered during this period until specifically included on an agenda as an action item.)

Glenn Ledet said that the board is doing a great job.

Helen Schneider said that the board is doing a good job and to keep it up, and she liked the back and forth in the meeting.

Maryan Hollis said that she defers to her earlier comments on how the meeting was run and that she is impressed. She said she tried to keep her personal experiences with the DA's office out of it, but it reflects her sense of how she believes there should be a change.

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Robyn Niedecker said that she feels that people associated with the library should appreciate books, appreciate reading, be open-minded, be non-political, and be non-judgmental about other people's division or ethnicity. She asked if anyone wanted a presentation about Andrew Carnegie and why he started the library. Chair Runion said that if she wanted to present it during public comment at the next meeting so she has time to prepare, he would love to hear it and, as chair, he would extend her time a little bit to give her more time to talk. Ms. Nelson said that he could give her 5 or 10 minutes, and Chair Runion asked Ms. Niedecker if that would be enough. Chair Runion asked Director Thomas to add it to next month's agenda. Chair Runion asked staff if they had any comments, and Ms. Nelson said they would be included in item 20.

Item 19 was closed.

20. Trustee/Director/Liaison Comments: - This item is limited to announcements, brief discussions of public comments, correction of factual inaccuracies, direction to staff, or topics proposed for future board meetings. (Lengthy deliberation of topics not on the agenda is prohibited by the Nevada Open Meeting Law).

Chair Runion asked Kit to express his opinion on item 16. Kit responded that there is a need to have it expedited because the library needs an IT person. He said that patrons got used to computer classes and now there isn't someone to give those classes and there is a time delay when there are problems with the computers and the extra cost of bringing in outside people. Chair Runion asked Barbara if she had anything she wanted to say, and she agreed with Kit that there is a need to find someone as soon as possible.

Director Thomas thanked everyone for coming and hopefully everything will be taken care of next month.

Trustee Bell said that it was a very informative and open meeting, and she appreciates the ability to discuss things before a decision is made.

Secretary Underdahl said that the audience's input is appreciated, and they are one of the reasons the library exists.

Ms. Nelson had no comment.

Chair Runion said that he knows it's not general policy and the BOCC can't do what he can because there is a smaller and friendlier crowd. He encouraged the audience to bring friends because as policies are hammered out, he wants input and to have the back and forth that there was today. He said that one of the things he is trying to do is get as much of the policy hammered out before the end of his term and is trying to make it as community friendly as

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possible while he has the opportunity. He encouraged the public to e-mail him, and things will get agendized, if appropriate, and he appreciated everyone. He said that it isn't like it was before, he doesn't yell but listens and works things through together.

21. Adjournment

Meeting was adjourned at 12:07 pm.