

Board Meeting Minutes – draft 3/13/23

The meeting started with a prayer said by Pasture Keith from *Our Lady of the Valley Roman Catholic Church*. It was followed by the Pledge of Allegiance (Item 3), led by Board of Trustees member Dave Ochenreider.

Item 1- Call to Order: The meeting was called to order at 10:03 a.m.

Item 2- Member Roll Call: Present were Chairman John Shewalter, Vice Chair Brian Shoemake, Dave Ochenreider, Dee Mounts, Director Vanja Anderson, Assistant Director Shanna Gibbons, Children’s Director Alysha Wogee, District Attorney Brian Kunzi and library Liaison/Commissioner Frank Carbone. Guests present were members of the public.

Item 3- The Pledge of Allegiance was recited prior to the call to order.

Item 4- Trustee/Director/Liaison Comments: Nothing to share from the Board of Trustees, Director or Liaison at this time.

Item 5- Approval of the Agenda: Item 7 (Emergency item) was stricken from the agenda. Brian Kunzi also asked for item 12 (discussion and deliberation to approve, amend and approve, or reject an HVAC maintenance contract for 2023 with Jonaire, Inc., for \$3,840.00) to be stricken. He apologized for it having not been caught sooner. Kunzi would like the Board of Trustees and District Attorney’s office to work together, in coming up with a standard agreement prior to approval for contracts.

Item 6- General Public Comment:

Each member of the public will be given 3 minutes to speak on items concerning the library.

Jane Goodrow- She is tired of being told by the Board of Trustees that the public’s questions cannot be answered, or agenda items cannot be explained during the meetings. She feels the board is doing the public a disservice. She presented a cover sheet for the open meeting laws from the attorney general. It describes what is good for people and what is not in relation to public comment. It also highlights NRS 241.0203. There are different ways the board can construct public comments. It would make sense for comments to happen before an action is taken. The issues seen during the meetings are from a lack of discussion for the agenda items on the board’s part. She would like the board to follow the statutes.

Item 8- Approval of the Minutes: Brian Shoemake made a motion to accept the minutes of the February 13, 2023, Library Board of Trustee’s meeting. Dee Mounts seconded the motion. There were no public comments.

Board Discussion: John Shewalter made a comment that he felt like the minutes did not translate the last meeting well. He felt they were missing the spirit of the meeting and what was said, but he would still approve them. Dave Ochenreider also mentioned that his name was spelled wrong. The mistake was corrected and a motion was made by Brian Shoemake and seconded by Dee Mounts to amend the minutes. The amended minutes were approved as a vote of 4-0.

Item 9- Presentation of Treasurer’s Report: Director Anderson presented the treasurer’s report on expenditures and revenues for February 2023, as found in the backup. There were no public comments.

Board Discussion: Shewalter stated that a while ago we added a fee for our library notary service. His questions included: What kind of an impact, positive, negative or zero has that had on our notary activity? What is the traffic like? Did adding the fee negatively impact services? Shewalter laughs after seeing Ms. Wogee’s reaction to his questions. She said that the notary is busy every day. Shewalter asked if prices need to be increased due to the success? Library directors said no. Director Anderson said that the collector’s report shows the monetary impact the notary service has made for the library.

Furthermore, Shewalter addressed Director Anderson with another question. He asked, when going back to the expense report, are there any line items that have worked over the budget, given how much time we had left in the fiscal year

that needs be concerned? Director Anderson said that she thinks that the library is where it needs to be. She did move some money around. The library was running low with its book budget. Shewalter had asked Director Anderson for some specification. She explained that she moved some money from software and programs into the book budget, since there was additional money in that category. Other than that, the library is good. She noted that the board will see that these numbers will be different than previous ones, due to that transfer. Shewalter said that he wanted to make sure that the expenses were in-line with the budget. He ended with saying very good!

Item 10- Approval of Payment Vouchers: Shoemake made a motion to approve the payment vouchers for the period of February 2023, to March 2023. The motion was seconded by Ochenreider. There were no public comments.

Board Discussion: Shewalter began off with stating that he did not see anything unusual. He asked Director Anderson if there was anything unusual in the petty cash expenditures. She mentioned that we finally got our credit card. There was some confusion, but Director Anderson corrected the situation by saying that petty cash purchases are primarily for places like the Dollar Store. Shanna Gibbons also mentioned that the Amazon account also uses the credit card, so the credit card and petty cash balance each other out. Shewalter said, fair enough, when he understood the push and shove with the credit card.

Furthermore, Shewalter asked about how the electricity bill is trending? Director Anderson is thinking about making a spread sheet, so that the board can see what our savings are with the new lighting. She asked if the board would like her to put it in their board packets. Shewalter said he did not see any backups for it, that he is just asking. Finally, he asked how is the electricity bill trending? Director Anderson said that as compared to other years, the library is about the same.

Item 11- Presentation of Librarian's Report: Director Anderson read her report, that can be found in the backup. Shanna Gibbons reported on the February 2023 library activities, which included patron traffic, books checked out, books returned, internet usage, website usage and materials added. See report in backup for more information. Furthermore, Alysha Wogee reported on the children's programs: STEAM, Baby Time, Story Time, no Train Workshop, no Game Day, no Holiday Parties, and Teen Library Club. The board asked Ms. Gibbons about how Mango Languages is doing. She said it has had positive reviews and some of the public is interested in participating from the audience. The board also asked Ms. Gibbons what book swaps are. She explained that they are donated books that patrons can take for free, bring back when they are done reading and swap out for others.

Item 13- Trustee/Director/Liaison Comments:

Shanna Gibbons- Talked about the upcoming Blood Drive, Easter Basket raffle (on display now), and that Fine Amnesty starts today and will run for the next two weeks.

Alysha Wogee- Talked about the upcoming children's Summer Reading Program. She mentioned that the children's department has all their presenters booked, the space at the park they will be using is booked and kindly asked the public to please tell their loved ones about the event. It will be happening in the month of June. The theme is "All Together Now."

Dee Mounts- Brought up the Dog Story Time program for children. She said that she has a release of liability form ready and it will be headed to Ms. Wogee sometime this week.

Brian Shoemake- Asked what has been happening with the process of selecting a new board member.

In answer to Shoemake's question, Frank Carbone came to the podium and said that he has not seen the next agenda.

John Shewalter- Addressed Ms. Goodrow's comment concerning public comments during agenda items. The board is in line with the NRS's. Time is limited and no exchanges can happen. It is a clean 3-minutes for the person to speak. He appreciates her comments.

Brian Kunzi- Thinks Mango Languages is a great program. He would like to see more information on it out in the community. In regard to Ms. Mounts comment, he wants all release of liability forms to go to the District Attorney's office.

Item 14- Adjournment at 10:38 a.m.

April 10, 2023

RE: Authorization to Pre-Pay Pahrump Community Library Bills Under Specific Circumstances

To Whom It May Concern:

The Pahrump Community Library Board of Trustees Authorizes Nye County Finance to pay Pahrump Community Library District Bills under the following circumstances. These bills will then be formally approved during that next scheduled meeting of the Library Board.

A. All utility bills, ongoing contracts, and any bills that would incur a late fee if not paid before the next scheduled board meeting.

B. All bills in the event that the Library board is unable to conduct regular business due to lack of quorum, or other circumstances. A notice, explaining why there was no meeting, will be included with the bills submitted to the county for payment.

Respectfully,

_____ Date _____
John Shewalter

_____ Date _____
Brian K. Shoemake

_____ Date _____
D.E. Ochenreider

_____ Date _____
Mathew Morris

_____ Date _____
Dee Mounts

MATERIALS WITH USAGE July 1, 2022 - June 30, 2023

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar
TOTAL USAGE	5910	6816	5919	5374	5360	5084	6635	6233	6923
Childrens' (in-house)	1708	1974	1656	1462	1309	1130	1424	1481	1617
Adults' (in-house)	3597	4131	3611	3289	3426	3290	3827	3442	3876
TOTAL USAGE (in-house)	5305	6105	5267	4751	4735	4420	5251	4923	5493
OverDrive (digital media)	587	696	636	611	614	633	1362	1277	1411
Mango Languages (digital learning)	18	15	16	12	11	31	22	33	19
TOTAL USAGE (digital)	605	711	652	623	625	664	1384	1310	1430
% childrens' (in-house)	0.32	0.32	0.31	0.31	0.28	0.26	0.27	0.30	0.29
% adults' (in-house)	0.68	0.68	0.69	0.69	0.72	0.74	0.73	0.70	0.71
TOTAL MATERIALS ADDED	209	352	161	170	199	170	226	215	245
in-house materials added	209	331	161	163	189	159	201	195	226
eAudio titles added	0	16	0	4	6	6	11	9	9
eBook titles added	0	5	0	3	4	5	14	11	10
streaming video titles added	0	0	0	0	0	0	0	0	0
Patron Count	4952	5094	4885	5289	4623	4869	5232	5003	5861
Swaps	424	427	417	479	468	458	515	488	572
Internet users (website)	728	853	769	808	692	646	946	725	788
Sessions	1245	1374	1189	1298	1174	1094	1419	1195	1278
Internet/computer usage	395	618	602	674	617	592	565	557	676
Wireless	298	506	468	545	601	675	811	652	821
General Questions	493	227	322	411	353	580	972	776	1010
Ref Questions	95	50	69	69	59	48	47	68	54



QUOTE

EST-11242

Industrial Light and Power, LLC

1700 S. Warren Street
 Pahrump Nevada 89048
 U.S.A
 NV License:0076683
 Bid Limit:\$3,000,000.00

Bill To
Pahrump Library
 701 East Street
 Pahrump
 89048 Nevada

Estimate Date : 29 Mar 2023
 Expiry Date : 10 Apr 2023
 Reference# : Electrical Compliance
 Repairs

#	Item & Description	Qty	Rate	Amount
1	Electrical changes per Arc Flash Coordination Study Engineer's report delivered to Library Board on March 23, 2023. Replace all forty two (42) 10kAIC circuit breakers within panel L3 with forty two (42) 20kAIC circuit breakers as required by engineers report; includes disconnection of all branch circuits within panel L3, removal of forty two (42) existing 10kAIC bolt-on breakers and includes scrap credit for old breakers, installation of forty two (42) 22kAIC bolt-on breakers and reconnection of all branch circuits within panel L3; replace one (1) incorrect 15A size fuse installed in a 30A fuse holder within ENCL VF-1; adjust trip settings on main SWBD ground fault relay per engineer's report; Includes inbound freight for materials. Includes premium labor weekday evening work hours starting at 5:50PM to complete work while library is closed to the public.	1.00	8,916.00	8,916.00
2	Testing Service IPT: Measure incoming AC voltage, AC Frequency and perform loop impedance test on panelboard with prospective earth fault current test and provide testing report within 15 business days. Inspect all interior connections within (1) panel board L3.	1.00	695.00	695.00
3	Trip Charge- NO CHARGE- Waived for Library	1.00	0.00	0.00
			Sub Total	9,611.00
			Total	\$9,611.00

Acceptance By: _____

Agreed to and accepted by: _____ Date: _____

PO# _____

Terms & Conditions

Estimate valid through 5PM on April 10th 2023. Work will be completed in one after-hours evening shift; Prevailing wages excluded; permit fees excluded as permits not required; traffic control excluded; Customer understands this work will require that certain circuits in the library will have to be shut down while work is being completed and will be re-energized by ILP after completion; customer to accommodate night work schedule and have staff available during work shift or provide keys for ILP to complete overnight work.