LIBRARY BOARD OF TRUSTEES  
STRATEGIC PLANNING WORKSHOP AGENDA  
WEDNESDAY, JANUARY 15, 2014  
3:00 p.m.  
Downtown Reno Library  
301 South Center Street  
Reno, NV  89501

PURSUANT TO NRS 241.020, THE AGENDA FOR THE TRUSTEES MEETING HAS BEEN POSTED AT THE FOLLOWING LOCATIONS: WASHOE COUNTY COURTHOUSE, WASHOE COUNTY ADMINISTRATION BUILDING, DOWNTOWN RENO LIBRARY, INCLINE VILLAGE LIBRARY, NORTH VALLEYS LIBRARY, NORTHWEST RENO LIBRARY, SIERRA VIEW LIBRARY, SOUTH VALLEYS LIBRARY, SPANISH SPRINGS LIBRARY AND SPARKS LIBRARY. FURTHER, IN COMPLIANCE WITH NRS 241.010, THIS NOTICE HAS BEEN POSTED ON THE OFFICIAL WEB SITE FOR THE WASHOE COUNTY LIBRARY SYSTEM AT www.washoecountylibrary.us

SUPPORT DOCUMENTATION FOR ITEMS ON THE AGENDA PROVIDED TO THE LIBRARY BOARD OF TRUSTEES IS AVAILABLE TO MEMBERS OF THE PUBLIC AT THE DOWNTOWN RENO LIBRARY ADMINISTRATION OFFICE, 301 SOUTH CENTER STREET, RENO, NEVADA AND MAY BE OBTAINED BY CONTACTING TAMI GASTON AT 327-8343 OR tgaston@washoecounty.us. WE ARE PLEASED TO MAKE REASONABLE ACCOMMODATIONS FOR MEMBERS OF THE PUBLIC WHO ARE DISABLED AND WISH TO ATTEND MEETINGS. IF YOU SHOULD REQUIRE SPECIAL ARRANGEMENTS FOR ANY TRUSTEE MEETING, PLEASE CONTACT OUR OFFICE AT 327-8341 24 HOURS PRIOR TO THE DATE OF THE MEETING.

THE LIBRARY BOARD CAN DELIBERATE OR TAKE ACTION ONLY IF A MATTER HAS BEEN LISTED ON AN AGENDA PROPERLY POSTED PRIOR TO THE MEETING. DURING THE PUBLIC COMMENT PERIOD, SPEAKERS MAY ADDRESS MATTERS LISTED OR NOT LISTED ON THE PUBLISHED AGENDA. THE OPEN MEETING LAW DOES NOT EXPRESSLY PROHIBIT RESPONSES TO PUBLIC COMMENTS BY THE BOARD. HOWEVER, RESPONSES FROM TRUSTEES TO UNLISTED PUBLIC COMMENT TOPICS COULD BECOME DELIBERATION ON A MATTER WITHOUT NOTICE TO THE PUBLIC. ON THE ADVICE OF LEGAL COUNSEL AND TO ENSURE THE PUBLIC HAS NOTICE OF ALL MATTERS THE TRUSTEES WILL CONSIDER, TRUSTEES MAY CHOOSE NOT TO RESPOND TO PUBLIC COMMENTS, EXCEPT TO CORRECT FACTUAL INACCURACIES, ASK FOR LIBRARY STAFF ACTION OR TO ASK THAT A MATTER BE LISTED ON A FUTURE AGENDA. THE BOARD MAY DO THIS EITHER DURING THE PUBLIC COMMENT ITEM OR DURING THE FOLLOWING ITEM: “BOARD COMMENT – LIMITED TO ANNOUNCEMENTS OR ISSUES PROPOSED FOR FUTURE AGENDAS AND/OR WORKSHOPS.”

THE BOARD OF LIBRARY TRUSTEES CONDUCTS THE BUSINESS OF THE WASHOE COUNTY LIBRARY SYSTEM DURING ITS MEETINGS. THE PRESIDING OFFICER MAY ORDER THE REMOVAL OF ANY PERSON WHOSE STATEMENT OR OTHER CONDUCT DISRUPTS THE ORDERLY, EFFICIENT OR SAFE CONDUCT OF THE MEETING. WARNINGS AGAINST DISRUPTIVE COMMENTS OR BEHAVIOR MAY OR MAY NOT BE GIVEN PRIOR TO REMOVAL. THE VIEWPOINT OF A SPEAKER WILL NOT BE RESTRICTED, BUT REASONABLE RESTRICTIONS MAY BE IMPOSED UPON THE TIME, PLACE AND MANNER OF SPEECH. IRRELEVANT AND UNDULY REPETITIVE STATEMENTS AND PERSONAL ATTACKS WHICH ANTAGONIZE OR INCITE OTHERS ARE EXAMPLES OF SPEECH THAT MAY BE REASONABLY LIMITED.

THE LIBRARY BOARD OF TRUSTEES MAY TAKE AGENDA ITEMS OUT OF ORDER, CONSIDER TWO OR MORE ITEMS IN COMBINATION, REMOVE ONE OR MORE ITEMS FROM THE AGENDA OR DELAY DISCUSSION ON AN ITEM.
1) Roll Call

2) Public Comment and Discussion Thereon – Three Minute Time Limit Per Person*
   
   No discussion or action may be taken upon any matter raised under this public comment section until that matter itself has been specifically included on an agenda.

3) For Possible Action: Review and Revision of the Library Board’s Strategic Plan (last revised January 2011)

4) For Possible Action: Identification of agenda items for the next joint meeting with the Board of County Commissioners

5) Public Comment and Discussion Thereon – Three Minute Time Limit Per Person*
   
   No discussion or action may be taken upon any matter raised under this public comment section until that matter itself has been specifically included on an agenda.

6) Adjournment
TO: Library Board of Trustees  
FROM: Arnie Maurins, Director  
RE: Review and Revision of the Library Board’s Strategic Plan  
DATE: January 15, 2014

Background: For discussion purposes, I offer the following perspective on the Library Board’s Strategic Plan (current version appended to this memorandum), based on my experience working with the Board since 2008.

While the objectives in the current Board plan are certainly worthwhile, two of them are inappropriate for a plan of this type, and a third one has been achieved. As a first step, then, I recommend that the following objectives be removed from the plan:

Objective 3: Encourage Trustee membership and participation in state or national library organizations.
   This is something that should be understood as necessary or highly desirable in order for Trustees to be better educated about trends in library services and about how they can perform their jobs as Trustees more effectively.

Objective 6: Assure the process for reviewing Library policies is in place.
   This objective has been fulfilled through the formation of a Policy Review Team, consisting of selected Library management staff who meet regularly to ensure that all policies are up-to-date and consistent with each other.

Objective 7: Support diversity in library programming.
   Oversight of programming falls within the library management sphere, rather than the Library Board’s planning/financial/policy sphere. Trustees are of course welcome to ask about the Library’s programming efforts and to suggest ideas, but the ultimate responsibility for the programs offered by the Library lies with me as the Director.

It would appear that the remaining objectives address three main priorities:

1. Raising the profile of the Board—and by extension, of the Library—within the community (Objectives 1 and 2)
2. Supporting Library staff (Objectives 4 and 5)
3. Advocating for increased funding (Objectives 4 and 8)

As Trustees, you may choose to continue supporting these priorities, or identify others as substitutes or additions. Depending on your opinions about the need for and purpose of a Board Strategic Plan, an appropriate fourth priority might be to support the Library’s Strategic Plan and its Technology Plan.
Recommendation: On the assumption that you desire to continue having your own strategic-plan document: (1) Agree on the priorities you wish to address as a Board; (2) Develop objectives that directly support those priorities; and (3) Identify specific, measurable activities that, when completed, lead to completion of, or progress towards, the objectives.
LIBRARY BOARD STRATEGIC PLAN

Objective 1: Remain actively involved in the community
   Activity 1: Continue to attend Library and community events
   Activity 2: Continue to attend BCC meetings as needed

Objective 2: Enhance media awareness of the Board in cooperation with the Library Marketing Coordinator
   Activity 1: Support and be involved in Library television programming

Objective 3: Encourage Trustee membership and participation in state or national library organizations
   Activity 1: Attend NLS conferences and other regional or national conferences

Objective 4: Provide opportunities for continuous professional development
   Activity 1: Maintain the Library Board Scholarship Fund
   Activity 2: Increase staff training budget

Objective 5: Support employee recognition programs
   Activity 1: Allocate Board gift funds for employee recognition programs
   Activity 2: Develop criteria for recognition

Objective 6: Assure the process for reviewing Library policies is in place
   Activity 1: Establish a timeframe for periodic review of Library policies and practices

Objective 7: Support diversity in Library programming
   Activity 1: Periodically review and monitor Library programs

Objective 8: Support the long range technology plan
   Activity 1: Support Systems requests for adequate funding through the budget process

APPROVED: July 20, 2005
REVISED: January 19, 2011
TO: Library Board of Trustees  
FROM: Arnie Maurins, Director  
RE: Identification of Agenda Items for the Next Joint Meeting with the Board of County Commissioners  
DATE: January 15, 2014  

Background: The Library Board has normally met jointly at least once a year with the Board of County Commissioners to discuss areas of mutual concern. Typically the two bodies have convened within the first quarter of each calendar year (prior to departmental budget presentations in April), and sometimes they have also met in the fall. Depending on the availability of Commissioners and Trustees, the next joint meeting will probably be held on either on February 25th or March 11th, just prior to the regularly scheduled BCC meeting on one of those dates.

At previous Library Board meetings, two topics have been identified as possible agenda items for the next joint meeting with the County Commissioners:

- The BCC’s position on leased vs. County-owned facilities
- A presentation about the Library System’s efforts to increase its impact amid new fiscal realities, through redesigned services and delivery methods

The Board may wish to confirm these two topics as desired agenda items, and may choose to identify other matters that it wishes to address at the joint meeting. Individual Commissioners, of course, may also request that certain items be included on the meeting agenda.

Recommendation: That the Library Board reach agreement on those topics or issues that it wishes to include on the agenda for the next joint meeting with the Board of County Commissioners, and direct staff to take the appropriate follow-up actions.