Draft
Library Board Meeting
Minutes August 10, 2026

1. **Call to order**

   Meeting called to order at 10:00 am.

2. **Members Roll Call**

   In attendance: Chair Michael Runion, Vice Chair Christopher Salute, Secretary Ann Underdahl, Trustee Terri Bell, Director Kimberly Thomas, Michelle Nelson from the District Attorney's Office, Acting Assistant Director Jennifer, Head of Reference Kit.

3. **Pledge of Allegiance**

   Chair Runion led the Pledge of Allegiance.

4. **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.

   Trustee Bell had no comment.

   Secretary Underdahl had no comment.

   Trustee Morris had no comment.

   Vice Chair Salute had no comment.

   Chair Runion stated that a gentleman who passed away donated some nice books to the library, and he is working with the public administrator, Ginger Simpson, to get the books to the library. Vice Chair Salute asked if they would be for circulation or just to have and Chair Runion stated that he thought they would go to the reference department. He then welcomed back Michelle Nelson from the DAs office.

   Ms. Nelson had no comment but stated that she was happy to be back.

5. Approval of August 10, 2026 Agenda (Non-action item)

   Items 13, 14, 15, 12, 18, and 19 were stricken from the agenda because legal did not have an opportunity to review everything.

6. **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.

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 July 13, 2026.

   Chair Runion made a motion to amend to correct the meeting minutes. There is a line saying that Helen Schneider served on the library board. It should have read that she served on the parks and rec board.

   Secretary Underdahl 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, Vice Chair Salute, Secretary Underdahl, Trustee Bell and Trustee Morris all vote yes. The measure passes 5-0.

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

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

The item was opened for public comment. There was none. Public comment was closed for item 10.

Item moves onto board comments.

Trustee Bell, Secretary Underdahl, Trustee Morris and Vice Chair Salute all had no comments.

Chair Runion commented that the $5000 bill from Network Savants is part of the reason for Item 17.

Chair Runion made the motion and Vice Chair Salute seconded.

Chair Runion calls the question. Chairman Runion, Vice Chair Salute, Secretary Underdahl, Trustee Bell and Trustee Morris all vote yes. The measure passes 5-0.

11. **Presentation:** Librarian's Report by Kimberly Thomas for discussion on library activity for July 2026 through August 2026. Report activities include staff activities and training, library project updates, patron traffic, books checked out, books returned, fees collected, STEAM, internet use, website usage and materials added.

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

12. **For Possible Action:** Whether to amend the policy such that board members may not hold any other position at the library.

13. **For Possible Action:** Discussion and deliberation to approve, amend and approve, or reject a Security Camera Policy.

14. **For Possible Action:** Discussion and deliberation to approve changes to the Meeting Room Policy.

15. **For Possible Action:** Discussion and deliberation to approve changes to the Children Supervision Policy.

16. **For Possible Action:** Discussion and deliberation to approve changes to the Dress Code Policy.

Chair Runion made a motion to accept additional backup that was just reviewed by legal. Trustee Bell seconds.

Motion to accept additional backup was opened for public comment. There was none.
Motion to accept additional backup was opened for board comment. There was none.

Chair Runion calls the question. Chairman Runion, Vice Chair Salute, Secretary Underdahl, Trustee Bell and Trustee Morris all vote yes. The measure passes 5-0.

Recess was called at 10:20 to hand out backup.
Meeting called to order at 10:30
Chair Runion made a motion to accept the policy with the following changes:

- Change Personal Appearance Policy to Dress Code Policy.
- Every reference to employee will be changed to employee and volunteer.
- Added ‘are permitted.’ in the fifth paragraph after ‘professional looking t-shirts'.
- Paragraph six last line ‘clothing with holes or tears in it, gym clothes, or tightfitting, revealing, or oversized clothing.’ add ‘are not permitted’ at the end of the sentence.
- Also add a period at the end of the sentence “Under no circumstances may employees wear halter tops, strapless tops, spaghetti straps, tank tops, cropped tops, clothing with offensive wording (sexually related references or foul language) or promoting the use of illegal drugs, sheer clothing revealing undergarments or skin that would not otherwise be permitted”

Vice Chair Salute seconds.
The item was opened for public comment.
Helen Schneider asked for clarification on oversized clothing.
Head of Reference Kit asked if his shirt was oversized and Chair Runion replied that it wasn't.
Ginny Okawa said that the section about shoes needed clarification.
Roberta Niedecker said that Kit's shirt isn't oversized.
There was no further public comment and it was closed.
Item was opened for staff comments.
Chair Runion asked Ms. Schneider where it said oversized clothing and she stated where it is located.
Head of reference Kit stated that he thinks oversized clothing is more about baggy pants and things like that.

Director Thomas stated that this is a Pool Pact sample policy that was modified for the library. She said that the line about oversized clothing can be taken out because it is not really defined and is open to opinion.
The item was then open to Board comment.
Trustee Bell stated that oversized clothing is hard to define, and it puts somebody in the role of having to make that decision on what is and what isn't oversized. She also stated that safe shoes needs more definition.
Secretary Underdahl objects to the oversized clothing statement because people can feel self-conscious. She also said that there needs to be more definition on safe shoes. She stated that she also has an issue with tank tops. She said that a lot of women wear tank tops under a blazer as part of their suits, and she doesn't see them as something that would be too revealing or provocative, so she doesn't see a reason for them to be prohibited.
Trustee Morris believes that whoever makes the decision on what is acceptable will have to be somebody that's reasonable, has reasonable expectations of decency, modesty, what is offensive, and what is not offensive.
Vice Chair Salute stated that the board needs to be careful and understand the why and the integrity of the policy. He believes that oversized clothing doesn't seem like it's inappropriate or unprofessional. He said that it should say closed toe shoes, but the rest of it is appropriate. He thinks that, subject to what the director wants, the board just needs to give her clear directives, not vague, not super detailed, but something that she can work from.
Chair Runion agrees on the closed toe shoes and that it needs to be defined better. He then recognized Dave Ochenreider, who said that it should say 'guidelines' and not 'policy'. Chair Runion doesn't believe it can be done because the change is being made to the policy manual.
Vice Chair Salute asked if something could be added to the bottom of the policy, stating that it is subject to your direct supervisor or the director of the library, and it was pointed out that it is already there.
Chair Runion amended his motion to add closed toe shoes should be worn at all times.
Director Thomas asked if oversized clothing was going to be removed. Chair Runion agreed and added that oversized clothing would be stricken and it would be left to the director's discretion. Trustee Morris said that sometimes people wear oversized clothing to hide weapons, and Chair Runion agreed.
Chair Runion then asked for a second on his amended motion.
Vice Chair Salutes seconds.
Item was opened for public comment.

Roberta Niedecker stated that weapons should not be allowed in the library. Chair Runion said that it is not on the agenda and that she could address it at the end of the meeting in public comment.
There were no more public comments.
Item was opened for board comment.
Trustee Bell had no comment.
Secretary Underdahl said that she believes tank tops should be taken out.
Trustee Morris agrees with the changes. He thinks it is hard to tell people what they can and cannot wear but being neat and hygienic is very important.
Vice Chair Salute asked if an employee who is sent home to change, would that be considered paid time off? It was pointed out that it is addressed in the policy. He also asked if Director Thomas is comfortable with the policy and that she may be put in conflict with employees. She said that the policy isn't unreasonable and that it allows for visible tattoos, which are not currently permitted, as long as they are suitable for all audiences, thus it gives a little bit more freedom than what the current policy is.
Chair Runion asked that the board vote on the amendment.
Chairman Runion, Vice Chair Salute, Secretary Underdahl, Trustee Bell and Trustee Morris all vote yes. Motion passed 5-0.

17. **For Possible Action:** Discussion and deliberation to approve, amend and approve or reject 1) changes to Information Technology Coordinator job description and 2) amend salary range for Information Technology Coordinator position.

Chair Runion stated that he had help from someone currently working in the IT field to help with the job description. He said that this includes moving this position from a Library Aide position to someone who oversees the technology at the library.
He made a motion to approve the job description with a salary range of $65,000 to $85,000.
Trustee Morris made a point of order to ask for clarification on the pay range. Chair Runion stated that he looked at the salary of this position, but unfortunately there are not a lot of positions like this in Pahrump that are comparable. Trustee Morris asked if he could google it, and Chair Runion agreed.
Vice Chair Salute suggested that a full compensation analysis be done and offered to help with that since it is a unique position in a unique community.
Chair Runion stated that he came up with $85,000 as the top end and is based on his experience in the IT field working with the federal government. He stated that he pulled up a GS9 IT specialist salary with a location bonus. Trustee Morris asked if that was current, and Chair Runion said it was. Trustee Morris asked if that applies to

a library with 50,000 people and Chair Runion said he is not sure as libraries don't necessarily have the position listed separately. Vice Chair Salute said that the major barrier to the salary and the position is that we are an independent county agency and the county has their own IT people. The library district is one building in a town that has a hard time attracting skilled talent and building skilled talent. Chair Runion said that the position is called IT Coordinator, so the old position could be modified without having to create a new position description.

Director Thomas had a couple of questions about the job description. She said that number 13 provides technology training and guidance for staff and assists with digital literacy programs for patrons. She wanted to know if that meant that they would only be assisting or could they run a program, like AARP Senior Planet, which offers technology classes for seniors and needs a staff member to be trained on it and run the class. She said that it seems like the technology person might be the person to put it under.

Chair Runion said it would fall under number 16, all other duties as assigned.

Trustee Morris said that the computers systems were just upgraded and more were added. He stated that it is really important to have somebody that knows what the systems can do and can teach other folks that want to learn, and the salary should be commensurate with that. When Chair Runion asked Trustee Morris if he thought the pay should be higher, Trustee Morris said that he wants it to be fair and not have it come back up in a month because they aren't getting paid enough or too much.

Chair Runion said that he was going to recuse himself from the vote because he helped put the job description together, and he had help from someone who is likely to apply for the position. Ms. Nelson said that if he is going to recuse himself, he should leave the room, which he did.

Director Thomas stated that the job description was sent to Pool Pact, who reviewed it, and it passed their review. They sent it back in their template, which is a standardized format that they recommended should be used. She pointed out that it says 'exempt', but she is not sure if the position qualifies as being an exempt position.

Vice Chair Salute agreed that it should be non-exempt. Director Thomas said that she looked at the wage and hours agreement of the United States Department of Labor, exemption for employees in computer related occupations under the Fair Labor Standards Act and she doesn't see how the job description fits that criteria. She then read from the section.

Vice Chair Salute stated that there are several unanswered questions about the position, including the salary. He also said that he is working on the tasks for the other positions with Director Thomas. He said that he knows there is a need for the position, but there are too many questions. When he asked Ms. Nelson if he could call for a motion to table the item, she said that he could. She said that if he wants to bring the item back, exactly as written, he could call for a motion to continue or if he wanted to bring it back with changes, then she recommended just letting the item die to bring it back in its changed form.

Trustee Morris stated that he didn't want to vote on something that is vague or incomplete.

No motion was made and item died.

There was no public comment.

18. **For Possible Action:** Discussion and deliberation to approve, amend and approve or reject creating 1) a Library Assistant position; 2) establish the job description for the Library Assistant position; 3) to set the salary range for the Library Assistant position.

19. **For Possible Action:** Discussion and deliberation to approve, amend and approve or reject amending the salary range for the Library Aide position.

20. **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.)**

Roberta Niedecker stated that she doesn't feel comfortable with firearms being allowed in the library.

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

Chair Runion called for a recess at 11:15am.

Meeting was called back to order at 11:20am.

21. **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.
Head of Reference Kit had no comment.
Acting Assistant Director Jennifer thanked the board for approving the new dress code.
Michelle Nelson had no comment.
Trustee Bell had no comment.
Secretary Underdahl had no comment.
Trustee Morris had no comment.
Vice Chair Salute proposed having a future special board meeting regarding the IT position and the marketing position. When asked to define which two positions by Chair Runion, Vice Chair Salute stated it was the IT Coordinator and asked Director Thomas for the title of the marketing coordinator role. She stated she thinks they were discussing two different things because she wanted a programming and outreach person, and Vice Chair Salute's idea was for a marketing professional. Vice Chair Salute agreed and stated it was an undefined marketing community outreach person.
When asked about when, Monday, August 17th at 10am was mentioned by Vice Chair Salute, but Ms. Nelson pointed out that for open meeting laws, the agenda has to be posted by Wednesday at 9am. Director Thomas agreed that it would be too soon. When Vice Chair Salute asked when a better time would be, Director Thomas asked if it would be for just the two positions or would it be for all of them. Vice Chair Salute stated that he could have the full analysis of all the jobs done in 72 hours, but Director Thomas stated that she would like to have time to properly review everything. She stated that she would like to either wait until the next meeting or just address the IT role alone. Trustee Morris stated that an agenda item like this is specific, and it could just be brought up at the next meeting so that a special meeting doesn't need to be held.
Chair Runion stated that, in his opinion, this position is needed.
Ms. Nelson said that if Director Thomas wanted to coordinate with the trustees and have a special meeting at some point in time, that is something that she can still do.
Chair Runion asked Director Thomas to schedule a special meeting once she had all the job descriptions prepared.
Chair Runion asked who brought up weapons in public comment. He stated that the issue was addressed under previous boards with the Zimmerman case, and that he is friends with the family. He said, referencing the shooting in Idaho, that two armed citizens were the ones that engaged with the shooter first and that lives were saved. He said that in many instances that has been the case and that the nice thing about living in a small town is that he knows most of these people carry and are generally well trained. He said that if there is an issue with somebody that is unpleasant and

has a weapon, we have security. Also, the library is a public place, which ties our hands with the NRS. He appreciates her concern and it can be brought up as an action item, but in his opinion, he doesn't believe it will go anywhere under review. He said that if someone ever feels unsafe in the library, please approach security, the director, or staff. He asked her to talk to her after the meeting so they could have a one-on-one conversation.

22. **Adjournment**

Meeting was adjourned at 11:30am.