



**CHURCHILL COUNTY
LIBRARY BOARD OF TRUSTEES
CHURCHILL COUNTY, NEVADA**

155 N. Taylor Street, Suite 110

Fallon, Nevada 89406

(775) 423-4092

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******NOTICE OF PUBLIC MEETING******

AGENDA

PLEASE POST

PLACE OF MEETING: Churchill County Administrative Complex, 155 N. Taylor Street,
Commission Chambers, Fallon, Nevada 89406

DATE & TIME: October 4, 2024 at 8:00 AM

TYPE OF MEETING: Special Library Board of Trustees Meeting

Live Webcasting:

<https://www.youtube.com/@churchillcounty/streams>

Notes:

- I. These meetings are subject to the provisions of Nevada Open Meeting Law (NRS Chapter 241). Except as otherwise provided for by law, these meetings are open and public.***
- II. Action will be taken on all Agenda items, unless otherwise noted.***
- III. The Agenda is a tentative schedule. The Library Board of Trustees may act upon Agenda items in a different order than is stated in this notice – so as to affect the people’s business in the most efficient manner possible.***
- IV. A uniform time limit of 3 minutes will be imposed upon matters devoted to public comment.***
- V. Any statement made by a member of the Library Board of Trustees during the public meeting is absolutely privileged.***
- VI. All persons participating in the meetings are put on notice that an audio and/or video recording is made of these meetings.***

AGENDA:

- 1. Call to Order.**
- 2. Pledge of Allegiance.**

3. **Public Comment.**
4. **Roll call of members.**
5. **Verification of the Posting of the Agenda.**
6. **Consideration and possible action re: Approval of Agenda as submitted or revised.**
7. **New Business.**
 - A. Consideration and possible action re: Discussion, direction, and action to address the conduct and behavioral issues occurring at the Library.
 - B. Consideration and possible action re: Approval and adoption of the Churchill County Library Conduct Policy.
 - C. Consideration and possible action re: Approval and adoption of the Churchill County Library Refusal of Service Policy.
8. **Public Comment.**
9. **Adjournment.**

STATE OF NEVADA)
 : ss.
 County of Churchill)

*I, **Pamela D. Moore, Deputy Clerk of the Board**, do hereby affirm that I posted, or caused to be posted, a copy of this notice of public meeting, on or before the **27th day of September, 2024, between the hours of 2:00 and 5:00 PM**, at the following locations in Churchill County, Nevada:*

1. *Churchill County Administrative Building, 155 N. Taylor St., Fallon, NV;*
2. *The Churchill County Website @ www.churchillcounty.org;*
3. *The State of Nevada Website @ <https://notice.nv.gov/>.*

Pamela D. Moore, Deputy Clerk of the Board

Pamela D. Moore, Deputy Clerk of the Board, who was subscribed and sworn to before me this 27th day of September, 2024.

Crystal Muschetto, Deputy Clerk

Endnotes:

Disclosures:

**Churchill County is an equal opportunity provider and employer.*

Accommodations/Nondiscrimination:

**In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, offices, employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies or complaint filing deadlines vary by program or incident. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible agency [(775)423-4092] or USDA's TARGET Center at (202)720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800)877-8339. Additionally, program information may be available in languages other than English. To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at: http://www.ascr.usda.gov/complaint_filing_cust.html and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the Complaint Form, call (866)632-9992. Submit your completed form or letter to USDA by:*

1. Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
2. Fax: (202)690-7442; or
3. Email: program.intake@usda.gov.

Procedures:

**The public meetings may be conducted according to rules of parliamentary procedure.*

**Persons providing public comment will be asked to state their name for the record.*

**The Library Board of Trustees reserves the right to restrict participation by persons in the public meeting where the conduct of such persons is willfully disruptive to the people's business.*

**All supporting materials for this Agenda, previous Agendas, or Minutes are available by requesting a copy from the Clerk's office, 775-423-4092. During the meeting, there will be one copy available for public inspection. Additional copies are available by making the request from the Clerk's office. You are entitled to one copy of the supporting materials free of charge.*



Churchill County Agenda Report

Date Submitted: September 27, 2024

Agenda Item #: 7.A.

Meeting Date Requested: October 4, 2024

To: Library Board of Trustees

From: Carol Lloyd, Interim Library Director, and Jeff Weed, Senior Civil Deputy
District Attorney

Subject Title: Consideration and possible action re: Discussion, direction, and action to address the conduct and behavioral issues occurring at the Library.

Type of Action Requested:

Does this action require a Business Impact Statement? No

Recommend Board Action: motion to direct whatever action the board deems appropriate.

Discussion: The board will discuss and provide direction and action to address the conduct and behavioral issues occurring at the Library.

Alternatives: N/A

Fiscal Impact: N/A

Explanation of Impact: N/A

Funding Source: N/A

Prepared By: Jeff Weed, Deputy District Attorney - Civil

Reviewed By:

Date: September 27, 2024

Jeff Weed, Deputy District Attorney - Civil

Board Action Taken:

Motion: _____

1) None

Aye: 0

2) None

Nay: 0

(Vote Recorded By)

The submission of this agenda report by county officials is not intended, necessarily, to reflect agreement as to a particular course of action to be taken by the board; rather, the submission hereof is intended, merely, to signify completion of all appropriate review processes in readiness of the matter for consideration and action by the board.

CHURCHILL COUNTY LIBRARY CONDUCT POLICY

The Churchill County Library ("Library") strives to provide a safe, appropriate facility that is conducive to library use and that protects the health, safety, and welfare of members of the public and Library employees. Library users and employees have a right to an environment free of harassment and danger. Library users are expected to conduct themselves in a way that does not interfere with anyone else's ability or right to use the facility and that does not interfere with the peaceful conduct of activities normally carried on in the Library.

In order to provide a safe and appropriate environment that allows all users to use the Library to the fullest extent, the following activities and behavior are prohibited on Library property:

- Any illegal activity, including behavior which violates Federal, State, or local laws, codes, ordinances, and policies.
- Disturbing the peace or quiet of any person by loud or unusual noises, or by tumultuous and offensive conduct, threatening, traducing, quarreling, challenging to fight, or fighting.
- Using obscene language or actions directed at other members of the public or Library staff.
- Assaulting, harassing, or annoying others in the Library.
- Removing materials from the Library without checking out the material using a valid Library card or through other standard Library procedures.
- Any activity or behavior that interferes with Library staff's ability perform their job.
- Smoking or vaping in the Library or on Library property other than in the designated smoking area.
- Use or possession of illicit drugs.
- Use or possession of alcohol, unless previously approved by the Library Director.
- Damaging, defacing, destroying, or marring Library materials or property.
- Riding skateboards, bicycles, scooters, or similar vehicles on Library property.
- Congregating on the Library porch or property in a way that impedes public access to the building and/or parking lot or otherwise interferes with use of the Library.
- Refusing to follow directions from Library staff or comply with Library policies.
- Interfering with the peaceful conduct of activities normally carried on in the Library or on Library property.

Violation of the rules and regulations set forth in this Conduct Policy may result in suspension of Library privileges and services and in being trespassed from the Library to protect the health, safety, and welfare of members of the public and Library employees. When an individual has violated this Conduct Policy, Library staff may request the individual's name, address, and phone number. Library employees may contact law enforcement if deemed appropriate based on the totality of the circumstances when a violation of this Conduct Policy occurs.

Adopted on October 4, 2024



Churchill County Agenda Report

Date Submitted: September 27, 2024

Agenda Item #: 7.C.

Meeting Date Requested: October 4, 2024

To: Library Board of Trustees
From: Carol Lloyd, Interim Library Director, and Jeff Weed, Senior Civil Deputy District Attorney
Subject Title: Consideration and possible action re: Approval and adoption of the Churchill County Library Refusal of Service Policy.

Type of Action Requested: Adopt

Does this action require a Business Impact Statement? No

Recommend Board Action: motion to approve and adopt the Churchill County Refusal of Service Policy.

Discussion: The board will consider adopting the Churchill County Library Refusal of Service Policy. The Policy has been included in the Agenda packet.

Alternatives: N/A

Fiscal Impact: N/A

Explanation of Impact: N/A

Funding Source: N/A

Prepared By: Jeff Weed, Deputy District Attorney - Civil

Reviewed By:

Date: September 27, 2024

Jeff Weed, Deputy District Attorney - Civil

Board Action Taken:

Motion: _____

1) None

Aye: 0

2) None

Nay: 0

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Churchill County Agenda Report

Pamela J Moore

(Vote Recorded By)

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CHURCHILL COUNTY LIBRARY REFUSAL OF SERVICE POLICY

Right to Refuse Service:

It is the right of every citizen to partake in the public services provided by the Churchill County Library ("Library") without regard to race, religion, sex, national origin, gender orientation, or disability. The Library reserves the right to refuse public service and prohibit entrance to the Library facilities or property to any disruptive individual when such refusal is necessary to protect the health, safety, and welfare of employees and other members of the public or when the individual's conduct interferes with the peaceful conduct of activities normally carried on in the Library facilities or on the grounds. Disruptive individuals may be asked by any Library employee to leave the premises for the day.

Notice of Suspension:

When an individual engages in behavior that threatens the health, safety, and welfare of Library employees and other members of the public or interferes with the peaceful conduct of activities normally carried on in the Library facilities or on the grounds, including violating Library policy, the Library Director, the District Attorney's Office, or the County Manager shall issue a notice of suspension of services to the member of the public. Written notice shall be provided to the individual by at least one of the following methods: (1) in person, (2) mail notice to their last known address, or (3) by posting a notice in at least one public area the disruptive individual is prohibited from using for a period of no less than seven (7) days.

The Notice of Suspension shall include:

- (1) A description of the conduct warranting the suspension;
- (2) The period of suspension;
- (3) The public access and services suspended; and
- (4) The right to appeal the suspension

Period of Prohibition:

A suspension of Library services must be no longer than necessary to protect the interests of the public and Library employees. Where there exists a significant threat to public or Library employee health, safety, or welfare, or when an individual has previously had services suspended, a permanent suspension of services may be issued.

Incident Report:

An incident report shall be completed and provided to the Library Director as soon as practicable after the incident bringing rise to the suspension of services.

Appeal:

A person receiving a Notice of Suspension of services may appeal the prohibition to the Library Board of Trustees within ten (10) days by providing a written appeal of the suspension to the Library Director's Office. Any appeal shall be in writing and set forth the basis for the appeal and any factual evidence that should be considered by the Library Board of Trustees. The Library Board of Trustees shall issue a final determination within thirty (30) days of appeal.

In the event the Library Board of Trustees upholds the suspension of services, the individual may appeal to the Board of County Commissioners by providing a written appeal to the Library

Director within ten (10) days of the Library Board of Trustee's decision. The Board of County Commissioners shall hear the matter and issue a final decision within sixty (60) days.

Allowance for Public Comment:

Any person suspended from Library services shall maintain their right to make public comment at any open meeting. The suspended individual must contact the Library Director prior to the meeting of their intention to speak at the meeting.

Adopted on October 4, 2024