MEMORANDUM

To: Jeff  
Date: April 19, 2018  

From: Tammy  
Re: April 17, 2018 SCLL Meeting  
Open Meeting Law - Situation Analysis

Situation
April 17, 2018 Library Planning and Development staff convened a regular meeting of the State Council on Libraries and Literacy to deliberate and act on several business items, to include discussion and ranking of the FY 2018 LSTA statewide programs and competitive grant applications.

Per NRS 232.2175 regarding posting of notices of meetings by public bodies on State’s website, specifically pursuant to NRS 241.020, we did not post the 4-17-2018 SCLL agenda or the 2-22-18 SCLL meeting minutes to the statewide posting board at https://notice.nv.gov/. We did post the 4-17-2018 SCLL agenda and the 2-22-18 SCLL meeting minutes to the NSLAPR website at http://nsla.libguides.com/SCLL/meetings before 8:30 a.m. before Thursday, April 12. We also posted all meeting materials to the NSLAPR website at the same time they were provided to SCLL members.

We did post the agenda before 8:30 a.m. on Thursday, April 12 at the following locations:

- Nevada State Library, Archives and Public Records  
  100 North Stewart St., Carson City, NV 89701  
  Nevada Legislature  
  401 S. Carson St., Carson City, NV 89701

- Washoe County Library  
  301 South Center St., Reno, NV 89505  
  Las Vegas/Clark County Library District  
  1401 E. Flamingo Rd., Las Vegas, NV 89119

- Carson City Library  
  900 N. Roop St., Carson City, NV 89701  
  Elko County Library  
  720 Court St., Elko, NV 89801

Note: regarding the Carson City and Elko County libraries we do not have a confirmation of posting.

Problem
We did not fully comply with the Nevada Open Meeting Law through posting the 4-17-2018 SCLL agenda or the 2-22-18 SCLL meeting minutes to the statewide posting board at https://notice.nv.gov/ as is required NRS 241.020(3)(a), § 6.03

Solution
The State Council on Libraries and Literacy’s next scheduled meeting is May 22 at 10 a.m. at this time we will agenize (posted in meeting locations and to the statewide posting board at https://notice.nv.gov/) for discussion and possible action regarding the 2018 LSTA application lists for Council acceptance of:

- Mini-grant applications
- Statewide projects
- Support grants
- LSTA 2018 competitive grant applications review
- Council discussion and ranking of applications
- SCLL representation on United Way of Northern Nevada and the Sierras

**Actions**

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| April 19, 2018                   | Extend in writing on the LSTA website pages, that the FY ’18 LSTA process steps will be extended to May 22 (because there was an OML misstep.) The deliberation and ranking process will be conducted on this day in the following format:  
  - Online SCLL meeting  
  - Applicants may register for the meeting and, once registered, will be invited to stand by for questions and answers about their application, or they may choose to let the written application stand for itself at this time.  
  - The online format will include a PowerPoint slide for each grant that provides the name of the entity, the name of the grant application and the amount of the request.  
  - When the applicant slide is displayed, SCLL chair will call for questions or comments about the individual grant application.  
  - If there are questions or comments those will be entertained.  
  - If there are no questions or comments the Chair, in hearing none, will move to the next slide, repeating the process. | Because we have a defined and approved process for deliberation of LSTA grants (to comply with the NAC), we will ensure that the process is being extended and clearly articulate that in writing to May 22 (from April 17) and why. |
| April 20, 2018 – close of business | By phone, contact each applicant program manager and verbally provide the situation analysis information to all competitive applicants and let them know the process has been extended in writing on the NSLAPR LSTA web pages, for their easy reference. | This will ensure each applicant is aware of the situation and can choose to save the date and time for the May 22 meeting. |
| April 20, 2018 – close of business | By phone, contact each SCLL member and verbally provide the situation analysis information and let them know the process has been extended in writing on the NSLAPR LSTA web pages. It will be made clear that there was no action taken during the 4-17-18 meeting and that no reference to this meeting may be made relative to the May 22 meeting, wherein the action will be to rank the applications. | This will ensure each Council member is aware of the situation and can choose to save the date and time for the May 22 meeting. |
| April 20, 2018 – close of business | Return to each SCLL member their working papers relative to the FY 2018 competitive grant applications. Provide written instruction regarding review of applications in advance of the May 22 meeting, to include forwarding to the LSTA Coordinator a completed rating sheet for all the applications. | This will return to each Council member the work they already invested during this process. |
May 22, 2018  Conduct the SCLL meeting to ensure full compliance with OML relative to the important business of FY 2018 LSTA deliberation, review, ranking and recommendation to NSLAPR Administrator.

This will ensure we have conducted SCLL business in full compliance with all laws and regulations.

By June 30, 2018  All Library and Development Staff will have arranged an OML training with the NV Attorney General

A meticulous internal process for SCLL meetings will be defined in writing and include:
• Agenda planning
• Agenda drafting and review
• Meeting preparation deadlines, formats and staff roles and responsibilities

This will allow us to learn from the mistake and develop a more thorough process of internal review and execution of duties as required.

Closing
It is with great respect the Library Planning and Development team has for Nevada’s Open Meeting Laws that we have prepared the situation analysis and action plan. While we regret the inconvenience of time and effort that the situation poses, the process by which the State Council on Libraries and Literacy conducts its business is of the highest priority. If you have alternate guidance regarding this matter, we are eager to understand it. Otherwise, we will proceed and use this as a learning opportunity and improve our internal controls and outputs.