



WASHOE COUNTY

Integrity Communication Service

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STAFF REPORT

TRUSTEE MEETING DATE: August 19, 2026

DATE: August 10, 2026

TO: Library Board of Trustees

FROM: Dave Solaro, Assistant County Manager

SUBJECT: Discussion and possible action regarding the process and timeline for hiring a new Library Director. Possible action could include requesting Human Resources determine a realistic timeframe for recruitment based on direction from the board after discussion; determine the feasibility to explore appointment of an acting or interim director which could be an external contract director, or a process to review internal employees; and direction to staff on when to engage the executive search firm to conduct a national search for candidates at no cost to Washoe County based on the provisions of the contract for the previous search. [Non-Action Item]

SUMMARY

Staff is requesting that the Board discuss options for the recruitment of a Library Director. Currently Washoe County has a contractual relationship with CPS HR Consultants for recruitment of a library director. The recruitment will be no charge to Washoe County if it is initiated prior to April 2027. There are a few options for the board to consider based on the prior recruitment and lessons learned through that process.

PREVIOUS ACTION

Library director McClure tendered her resignation to Washoe County and the Library Board of Trustees effective August 31, 2026.

At a Special Meeting of the Library Board of Trustees on March 2, 2026, the Board selected Lisa McClure as the top candidate for Library Director and provided direction to staff to negotiate an employment contract to be brought back to the Board.

BACKGROUND

The position of Washoe County Library Director is established under Nevada Revised Statutes (NRS) Chapter 379, which authorizes counties to create and maintain public libraries and vests the authority to appoint a library director with the governing board of

trustees. Specifically, NRS 379.025 provides that the Library Board of Trustees may appoint a library director and determine the terms and conditions of employment, subject to applicable county policies and procedures.

Washoe County staff are looking for direction from the Trustees and have provided possible options below for discussion and consideration. With three new Trustees appointed to the board within the past two months some of the options account for periods of time for Trustees to become comfortable with the needs of the employees.

Potential Options for Consideration

Based on the answer to this section, the remaining two sections 2. and 3. may generate various additional options.

1. Begin Recruitment for a Permanent Library Director

Engage CPS HR Consulting to begin planning for permanent recruitment. The recruitment will be no charge to Washoe County if it is initiated prior to April 2027. The timing could be adjusted based on the LBOT's preference:

- **Immediate:** Begin recruitment as soon as possible, using an interim or internal leadership structure during the recruitment.
- **Near/Medium Term:** continue under an interim structure for a defined period before launching recruitment to allow the newly appointed LBOT to settle into the role.
- **Longer Term:** Maintain temporary leadership while the LBOT evaluates organizational needs, desired leadership competencies, and any changes it wants to make before initiating recruitment.

2. Appoint an Interim Library Director

- **Internal Interim Appointment:** Conduct an internal process to identify a qualified employee who could serve as Interim Library Director for a defined period or until a permanent director is appointed.
- **External Interim Appointment:** Explore whether there are external resources that can be contracted with to provide leadership.

3. Continue a Temporary Internal Leadership Model

- Utilize the Assistant County Manager to provide executive-level oversight and work with the LBOT Chair on agendas, Board matters, and other governance needs.
- Designate existing Library leadership/staff to oversee day-to-day operations and clearly assign operational responsibilities. This followed the model used from May 2025 through April 2026.

FISCAL IMPACT

There is no fiscal impact to Washoe County with the Library Board discussing and providing direction to staff regarding the recruitment of the director.

RECOMMENDATION

It is recommended by staff that the Library Board of Trustees have a discussion and provide direction regarding the process and timeline for hiring a new Library Director. Possible direction could include requesting Human Resources determine a realistic timeframe for recruitment based on direction from the board after discussion; determine the feasibility to explore appointment of an acting or interim director which could be an external contract director, or a process to review internal employees; and direction to staff on when to engage the executive search firm to conduct a national search for candidates at no cost to Washoe County based on the provisions of the contract for the previous search.