

## **CARSON CITY LIBRARY BOARD OF TRUSTEES**

### **Minutes of the September 24, 2015 Meeting**

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A regular meeting of the Carson City Library Board of Trustees was scheduled for 5:30 p.m. on Thursday, September 24, 2015 in the Carson City Library Digitiorium, 900 North Roop Street, Carson City, Nevada.

**PRESENT:** Interim Chairperson Phyllis Patton

Member Pam Gruber

Member Jeremy Hays

Member John Liveratti

Member Dianne Solinger

**STAFF:** Sena Loyd, Library Director

Susan Antipa, Adult Services Librarian

Diane Baker, Department Business Manager

Aubrey White, Library Assistant

Joseph Ward, Deputy District Attorney

Cheryl Eggert, Deputy Clerk

**NOTE:** A recording of these proceedings, the board's agenda materials, and any written comments or documentation provided to the Clerk, during the meeting, are part of the public record. These materials are available for review, in the Recording Secretaries Division of the Carson City Clerk's Office, during regular business hours.

**I. CALL TO ORDER (5:30:05)** - Interim Chair Patton called the meeting to order at 5:30 p.m.

**II. ROLL CALL AND POSSIBLE ACTION TO DETERMINE A QUORUM (5:30:16)** - Ms. Eggert called the roll; a quorum was present.

**III. GENERAL PUBLIC COMMENT (5:30:29)** - Interim Chair Patton entertained public comment; however, none was forthcoming.

**IV. POSSIBLE ACTION ON APPROVAL OF MINUTES - August 27, 2015 (5:31:14)** - Interim Chair Patton entertained suggested revisions to the minutes and, when none were forthcoming, a motion. **Member Gruber moved to accept the minutes, as submitted. Member Solinger seconded the motion. Motion carried 5-0.**

**V. POSSIBLE ACTION TO MODIFY THE AGENDA (5:31:48)** - Interim Chair Patton entertained modifications to the agenda; however, none were forthcoming.

**VI. DISCLOSURES (5:31:58)** - Interim Chair Patton entertained disclosures; however, none were forthcoming.

**VII. REPORT BY FRIENDS OF THE CARSON CITY LIBRARY - FUND GENERATION AND ACTIVITIES (5:32:16)** - Interim Chair Patton reported that donations are steady; and that the *Defending the Caveman* show was very entertaining but ticket sales were "dismal." She reviewed upcoming events, including the 50<sup>th</sup> Anniversary Celebration, and informational materials which were made available in the meeting room. She advised that the Board of Supervisors had presented a Proclamation, at the Thursday, September 17<sup>th</sup> meeting, commemorating the Friends' 50<sup>th</sup> anniversary.

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#### **VIII. LIBRARY BOARD OF TRUSTEES BUSINESS**

##### **VIII(a) PRESENTATION, DISCUSSION, AND POSSIBLE ACTION ON USING LIBRARY GIFT FUNDS AS A MATCH FOR A LIBRARY PARKING LOT SAFETY SOLUTION (5:35:22)**

Interim Chair Patton introduced this item. Transportation Manager Patrick Pittenger provided background information, and discussed proposed pedestrian improvements in conjunction with a displayed map. He responded to questions of clarification, and discussion followed. Ms. Loyd cited the balance in the gift fund, \$62,600; and advised of additional funds which had not been budgeted.

Interim Chair Patton entertained additional questions or comments and, when none were forthcoming, a motion. **Member Solinger moved to share the cost of the steps for safety to a maximum amount of \$4,000, to be installed by the Public Works Department. Member Liveratti seconded the motion.**

<b>RESULT:</b>	Approved [5 - 0]
<b>MOVED:</b>	Member Dianne Solinger
<b>SECOND:</b>	Member John Liveratti
<b>AYES:</b>	Members Solinger Liveratti, Gruber, Hays, and Interim Chair Patton
<b>NAYS:</b>	None
<b>ABSENT:</b>	None
<b>ABSTAIN:</b>	None

**VIII(b) PRESENTATION AND DISCUSSION ON UPDATING THE LIBRARY STRATEGIC PLAN (5:53:06)** - Interim Chair Patton introduced this item. Ms. Loyd reviewed the agenda materials, and responded to questions of clarification. (5:59:14) At Ms. Loyd's request, Ms. Baker reviewed her previous work experience. Ms. Baker reviewed the agenda materials relative to Community Connect, a service contracted through the Nevada State Library which coordinates data from various sources. She responded to questions of clarification, and discussion ensued.

At Ms. Loyd's request, Mr. White reviewed the agenda materials relative to the SWOT Analysis in conjunction with displayed slides. Interim Chair Patton entertained questions or comments and, when none were forthcoming, commended Mr. White's presentation.

Ms. Loyd provided background information on development of the City's Strategic Plan, copies of which were included in the agenda materials, and reviewed the same in consideration of mapping the Library's Strategic Plan to the City's Strategic Plan. Ms. Loyd entertained questions or comments and, when none were forthcoming, facilitated an activity with the Library Board members and the citizens to solicit feedback on "three items that we do well and three items that we need to work on relating to the ... Library's Strategic Plan." She then facilitated an activity with the Library Board members and the citizens to solicit feedback on one area that the Library's Strategic Plan and the City's Strategic Plan intersect well and what can be done to meet the City's goals. She briefly reviewed the submitted comments, and advised that she would compile the information for additional review and discussion at the next meeting. Interim Chair Patton entertained questions or comments; however, none were forthcoming.

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#### **IX. LIBRARY DIRECTOR ADMINISTRATIVE REPORTS**

**IX(a) REPORT ON CURRENT FY BUDGET, GIFT FUND, AND FURNITURE, FIXTURES AND EQUIPMENT** (6:55:09) - Interim Chair Patton introduced this item. Ms. Loyd reviewed the agenda materials, and responded to questions of clarification. She discussed the benefits and efficiencies of the new telephone system.

**IX(b) ACTIVITIES AND OPERATIONS OF THE LIBRARY SINCE THE LAST REPORT** (6:59:04) - Ms. Loyd reviewed the Director's Report, copies of which were included in the agenda materials.

#### **X. ADMINISTRATIVE REPORTS**

**X(a) ADULT SERVICES REPORT** - Ms. Loyd provided a brief overview of the report which was included in the agenda materials.

**X(b) ACCESS SERVICES REPORT** (7:04:27) - Ms. Loyd reviewed the report and the FY 2015 State Collection Development Grant, copies of which were included in the agenda materials.

**X(c) YOUTH SERVICES** (7:06:14) - Ms. Loyd reviewed the report, copies of which were included in the agenda materials.

**X(d) YOUTH LIAISON BOARD OF TRUSTEES** (7:07:44) - Ms. Loyd reviewed the agenda materials pertinent to this item. Ms. Loyd and Mr. White responded to questions of clarification, and discussion followed.

**XI. NON-ACTION ITEMS - BOARD MEMBER ANNOUNCEMENTS AND REQUESTS FOR INFORMATION** (7:12:34) - Interim Chair Patton introduced this item; however, there were no announcements or requests for information.

**XII. GENERAL PUBLIC COMMENT** (7:12:42) - Interim Chair Patton entertained public comment; however, none was forthcoming.

**XIII. ACTION TO ADJOURN** (7:12:50) - Member Liveratti moved to adjourn the meeting at 7:12 p.m. Member Solinger seconded the motion. Motion carried 5-0.

The Minutes of the September 24, 2015 Carson City Library Board of Trustees meeting are so approved this 22<sup>nd</sup> day of October, 2015.

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PHYLLIS PATTON, Interim Chair