

CARSON CITY LIBRARY BOARD OF TRUSTEES
Minutes of the December 3, 2015 Meeting
Page 1

A regular meeting of the Carson City Library Board of Trustees was scheduled for 5:30 pm on Thursday, December 3, 2015 in the Library Digitormium, 900 North Roop Street, Carson City Nevada.

PRESENT: Chairperson Phyllis Patton
Trustee Jeremey Hays
Trustee Dianne Solinger

ABSENT: Trustee Pamela Gruber
Trustee John Liveratti

STAFF: Sena Loyd, Library Director
Diane Baker, Department Business Manager
Aubrey White, Library Assistant
Kathleen King, Chief Deputy Clerk

NOTE: A recording of these proceedings, the Library 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** (5:30:00) - Chairperson Patton called the meeting to order at 5:30 p.m.
- II. ROLL CALL AND POSSIBLE ACTION TO DETERMINE A QUORUM** (5:30:10) – Roll was called; a quorum was present. Members Liveratti and Gruber were absent.
- III. GENERAL PUBLIC COMMENT** (5:30:37) – Chairperson Patton entertained public comment. Mr. White addressed the board regarding the Chamber of Commerce's art contest, over which the Carson City Library's Teen Leadership Council was presiding as judges.
- IV. POSSIBLE ACTION ON APPROVAL OF MINUTES – October 22, 2015** (5:31:47) - Chairperson Patton entertained suggested revisions and, when none were forthcoming, a motion. **Trustee Solinger moved to approve the minutes, as presented. Trustee Hays seconded the motion. Motion carried 3-0.**
- V. POSSIBLE ACTION TO MODIFY THE AGENDA** (5:32:21) Chairperson Patton stated that there were no modifications to the agenda.
- VI. DISCLOSURES** (5:32:27) Chairperson Patton entertained disclosures; however, none were forthcoming.
- VII. REPORT BY FRIENDS OF THE CARSON CITY LIBRARY – FUND GENERATION AND ACTIVITIES** (5:32:40) – Chairperson Patton reviewed the report, which was included in the agenda materials, and described a craft fair that was not included in the report.

CARSON CITY LIBRARY BOARD OF TRUSTEES
Minutes of the December 3, 2015 Meeting
Page 2

VIII. LIBRARY BOARD OF TRUSTEES BUSINESS

VIII(a) ACTION ITEM: PRESENTATION AND DISCUSSION ON ITEMS COMPLETED IN THE LIBRARY STRATEGIC PLAN (5:33:08) – Chairperson Patton introduced this item. Ms. Loyd provided a review of agenda materials and information discussed at the previous meeting. Ms. Loyd responded to questions of clarification, and extensive discussion took place, regarding various goals and objectives included in the strategic plan. (5:51:20) At Ms. Loyd's request, Mr. White provided a demonstration of the library's website on a mobile device. Mr. White and Ms. Loyd responded to requests of information, and discussion ensued. Additional discussion took place regarding various goals and objectives of the strategic plan.

(5:58:28) At Ms. Loyd's request, Mr. White obtained a rough estimate of the number of volunteers currently utilized by the library, and discussion ensued. (6:03:13) At Ms. Loyd's request, Ms. Baker provided information on the potential expansion of the MT1 certification program and how it related to the strategic plan. Ms. Baker and Ms. Loyd responded to requests of information, and discussion ensued. Additional discussion took place regarding various goals and objectives of the strategic plan, and Ms. Loyd requested the Trustees to review the items for discussion and action on a revised strategic plan at the next meeting.

VIII(b) ACTION ITEM: DISCUSSION AND POSSIBLE ACTION ON LIBRARY CLOSURES, HOLIDAYS, AND STAFF DEVELOPMENT FOR 2016 (6:21:28) – Ms. Loyd introduced this item and reviewed agenda materials. Ms. Loyd responded to questions of clarification, and discussion ensued. Chairperson Patton inquired about the effects of the road construction project on the library's open hours, and Ms. Loyd responded. Additional discussion took place regarding library closures, and Ms. Loyd responded to requests of information. **Trustee Solinger moved to approve the proposed library closures, as presented. Trustee Hays seconded the motion.** Chairperson Patton called for a vote on the pending motion.

RESULT:	Approved [3-0]
MOVER:	Trustee Dianne Solinger
SECOND:	Trustee Jeremy Hays
AYES:	Trustees Hays, Solinger, and Chair Patton
NAYS:	None
ABSENT:	Trustees Graber and Liveratti
ABSTAIN:	None

IX. LIBRARY DIRECTOR ADMINISTRATIVE REPORTS

IX(a). REPORT ON CURRENT FY BUDGET, GIFT FUND, AND FURNITURE, FIXTURES, AND EQUIPMENT (“FF&E”) (6:38:55) – Chairperson Patton introduced this item. Ms. Loyd reviewed the agenda materials and responded to questions of clarification.

CARSON CITY LIBRARY BOARD OF TRUSTEES
Minutes of the December 3, 2015 Meeting
Page 3

IX(b). ACTIVITIES AND OPERATIONS OF THE LIBRARY SINCE LAST REPORT (6:46:44) –

Ms. Loyd introduced this item and provided background information on the incident that led to the purchase of a new book drop for the rear of the building. She explained that 3D printing will soon be available at the library, in conjunction with the MT1 and Minecraft grant programs, and invited the board to test out the new printers. Ms. Loyd responded to questions of clarification. She described efforts to inform patrons about library events and explained recent personnel changes. Ms. Loyd provided information on the community development block grant and explained how its funds could potentially be utilized.

(7:02:04) Trustee Solinger inquired about the staff space redesign, and Ms. Loyd responded with an update. Discussion ensued, and Ms. Loyd responded to questions of clarification. (7:04:20) Chairperson Patton asked for an update on the readerboard, and Ms. Loyd responded with an update. Ms. Loyd responded to questions of clarification.

X. ADMINISTRATIVE REPORTS (7:05:52) – Chairperson Patton referred to the reports included in the agenda materials and entertained questions or comments.

- X(a) ADULT SERVICES**
- X(b) ACCESS SERVICES**
- X(c) YOUTH SERVICES**
- X(d) YOUTH LIAISON BOARD OF TRUSTEES**

XI. NON-ACTION ITEMS – BOARD MEMBER ANNOUNCEMENTS AND REQUESTS FOR INFORMATION (7:06:02) – Chairperson Patton entertained announcements or requests for information; however, none were forthcoming.

XII. GENERAL PUBLIC COMMENT (7:06:09) – Chairperson Patton entertained public comment; however, none was forthcoming.

XIII. ACTION TO ADJOURN (7:06:18) – Chairperson Patton adjourned the meeting at 7:06 p.m.

The Minutes of the December 3, 2015 Carson City Library Board of Trustees meeting are so approved this 4th day of February, 2016.

PHYLLIS PATTON, Chair