

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

### **Minutes of the May 26, 2016 Meeting**

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A regular meeting of the Carson City Library Board of Trustees was scheduled for 5:30 pm on Thursday, May 25, 2016 in the Library Digitorium, 900 North Roop Street, Carson City Nevada.

**PRESENT:** Chairperson Jeremey Hays  
Vice Chair Dianne Solinger  
Trustee Pamela Gruber  
Trustee John Liveratti  
Trustee Phyllis Patton

**STAFF:** Sena Loyd, Library Director  
J. Daniel Yu, Deputy District Attorney  
Tamar Warren, 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. For minutes and audio recordings of this Board's meetings please visit [www.carson.org/minutes](http://www.carson.org/minutes).

**I. CALL TO ORDER - ROLL CALL** (5:30:26) - Chairperson Hays called the meeting to order at 5:30 p.m. Roll was called; a quorum was present.

**II. PUBLIC COMMENT** (5:30:46) – Chairperson Hays entertained public comments. Sharon Rosse with the Capital City Arts Initiative introduced herself and presented a pamphlet inviting the trustees to an upcoming exhibit reception at the Carson City Courthouse on Friday, June 3, 2016, 5 – 7 p.m. She also encouraged the trustees to visit the Sierra Room which featured new artwork by Native American artists.

**III. FOR POSSIBLE ACTION: APPROVAL OF MINUTES OF PREVIOUS MEETING – (APRIL28, 2016 REGULAR MEETING)** (5:33:12) – Chairperson Hays introduced the item and entertained suggested revisions to the April 28, 2016 meeting minutes and, when none were forthcoming, a motion. **Trustee Gruber moved to approve the minutes. Trustee Patton seconded the motion. Motion carried 5-0.**

**IV. INFORMATION ONLY - FRIENDS OF THE CARSON CITY LIBRARY REPORT** – (5:34:05) – Chairperson Hays introduced this item, and Trustee Patton referenced the report included in the agenda materials.

**V. FOR POSSIBLE ACTION – LIBRARY BOARD OF TRUSTEES BUSINESS**

**a. FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION TO APPROVE THE UNCLASSIFIED JOB PERFORMANCE APPRAISAL FOR THE LIBRARY DIRECTOR, SENA LOYD.** (5:35:22) – Chairperson Hays introduced the item and referenced the appraisal, incorporated into the record. Trustee Patton noted her agreement with the evaluation. Vice Chairperson Solinger inquired about a recent award received by the Library and wished to have it included in the evaluation. Ms. Loyd clarified that the Summer Learning Program's work with NCLab was ranked among the top 10 in the country for summer programming.

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Ms. Loyd thanked the Board for the outstanding rating; however, she declined the performance pay bonus, wishing it to benefit the library. Trustee Liveratti objected and recommended she receive the awarded bonus for “working very hard”. Vice Chair Solinger agreed with Trustee Liveratti. In the form of constructive feedback Ms. Loyd was asked to look into “improving the aesthetics of the library” and providing an emergency succession plan. Ms. Loyd also explained the process by which the 360 degree feedback was received and tabulated for the evaluation. Discussion ensued regarding hiring a volunteer coordinator. Chairperson Hays entertained public comment, and when none was forthcoming, a motion. **Trustee Patton moved to approve the Library Director’s performance appraisal as written. The motion was seconded by Trustee Graber. Motion carried 5-0.**

**b. FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION TO APPROVE A PUBLIC 3D PRINTING POLICY FOR THE CARSON CITY LIBRARY.** (5:47:26) – Chairperson Hays introduced the item and Ms. Loyd presented the agenda materials which are incorporated into the record, along with accompanying photographs that highlighted the benefits of 3D printing. She also responded to several clarifying questions regarding maintenance, filament, and plastic costs. An escalation/appeals process to the Board was also discussed. Mr. Yu suggested verbiage for the upcoming motion and offered to have the District Attorney’s (DA’s) Office consult with Ms. Loyd to prepare the policy. **Trustee Patton moved to give the Library Director direction to work with the DA’s office to prepare a policy that meets all the legal liability issues and to bring it back for a vote at the next Board meeting. The motion was seconded by Trustee Liveratti. Motion carried 5-0.**

## **VI. INFORMATION ONLY - LIBRARY DIRECTOR ADMINISTRATIVE REPORTS**

**a. REPORT CONCERNING THE CONDITION OF THE CITY FY BUDGET (101) AND GIFT FUND (230).** (6:25:38) – Ms. Loyd reviewed the Budget report, incorporated into the record, and highlighted the fact that at 92 percent of the fiscal year, the budget was spent at 81 percent. She also expected to have available funds to cover overages such as postage. Ms. Loyd also reviewed the gift fund and grants budgets.

**b. REPORT CONCERNING ACTIVITIES AND OPERATIONS OF LIBRARY SINCE LAST REPORT** (6:34:30) – Ms. Loyd reviewed the Director’s Report which is incorporated into the record. She also announced the retirement of Roger Haakinson, effective June 17, 2016. An invitation was extended to the Board to attend the retirement party on June 15, 2016 at Firkin and Fox, at 5:30 p.m. Mr. Yu clarified that the Board could attend the event without posting a “notice of possible quorum” as this was a social function and the Board would not be deliberating. Additionally, Ms. Loyd announced the promotion of Aubrey White to the position of Librarian and the hiring of several staff members: Natalie Wood, Creative Learning Manager; Maria Questa, Access Services – overseeing circulation; Amy Lauder, Collection Department.

## **VII. INFORMATION ONLY – OTHER ADMINISTRATIVE REPORTS.**

**a. CREATIVE LEARNING UPDATE AND ACTIVITIES SINCE LAST REPORT. ADULT SERVICES PROVIDES PROGRAMMING AND SERVICES TO THOSE 18 YEARS AND OLDER. YOUTH SERVICES PROVIDES PROGRAMMING AND SERVICES TO THOSE 17 YEARS AND YOUNGER.** (6:43:30) – Chairperson Hays introduced the item and Aubrey White presented the agenda materials incorporated into the record.

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**b. ACCESS SERVICES UPDATE AND ACTIVITIES SINCE LAST REPORT. ACCESS SERVICES CATALOGS AND PROCESSES ALL PHYSICAL RESOURCES IN THE LIBRARY AND FACILITATES CIRCULATION OF RESOURCES (CHECK IN AND OUT).** (6:48:49) – Chairperson Hays introduced this item, and Access Services Manager Kathy Rush reviewed the agenda materials which are incorporated into the record.

**c. COLLECTION DEVELOPMENT UPDATE AND ACTIVITIES SINCE LAST REPORT. PURCHASING AND FORMAT REPORT OF THE MATERIALS ADDED TO THE LIBRARY COLLECTION DURING THE PAST MONTH.** (6:52:21) – Chairperson Hays introduced this item, and Senior Library Assistant Rachael March reviewed the agenda materials, incorporated into the record. Vice Chairperson Solinger suggested reaching out and promoting the library services to non-library patron audiences.

**d. YOUTH LIAISON BOARD OF TRUSTEES UPDATE AND ACTIVITIES SINCE LAST REPORT. YOUTH LIAISON BOARD OF TRUSTEE UPDATE IS PROVIDED BY THE PRESIDENT OF THE TEEN LEADERSHIP COUNCIL. THE TEEN LEADERSHIP COUNCIL VOLUNTEERS, SUGGESTS AND OFFERS ASSISTANCE TO LIBRARY STAFF IN PROGRAMMING FOR THOSE 14-17 YEARS OLD AND IN HIGH SCHOOL.** (7:00:40) – Chairperson Hays introduced this item. Bryce O'Connor presented an update on the past and upcoming teen events.

**VIII. INFORMATION ONLY – BOARD MEMBER ANNOUNCEMENTS AND REQUESTS FOR INFORMATION** (7:02:03) – Chairperson Hays entertained announcements or requests for information; however, none were forthcoming.

**IX. PUBLIC COMMENT** (7:02:13) – Chairperson Hays entertained public comments; however none were forthcoming.

**X. ACTION TO ADJOURN** (7:02:28) – **Trustee Patton moved to adjourn. The motion was seconded by Trustee Graber.** Chairperson Hays adjourned the meeting at 7:02 p.m.

The Minutes of the May 26, 2016 Carson City Library Board of Trustees meeting are so approved this 23<sup>rd</sup> day of June, 2016.

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JEREMEY HAYS, Chair