

CARSON CITY LIBRARY BOARD OF TRUSTEES

Minutes of the June 23, 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, June 23, 2016 in the Library Digitorium, 900 North Roop Street, Carson City Nevada.

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

STAFF: Sena Loyd, Library Director
Iris Yowell, 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.

I. CALL TO ORDER - ROLL CALL (5:30:15) - Chairperson Hays called the meeting to order at 5:30 p.m. Roll was called; a quorum was present.

II. PUBLIC COMMENT (5:30:35) – Chairperson Hays entertained public comments; however none were forthcoming.

III. FOR POSSIBLE ACTION: APPROVAL OF MINUTES OF PREVIOUS MEETING – (May 26, 2016 REGULAR MEETING) (5:30:48) – Chairperson Hays introduced the item and entertained suggested revisions to the May 26, 2016 meeting minutes and, when none were forthcoming, a motion. **Trustee Liveratti moved to approve the minutes. Trustee Patton seconded the motion. Motion carried 4-0.**

IV. INFORMATION ONLY - FRIENDS OF THE CARSON CITY LIBRARY REPORT (5:31:15) – Chairperson Hays introduced this item. Trustee Patton noted that “things were going quite well as far as donations” and that the children’s book sale on June 11, 2016 had gone very well. She also announced a new “Let’s Talk” series beginning on Monday, June 27, 2016 featuring Library Director Sena Loyd at 6:15 p.m. Trustee Patton also noted that author Arlene Jenkins will be signing books on Saturday, July 8, 2016 from 1 p.m. until 3 p.m.

V. FOR POSSIBLE ACTION – LIBRARY BOARD OF TRUSTEES BUSINESS

a. FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION ON PUBLIC 3D PRINTING POLICY FOR THE CARSON CITY LIBRARY. (5:33:30) – Chairperson Hays introduced the item. Ms. Loyd presented the proposed 3D printing policy, incorporated into the record, and noted several changes to the Library policy. Trustee Liveratti was informed that the printing cost calculation live link will also be

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included. Ms. Loyd noted that the Board did not need to take action on the item this evening, and recommended agendizing it for action in July, after receiving input from the District Attorney's Office and incorporating the Trustees' input. Ms. Yowell offered to do additional research on hearings to ensure there were no conflicts with first amendment issues.

Vice Chairperson Solinger arrived at 5:40 p.m.

(5:51:57) – Chairperson Hays explained that no motion was needed at this point as the item would be brought back for approval in the July Board of Trustees meeting.

b. FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION ON LIBRARY TO INCLUDE AN APPEAL FORM FOR 3D PRINTING. This item was also discussed and it was agreed to review the updated form in the July Board meeting.

c. FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION 1 YEAR UPDATE ON OPENING SUNDAY. (5:52:28) – Chairperson Hayes introduced the item. Ms. Loyd presented the agenda materials incorporated into the record and offered three option from which the trustees could choose. She also recommended a community-wide survey, not just for the Sunday hours but for the library services in general, adding that the format should incorporate both online and “on paper” formats since not all patrons use computers. Vice Chairperson Solinger suggested asking the survey respondents’ ages as well. Discussion ensued regarding the best times to keep the Library open on Sundays. Ms. Loyd noted that she had spoken to her staff regarding working on Sunday and some preferred that. Ms. Yowell suggested tabling this item until the July meeting to further discuss the survey.

VI. INFORMATION ONLY - LIBRARY DIRECTOR ADMINISTRATIVE REPORTS

a. REPORT CONCERNING THE CONDITION OF THE CITY FY BUDGET (101) AND GIFT FUND (230). (6:15:05) – Chairperson Hayes introduced the item and Ms. Loyd reviewed the Budget report, incorporated into the record. She highlighted the fact that at the 92 percent fiscal year lapse, the budget was spent at 81 percent, adding that the augmentation for the retirement and resignation payouts had been approved by the Board of Supervisors on June 16, 2016. Ms. Loyd noted that May purchases were not included in the budget at this time, and that the equipment repair and maintenance line item was overspent due to getting a new copier and doing a buyout on the old one. Ms. Loyd reviewed the gift fund and grants budgets as well, also incorporated into the record. She also noted that they were working with the City’s Risk Management and Public Works departments to assess the damage to the library fence.

b. REPORT CONCERNING ACTIVITIES AND OPERATIONS OF LIBRARY SINCE LAST REPORT (6:22:00) – Ms. Loyd reviewed the Director’s Report which is incorporated into the record. She also announced the newly-hired staff and referred to the organizational chart incorporated into the report.

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.

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YOUTH SERVICES PROVIDES PROGRAMMING AND SERVICES TO THOSE 17 YEARS AND YOUNGER. (6:25:40) – Ms. Loyd introduced Natalie Wood, the newly-hired Creative Learning Manager. Ms. Wood presented the Creative Learning Report, incorporated into the record and highlighted the upcoming goals. Aubrey White, Librarian, presented the Summer Learning Challenge successes and upcoming activities, incorporated into the record.

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). (6:32:20) – Chairperson Hays introduced this item. Access Services Manager Kathy Rush introduced Librarian Maria Klesta and 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. (6:35:10) – Chairperson Hays introduced this item. Senior Library Assistant Rachael March and Collection Development Manager Amy Lauder introduced themselves and reviewed the agenda materials, incorporated into the record.

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. – There was no report from the Youth Liaison.

VIII. INFORMATION ONLY – BOARD MEMBER ANNOUNCEMENTS AND REQUESTS FOR INFORMATION – Chairperson Hays announced his reappointment to the Carson City Library Board of Trustees. There were no other trustee announcements.

IX. PUBLIC COMMENT – Chairperson Hays entertained public comments; however none were forthcoming.

X. ACTION TO ADJOURN – Trustee Patton moved to adjourn. The motion was seconded by Vice Chairperson Solinger. Chairperson Hays adjourned the meeting at 6:45 p.m.

The Minutes of the June 23, 2016 Carson City Library Board of Trustees meeting are so approved this 28th day of July, 2016.

JEREMEY HAYS, Chair