

# **CARSON CITY LIBRARY BOARD OF TRUSTEES**

## **Minutes of the July 28, 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, July 28, 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  
Cheryl Eggert, Deputy Clerk  
Minutes by: 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 (5:3:25)** - 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 – (June 23, 2016 REGULAR MEETING) (5:30:36)** – Chairperson Hays introduced the item and entertained suggested revisions to the June 23, 2016 meeting minutes and, when none were forthcoming, a motion. **Trustee Graber moved to approve the June 23, 2016 meeting minutes. Trustee Patton seconded the motion. Motion carried 5-0.**

**IV. INFORMATION ONLY - FRIENDS OF THE CARSON CITY LIBRARY REPORT (5:31:11)** – Chairperson Hays introduced this item. Trustee Patton referred to her written report, incorporated into the record. She also announced that the second “Let’s Talk” series on August 8, 2016 will feature Library Director Sena Loyd at 6:15 p.m., at the Browsers Corner Bookstore, noting that Ms. Loyd would discuss the new things at the library that are “here right now” and upcoming “things on the horizon”.

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

**a. FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION FOR ELECTION OF BOARD CHAIR AND VICE CHAIR. (5:32:00)** – Chairperson Hays introduced the item. Ms. Loyd reviewed the related bylaws and Chairperson Hays entertained nominations. **Trustee Liveratti moved to reelect Jeremy Hays to the position of Chair. The motion was seconded by Vice Chair Solinger. Motion carried 5-0.**

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Chairperson Hays entertained nominations for Vice Chair. **Trustee Patton moved to reelect Dianne Solinger to the position of Vice Chair. 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.** (5:33:27) – Chairperson Hays introduced the item. Ms. Loyd gave background and noted that the current version had been reviewed by the District Attorney’s Office (DAO) and offered to review the changes that were made. However, she suggested hearing the opinion of the DAO first. Ms. Yowell noted that the policy, which is incorporated into the record, was “good for now”, adding that the entire policy would have to be revised at a later date. She also clarified that “not a lot of litigation on this topic” is readily available and that she would continue to monitor it. Ms. Loyd confirmed that she had incorporated the notes provided by the trustees in the updated document and, along with Ms. Yowell, responded to clarifying questions by the trustees. **Trustee Liveratti moved to approve the public 3D printing policy for the Carson City Library as submitted by Staff. The motion was seconded by Vice Chair Solinger.** Ms. Yowell clarified that the changes recommended by Trustee Graber would be included. **Motion Carried 5-0.**

**c. FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION ON ADDITIONAL FUNDING OF (\$4,969.94) TO MATCH FUNDS PROVIDED BY THE FRIENDS OF THE CARSON CITY LIBRARY (\$14,500) AND THE LIBRARY GIFT FUND (\$14,500) TO TOTAL OF \$33,969.94 FOR 1ST LEVEL BACK STAFF ROOM IMPROVEMENTS FOR STAFF AND VOLUNTEERS. IMPROVEMENTS WILL BE MOBILE.** (5:40:15) – Chairperson Hays introduced the item. Ms. Loyd detailed the enhancements, including paint, made in the room utilized by Staff and volunteers. She also stated that the improvements had exceeded the budgeted amount which included the Friends of the Carson City Library gift match. Ms. Loyd reviewed the estimate and the actual expenditures, incorporated into the record, and requested the additional \$4,969.94. Trustee Liveratti wished to go on record as wanting to fund the difference. The item was put on hold until the actual invoice was retrieved.

(6:01:42) – Diane Baker, Business Management Director, distributed the most current invoice, incorporated into the record. Discussion ensued regarding a possible typographical error on both the estimate and the invoice. Ms. Yowell suggested approval of the invoice “with the obvious mistake stricken out”. Further discussion ensued regarding the task at hand which was to approve the difference between the estimated and the actual amounts. **Trustee Liveratti moved to approve an additional \$4,969.94 from the Library Gift Fund. The motion was seconded by Vice Chair Solinger. 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).** (5:53:52) – Chairperson Hays introduced the item and Ms. Loyd reviewed the Budget report, incorporated into the record, and responded to clarifying questions. She stated that the City Fund, at 100 percent lapsed was at 92 percent of the budget, and the remaining funds were returned to the City. She reviewed the Gift Fund and Grants budgets as well, also incorporated into the record. Ms. Loyd noted that for the 2016/2017 Fiscal Year budget, the funds were one percent spent at the eight percent time lapse.

**b. REPORT CONCERNING ACTIVITIES AND OPERATIONS OF LIBRARY SINCE LAST**

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**REPORT** (6:07:26) – Ms. Loyd reviewed the Director’s Report which is incorporated into the record, highlighting the results of the Sunday hours survey. She also answered clarifying questions by the trustees, especially regarding energy use. Other Library staff members also weighed in on the Sunday hours, noting that Sundays allowed students to work on assignments.

(6:23:50) – Ms. Baker provided a report, incorporated into the record, regarding completed and new grants.

**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.** (6:27:17) – Chairperson Hays introduced the item. Natalie Wood, Creative Learning Manager, delivered her report which is incorporated into the record and answered clarifying questions by the trustees.

**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).** (6:30:37) – Chairperson Hays introduced this item. Access Services Manager Kathy Rush presented 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.** (6:33:48) – Chairperson Hays introduced this item. Collection Development Manager Amy Lauder 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.** (6:35:15) – Chairperson Hays introduced the item. Kim Babcock noted that they were now in the process of rebuilding the Team Leadership Council and the Teen Advisory Board. She also stated that there were many volunteers who had been helping during the Summer Learning Challenge.

**VIII. INFORMATION ONLY – BOARD MEMBER ANNOUNCEMENTS AND REQUESTS FOR INFORMATION.** (6:36:40) – Chairperson Hays entertained trustee comments or announcements; however, none were forthcoming.

**IX. PUBLIC COMMENT.** (6:36:50) – Chairperson Hays entertained public comments; however none were forthcoming.

**X. ACTION TO ADJOURN.** (6:37:03) – Chairperson Hays entertained a motion. **Trustee Patton moved to adjourn. The motion was seconded by Vice Chairperson Solinger.** Chairperson Hays adjourned the meeting at 6:38 p.m.

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The Minutes of the July 28, 2016 Carson City Library Board of Trustees meeting are so approved this 25<sup>th</sup> day of August, 2016.

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JEREMEY HAYS, Chair