

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

### **Minutes of the August 25, 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, August 25, 2016 in the Library Digitorium, 900 North Roop Street, Carson City Nevada.

**PRESENT:** Chairperson Jeremey Hays  
Trustee Pamela Gruber  
Trustee John Liveratti  
Trustee Phyllis Patton

**STAFF:** Diane Baker, Department Business Manager  
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](http://www.carson.org/minutes).

**I. CALL TO ORDER - ROLL CALL** (5:30:28) - Chairperson Hays called the meeting to order at 5:30 p.m. Roll was called; a quorum was present. Vice Chair Solinger was absent.

**II. PUBLIC COMMENT** (5:30:53) – Chairperson Hays entertained public comments; however none were forthcoming.

**III. FOR POSSIBLE ACTION: APPROVAL OF MINUTES OF PREVIOUS MEETING – (July 28, 2016 REGULAR MEETING) (5:31:08)** – Chairperson Hays introduced the item and entertained suggested revisions to the July 28, 2016 meeting minutes. Trustee Patton pointed out two typographical errors. **Trustee Gruber moved to approve the July 28, 2016 meeting minutes as amended. Trustee Patton seconded the motion. Motion carried 4-0.**

**IV. INFORMATION ONLY - FRIENDS OF THE CARSON CITY LIBRARY REPORT** (5:32:33) – Chairperson Hays introduced this item. Trustee Patton referred to her written report, incorporated into the record, and highlighted the upcoming events in September.

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

**a. FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION ON MODIFICATION OF HOURS BASED ON USAGE, CIRCULATION STATISTICS, AND THE PATRON SURVEY RUN FROM 7/10/16-7/20/16.** (5:33:22) – Chairperson Hays introduced the item. Ms. Baker reviewed the agenda materials, incorporated into the record, and presented the Board with three recommendations from which the trustees would choose an option, and responded to clarifying questions. Chairperson Hays read into the record a written recommendation from Vice Chair Solinger who preferred the third option of the Staff's recommendation of the modified Sunday hours. **Trustee Gruber moved to go with Option three: to be open for four hours on**

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**Sundays, staffed part-time and with a rotating manager, and to open on Mondays through Fridays at 10:00 a.m. rather than 11:00 a.m. The motion was seconded by Trustee Patton. Motion carried 4-0.** Ms. Baker noted that the adjusted hours will be effective in October.

**b. FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION TO MOVE THE LOCATION OF THE LIBRARY BOARD OF TRUSTEE MEETING FROM LIBRARY DIGITORIUM TO THE SIERRA ROOM AT THE CARSON CITY COMMUNITY CENTER.** (5:37:51) – Chairperson Hays introduced the item. Ms. Baker presented the agenda materials, incorporated into the record, and noted that the move would reduce the Library Staff time for set-up and tear-down, videography, and video editing. It was also noted that the Digitorium would remain open and could be used during the meeting hours, as intended. Trustee Gruber was informed that no additional costs would be incurred by holding the meeting in the Community Center. Ms. Baker provided an availability schedule of the Sierra Room and noted that currently the fourth Thursday of each month conflicted with a transportation meeting. Discussion ensued regarding the availability of the fourth Monday of each month. After viewing the online calendar, it seemed the fourth Thursday was available after September. There were no public comments. Chairperson Hays conveyed a message from Vice Chair Solinger, noting that she preferred not to move the meetings; however, she would be amenable to the move for “usage and technology reasons”. Ms. Baker confirmed that the Sierra Room recordings of the Board meetings will be available on the City’s website, on YouTube, and on the Library’s website. There were no public comments; therefore, Chairperson Hays entertained a motion. **Trustee Patton moved to “move [the Board meetings] back to the Sierra Room because it frees up Staff time and expenses of doing our own videoing and gives them more time in the Digitorium”.** The motion was seconded by Trustee Gruber. Motion carried 3-1, with Trustee Liveratti voting “nay”.

(5:43:45) – Discussion ensued regarding the availability of the Sierra Room in October and beyond. **Trustee Patton moved to keep the Thursday meeting dates, have the September [22, 2016] meeting in the Digitorium, and move to the Sierra Room starting in October [2016]. Trustee Gruber seconded the motion. Motion carried 4-0.**

**c. FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION TO CHANGE THE OCTOBER STAFF DEVELOPMENT DAY FROM OCTOBER 10TH TO OCTOBER 18TH & 19TH SO THAT FULL TIME STAFF CAN ATTEND THE NEVADA LIBRARY ASSOCIATION CONFERENCE.** (5:47:15) – Chairperson Hays introduced the item. Ms. Baker presented the agenda materials including a budget, incorporated into the record, and stated “we do have the means to make this available to all [full-time] Staff”. She added that the item was agendized to receive permission to close the Library on October 18 and October 19, 2016 in lieu of the previously-scheduled closure for Staff Development Day on October 10, 2016. Discussion ensued regarding the fund availability in the Travel and Registration Budget and regarding applying for Travel to Training Funds from the Nevada State Library and Archives. Trustee Patton believed “this was a really good idea”; however, she encouraged “heavily advertising way ahead of time” the closure dates to avoid angry patrons. In response to an inquiry to keep the Library open, Ms. Baker believed it could not be possible with “limited staff”. At the request of Chairperson Hays, Ms. Baker elaborated on the conference keynote speakers and topics. There were no public comments. **Trustee Liveratti moved to change the October Staff Development Day from October 10 to October 18 and 19 [2016] in order for [full-time] Staff to attend the Nevada Library Association [Conference].** The motion was seconded by Trustee Patton. Motion carried 4-0.

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

**a. REPORT CONCERNING THE CONDITION OF THE CITY FY BUDGET (101) AND GIFT FUND (5:54:35)** – Chairperson Hays introduced the item. Ms. Baker reviewed the Budget and Gift Fund reports, incorporated into the record. There were no public comments.

**b. REPORT CONCERNING ACTIVITIES AND OPERATIONS OF LIBRARY SINCE LAST REPORT (5:58:27)** – Ms. Baker reviewed the Director's Report which is incorporated into the record, and highlighted several items titled "In the News". There were no public comments.

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

**a. GRANTS ADMINISTRATION UPDATE AND ACTIVITIES SINCE LAST REPORT. (5:59:07)** – Ms. Baker presented the completed and new grants information, both of which are incorporated into the record. There were no public comments. There were no public comments.

**b. CREATIVE LEARNING UPDATE AND ACTIVITIES SINCE LAST REPORT. (5:59:53)** – Chairperson Hays introduced the item. Natalie Wood, Creative Learning Manager, reviewed her report which included community partnerships, calendar of events, and Digitorium activities. There were no public comments.

**c. ACCESS SERVICES UPDATE AND ACTIVITIES SINCE LAST REPORT. (6:02:15)** – Chairperson Hays introduced this item. Access Services Manager Kathy Rush presented the agenda materials which are incorporated into the record. There were no public comments.

**d. COLLECTION DEVELOPMENT UPDATE AND ACTIVITIES SINCE LAST REPORT. (6:04:52)** – Chairperson Hays introduced this item. Collection Development Manager Amy Lauder reviewed the agenda materials, incorporated into the record, and responded to clarifying questions. There were no public comments. There were no public comments.

**e. YOUTH LIAISON BOARD OF TRUSTEES UPDATE AND ACTIVITIES SINCE LAST REPORT. (6:07:30)** – Chairperson Hays introduced the item. Youth Liaison Bryce O'Connor updated the Board on teen volunteer activities such as the Teen Advisory Board (grades 6-8) and the Teen Leadership Council (grades 9-12). There were no public comments.

**VIII. INFORMATION ONLY – BOARD MEMBER ANNOUNCEMENTS AND REQUESTS FOR INFORMATION. (6:08:37)** – Chairperson Hays entertained trustee comments or announcements and Trustee Liveratti inquired about "the progress with the back room". Ms. Baker noted that the room was being painted; adding that the ordering process had caused some slowing down; however, furniture would be installed after the Labor Day Holiday. There were no public comments.

**IX. PUBLIC COMMENT. (6:10:00)** – Chairperson Hays entertained public comments; however none were

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forthcoming.

**X. ACTION TO ADJOURN.** (6:10:10) – Chairperson Hays entertained a motion. **Trustee Patton moved to adjourn. The motion was seconded by Trustee Liveratti.** Chairperson Hays adjourned the meeting at 6:11 p.m.

The Minutes of the August 25, 2016 Carson City Library Board of Trustees meeting are so approved this 22<sup>nd</sup> day of September, 2016.

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JEREMEY HAYS, Chair