

CARSON CITY LIBRARY BOARD OF TRUSTEES

Minutes of the October 27, 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, October 27, 2016 in the Library Digitarium, 900 North Roop Street, Carson City Nevada.

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

STAFF: Sena Loyd, Executive 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.

1. CALL TO ORDER - ROLL CALL (5:30:39) – Chairperson Hays called the meeting to order at 5:30 p.m. Ms. Warren called the roll; a quorum was present.

2. PUBLIC COMMENT (5:31:00) – Chairperson Hays entertained public comment; however, none was forthcoming.

3. FOR POSSIBLE ACTION: APPROVAL OF MINUTES OF PREVIOUS MEETING – (September 22, 2016 REGULAR MEETING) (5:31:04) – Chairperson Hays entertained suggested revisions to the minutes and, when none were forthcoming, entertained a motion. **Trustee Graber moved to approve the minutes, as submitted. Vice Chairperson Solinger seconded the motion. Motion carried 5-0.**

4. INFORMATION ONLY - FRIENDS OF THE CARSON CITY LIBRARY REPORT (5:31:39) – Chairperson Hays introduced this item, and Trustee Patton reviewed the report which was included in the agenda materials. Trustee Patton reported that the craft fair is in progress, and invited everyone to “come and do some early Christmas shopping.”

5. FOR POSSIBLE ACTION – LIBRARY BOARD OF TRUSTEES BUSINESS

5(a) – DISCUSSION AND POSSIBLE ACTION TO SCHEDULE A NOVEMBER 17, 2016 LIBRARY BOARD OF TRUSTEES MEETING (5:32:12) – Chairperson Hays introduced this item, and Ms. Loyd reminded the Trustees of the requirement to hold ten Board meetings each calendar year. She clarified that, although ten meetings have already been held in 2016, “we usually schedule one in November or December but not both because the fourth Thursday falls very close to holidays.” In response to a question, Ms. Loyd advised that the Board of Trustees meetings will not be moved to the Community Center Sierra Room until January 2017. Following discussion, Chairperson Hays entertained a motion. **Trustee Patton moved to schedule the next Library Board of Trustees meeting for Wednesday, November 16th. Trustee Graber seconded the motion. Chairperson Hays called for a vote on the pending motion. Motion carried 5-0.**

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5(b) DISCUSSION AND POSSIBLE ACTION TO RESTORE EARLY CLOSURE HOURS (6:00 TO 8:00 P.M.) ON NOVEMBER 16TH DUE TO STAFF AVAILABILITY RESULTING FROM CHANGE OF HOURS (5:38:15) – Chairperson Hays introduced this item, and Ms. Loyd provided background information. Chairperson Hays entertained a motion. **Trustee Patton moved to restore the two hours. Vice Chairperson Solinger seconded the motion.** Chairperson Hays called for a vote on the pending motion. **Motion carried 5-0.**

5(c) DISCUSSION AND POSSIBLE ACTION ON LIBRARY SERVICES AND TECHNOLOGY ACT GRANTS FROM NEVADA STATE LIBRARY, ARCHIVES AND PUBLIC RECORDS; (1) COMPETITIVE ADULT MAKERSPACE GRANT; AND (2) COLLECTION DEVELOPMENT MINI GRANT (5:39:16) – Chairperson Hays introduced this item, and Ms. Loyd reviewed the agenda materials. Ms. Loyd and Collection Development Manager Amy Lauder responded to questions of clarification, and discussion ensued. Chairperson Hays entertained additional questions or comments of the Board members and, when none were forthcoming, a motion. **Trustee Graber moved to direct staff to proceed in developing the competitive adult makerspace grant and the collection development mini grant. Trustee Liveratti seconded the motion. Motion carried 5-0.**

6. INFORMATION ONLY - LIBRARY DIRECTOR REPRESENTATIVE ADMINISTRATIVE REPORTS

6(a) REPORT ON THE CONDITION OF THE CITY FY BUDGET (101), GRANT BUDGET (275), AND GIFT FUND (230) (5:49:31) – Chairperson Hays introduced this item. Ms. Loyd reviewed the agenda materials, and reported that the back room is now complete. “The punch card is done so we will be expending the remainder of the funds that are encumbered for that piece that was approved by the Library Board.”

6(b) REPORT CONCERNING ACTIVITIES AND OPERATIONS OF THE LIBRARY (5:53:59) – Ms. Loyd reviewed the administrative report which was included in the agenda materials, and responded to questions of clarification.

7. INFORMATION ONLY – OTHER ADMINISTRATIVE REPORTS.

7(a) GRANTS ADMINISTRATION UPDATE AND ACTIVITIES SINCE LAST REPORT (5:57:22) – Chairperson Hays introduced this item. Department Business Manager Diane Baker reviewed the agenda materials, and responded to questions of clarification.

7(b) CREATIVE LEARNING UPDATE AND ACTIVITIES SINCE LAST REPORT (5:59:36) – Chairperson Hays introduced this item, and Librarian Aubrey White reviewed the agenda materials in conjunction with displayed slides. In response to a question, Mr. White discussed marketing efforts for the Halloween Party which took place on Wednesday, October 26th. In response to a question regarding the obvious success of the publicity efforts, Mr. White offered to discuss the matter further with the team and report back to the Board. Ms. Loyd clarified that Digitorium internships are funded by the Carson City School District. She reported that the Carson City Visitors Bureau Arts and Culture representative is collaborating with Library staff to develop a mural project for the two-story building. She responded to additional questions of clarification.

7(c) ACCESS SERVICES UPDATE AND ACTIVITIES SINCE LAST REPORT (6:07:32) – Access Services Manager Kathy Rush presented her report which was included in the agenda materials.

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7(d) COLLECTION DEVELOPMENT UPDATE AND ACTIVITIES SINCE LAST REPORT

(6:10:15) – Collection Development Manager Amy Lauder presented her report which was included in the agenda materials.

7(e) YOUTH LIAISON BOARD OF TRUSTEES UPDATE AND ACTIVITIES SINCE LAST REPORT (6:12:29) – Librarian Aubrey White provided additional information on the Halloween Party event in conjunction with displayed slides. He commended the Teen Advisory Board on their involvement in the event, specifically Andrew Morris. He discussed efforts to recruit additional members for the Teen Advisory Board, and pointed out the current members in displayed photographs.

8. INFORMATION ONLY – BOARD MEMBER ANNOUNCEMENTS AND REQUESTS FOR INFORMATION (6:14:43) – Chairperson Hays entertained announcements and requests for information; however, none were forthcoming.

9. PUBLIC COMMENT (6:14:57) – Chairperson Hays entertained public comment; however, none was forthcoming.

10. ACTION TO ADJOURN (6:15:03) – Chairperson Hays entertained a motion to adjourn the meeting at 6:15 p.m. **Trustee Liveratti so moved. Trustee Graber seconded the motion. Motion carried 5-0.**

The Minutes of the October 27, 2016 Carson City Library Board of Trustees meeting are so approved this 16th day of November, 2016.

JEREMEY HAYS, Chair