

CARSON CITY LIBRARY BOARD OF TRUSTEES

Minutes of the January 26, 2017 Meeting

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A regular meeting of the Carson City Library Board of Trustees was scheduled for 5:30 pm on Thursday, January 26, 2017 in the Community Center Sierra Room, 851 East William Street, Carson City Nevada.

PRESENT: Chairperson Jeremey Hays
Vice Chairperson Dianne Solinger
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.

I. CALL TO ORDER - ROLL CALL

(5:31:10) – Chairperson Hays called the meeting to order at 5:31 p.m. Roll was called; a quorum was present. Chairperson Hays announced the resignation of Trustee Pamela Graber from the Board.

II. PUBLIC COMMENT

(5:31:43) – Chairperson Hays entertained public comment; however, none was forthcoming.

III. FOR POSSIBLE ACTION: APPROVAL OF MINUTES OF PREVIOUS MEETING

a. APPROVAL OF MINUTES OF THE NOVEMBER 16, 2016 REGULAR MEETING

(5:31:54) – Chairperson Hays introduced this item. Ms. Warren distributed a correction to the minutes. (5:33:10) – Trustee Patton moved to approve the November 16, 2016 meeting minutes with the presented correction. Vice Chair Solinger seconded the motion. Motion carried 4-0-0.

IV. INFORMATION ONLY - FRIENDS OF THE CARSON CITY LIBRARY REPORT

a. FRIENDS OF THE CARSON CITY LIBRARY REPORT

(5:33:34) – Chairperson Hays introduced this item, and Trustee Patton presented the report on behalf of the Browser's Corner Bookstore Manager. She stated that December had been “a very good month” and many books and games were sold; however, January had been slow. Trustee Patton also reported that 100 attendees were at the Friends’ New Year’s Eve Party fundraiser, calling it the second best attendance to date.

V. FOR POSSIBLE ACTION – LIBRARY BOARD OF TRUSTEES BUSINESS

a. DISCUSSION AND POSSIBLE ACTION TO CHANGE THE FEBRUARY STAFF DEVELOPMENT DAY FROM FEBRUARY 17TH & 18TH TO FEBRUARY 10TH. THIS WILL ALLOW FOR ALL STAFF TO ATTEND THE STAFF DEVELOPMENT DAY, AND REMAIN OPEN AN ADDITIONAL DAY TO MAKE UP FOR THE WEATHER CLOSURE IN JANUARY 2017.

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(5:35:25) – Chairperson Hays introduced the item. Ms. Loyd presented the revised 2017 calendar which is incorporated into the record, and noted that the Library would not be closed on February 17 and 18, 2017 as the entire Staff would not attend the Google Education Summit at Carson High School. She cited “the significant cost of the program” as the reason. Ms. Loyd indicated that the Staff training would now take place on Friday, February 10, 2017 instead, and the Library will be closed to the public on that day. Trustee Liveratti was informed that the cost of attending the summit was \$250 per person. There were no public comments. **(5:36:33) – Trustee Liveratti moved to accept the request by the Library Director and change [the February staff development day] from February 17th and 18th to February 10th [2017] and closing [the Library] for that one day.** Trustee Patton seconded the motion. Motion carried 4-0-0.

b. FOR POSSIBLE ACTION - PRESENTATION AND DISCUSSION ABOUT THE EFFECTS OF THE RECENT WEATHER RELATED EVENTS AT THE CARSON CITY LIBRARY. REVIEW CURRENT BUILDING ISSUES AND STEPS CITY HAS TAKEN TO REMEDY THESE ISSUES INVOLVING THE ROOF AND OUTSIDE DRAINAGE.

(5:37:05) – Chairperson Hays introduced the item. Ms. Loyd presented the agenda materials, incorporated into the record, with accompanying slides and responded to clarifying questions. She also thanked the Carson City Public Works Department for their assistance and cooperation. Ms. Loyd clarified to the Board that she was “looking for verbal direction” on exploring repair options, adding that she had received offers of pro bono assistance from local engineers to develop potential solutions. Ms. Loyd also clarified for Trustee Liveratti that the five-year Capital Improvement Projects Plan is due to the City for review on February 10, 2017 and it includes several repairs such as flooring. There were no public comments. **(5:48:58) – Trustee Patton moved to direct the Library Director and Library Management Staff to explore all reasonable options for remediation of Library building deficiencies (with fiscally responsible financial information to back it up) and present back to the Board at a later date.** The motion was seconded by Trustee Liveratti. Motion carried 4-0-0.

VI. INFORMATION ONLY - LIBRARY DIRECTOR REPRESENTATIVE ADMINISTRATIVE REPORTS.

a. REPORT CONCERNING THE CONDITION OF THE CITY FY BUDGET (101), GRANT BUDGET (275) AND GIFT FUND (230).

(5:51:11) – Chairperson Hays introduced this item. Ms. Loyd reviewed the agenda materials, incorporated into the record, in conjunction with displayed slides, and responded to questions of clarification. She also stated that some of the book purchases are not yet reflected in the grant funds as they are not invoiced until the books are received. Ms. Loyd made a correction in the Friends of the Carson City Library gift fund and explained that they were erroneously placed in another fund and a correction will be made prior to the next Board meeting.

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

(5:55:41) – Ms. Loyd explained that the Library Collaboration Rooms were opened on January 2, 2017 to be used by the community, and are being heavily-used. She also noted that as part of a community outreach program, an upcoming restaurant would hold its interviews in said rooms. Ms. Loyd stated that professional development plans are also being created as a tool to encourage Staff’s professional development. She also reported on the Library Services and Technology Act grant application, which has been “ranked number two out of eight applicants...and would start on July 1 of this next year”. Ms. Loyd invited the Board to attend a tour by Belarusian librarians on January 27, 2017, who were visiting University of Nevada Reno.

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VII. INFORMATION ONLY – OTHER ADMINISTRATIVE REPORTS.

a. GRANTS ADMINISTRATION UPDATE AND ACTIVITIES SINCE LAST REPORT.

(6:00:48) – Chairperson Hays introduced this item and Department Business Manager Diane Baker presented her report which is included in the agenda materials.

b. CREATIVE LEARNING UPDATE AND ACTIVITIES SINCE LAST REPORT.

(6:04:20) – Creative Learning Manager Natalie Wood reviewed her report which is included in the agenda materials.

c. ACCESS SERVICES UPDATE AND ACTIVITIES SINCE LAST REPORT.

(6:06:25) – Access Services Manager Kathy Rush presented her report which is included in the agenda materials. She also informed Vice Chair Solinger that the cost to replace the entire damaged Kindle package is over \$200, the Kindle alone is about \$140, and a replacement cable is around \$10 to \$15.

d. COLLECTION DEVELOPMENT UPDATE AND ACTIVITIES SINCE LAST REPORT.

(6:11:44) – Collection Development Manager Amy Lauder also presented her report which is included in the agenda materials.

e. YOUTH LIAISON BOARD OF TRUSTEES UPDATE AND ACTIVITIES SINCE LAST REPORT.

(6:15:25) – Ms. Wood reviewed the report which is incorporated into the agenda materials.

VIII. INFORMATION ONLY – BOARD MEMBER ANNOUNCEMENTS AND REQUESTS FOR INFORMATION.

(6:16:31) – Chairperson Hays entertained trustee comments or announcements; however, none were forthcoming

IX. PUBLIC COMMENT (6:16:43) – Chairperson Hays entertained public comments. Ms. Loyd announced that the vacant position on the Library Board of Trustees has been advertised and applications are available on the City's website. She also noted that the candidates will be interviewed by the Board of Supervisors in March, 2017.

X. ACTION TO ADJOURN (6:17:23) – Trustee Liveratti moved to adjourn the meeting. Vice Chair Solinger seconded the motion. Motion carried 4-0-0. Chairperson Hays adjourned the meeting at 6:17 p.m.

The Minutes of the January 26, 2017 Carson City Library Board of Trustees meeting are so approved this 23rd day of February, 2017.

JEREMEY HAYS, Chair