

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

### **Minutes of the March 23, 2017 Meeting**

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A regular meeting of the Carson City Library Board of Trustees was scheduled for 5:45 p.m. on Thursday, March 23, 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 Amanda Long  
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](http://www.carson.org/minutes).

#### **I. CALL TO ORDER - ROLL CALL**

(5:45:10) – Chairperson Hays called the meeting to order at 5:45 p.m. Ms. Warren called roll and a quorum was present. Chairperson Hays welcomed Trustee Long to the Board.

#### **II. PUBLIC COMMENT**

(5:45:55) – Chairperson Hays entertained public comment. Dr. Lawrence Nelson introduced himself and requested that the Board take action on missing library items such as DVDs, mentioning over \$45,000 in estimated annual replacement costs in 2016. Dr. Nelson cited the Nevada Revised Statute (NRS) Section 379.160 which authorized fines up to \$500 for lost or stolen items, and hoped that the Board would take action regarding the issue. He also spoke against not having a noise policy at the library and suggested enacting such a policy. Chairperson Hayes clarified that since the item was not agendized, the Board could not take action on the item this evening.

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

##### **a. APPROVAL OF MINUTES OF THE FEBRUARY 23, 2017 REGULAR MEETING**

(5:52:48) – Chairperson Hays introduced this item. Trustee Patton moved to approve the February 23, 2017 meeting minutes. Vice Chair Solinger seconded the motion. Motion carried 5-0-0.

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

##### **a. FRIENDS OF THE CARSON CITY LIBRARY REPORT**

(5:53:54) – Chairperson Hays introduced this item, and Trustee Patton referenced the report incorporated into the agenda materials. She also announced a partnership on a “Talking Books” program with the State Library and Archives, beginning with a temporary introduction and display starting on April 1, 2017 “on what the Talking Books program is and who’s eligible to use it”, and hoped for further collaboration in the future. Trustee Patton

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also announced that they were in the process of applying for a Better World Books grant to fund the Literacy for Babies program.

#### **V. INFORMATION ONLY – YOUTH LIAISON REPORT**

##### **a. INFORMATION ONLY - Other administrative reports**

(5:56:10) – Chairperson Hays introduced the item and Creative Learning Manager Natalie Wood noted that due to spring break, a representative was not available to report. Therefore, she presented the Teen Report which is incorporated into the record.

#### **VI. FOR POSSIBLE ACTION – LIBRARY BOARD OF TRUSTEES BUSINESS**

(5:58:05) – None.

#### **VII. INFORMATION ONLY - LIBRARY DIRECTOR ADMINISTRATIVE REPORTS.**

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

(5:58:15) – Chairperson Hays introduced this item. Ms. Loyd reviewed the agenda materials, incorporated into the record, in conjunction with displayed slides. She noted that they were “currently 62 percent expended and we are 67 percent through the year”. Ms. Loyd highlighted salary savings that had resulted in the approval by the City Manager and the City’s Internal Finance Committee to be used for the fiber internet phone lines for this year. She also stated that a line item for the latter was requested as an addition to next year’s budget. Ms. Loyd announced that approved salary savings will be used to match the Friends of the Library funding to replace the Library sign board by the end of the fiscal year. Additionally, salary savings will be used to replace the Library’s video surveillance system according to Ms. Loyd. She also reviewed the Grant Fund and the Gift Fund budgets, also incorporated into the record. Ms. Loyd cautioned that should the Institute of Museum and Library Services be eliminated in the proposed federal budget, the statewide library databases and the online encyclopedia will not be funded, and the Library does not have that included in its budget.

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

(6:04:20) – Ms. Loyd presented the Director’s Report, incorporated into the record, and clarified that since the preparation of the report, SB 115 had passed in the State Senate; however, amendments might occur in the State Assembly. Trustee Liveratti requested an impact report as a result of the aforementioned budget cuts, and the “lost usage” at a future meeting.

#### **VIII. INFORMATION ONLY – OTHER ADMINISTRATIVE REPORTS.**

##### **a. GRANTS ADMINISTRATION UPDATE AND ACTIVITIES SINCE LAST REPORT.**

(6:10:42) – Chairperson Hays introduced this item and Department Business Manager Diane Baker presented her report which is included in the agenda materials. Trustee Liveratti was informed that the laser cutter and all other equipment will be secured in the van which will be parked in the Sheriff’s Office parking lot for security reasons.

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**b. CREATIVE LEARNING UPDATE AND ACTIVITIES SINCE LAST REPORT.**

(6:14:01) – Creative Learning Manager Natalie Wood reviewed her report which is incorporated into the record, along with an accompanying video. She also informed Trustee Liveratti that the book bicycle trailer will be housed in the library overnight and the bicycle itself will be stored in the library shed. Chairperson Hays was informed that the pedal library will be operated by volunteers from the Library Staff and Muscle Powered.

**c. ACCESS SERVICES UPDATE AND ACTIVITIES SINCE LAST REPORT.**

(6:18:03) – Access Services Manager Kathy Rush presented her report which is included in the agenda materials.

**d. COLLECTION DEVELOPMENT UPDATE AND ACTIVITIES SINCE LAST REPORT.**

(6:21:02) – Collection Development Manager Amy Lauder also presented her report which is included in the agenda materials. Trustee Long inquired about featured books by Staff and was informed that they are posted on the Library's Facebook page. Ms. Lauder also encouraged the Board to provide her recommendations and a description on "why you like it".

**IX. INFORMATION ONLY – BOARD MEMBER ANNOUNCEMENTS AND REQUESTS FOR INFORMATION.**

(6:24:17) – Chairperson Hays entertained trustee comments or announcements. Trustee Patton announced donations to the Friends of the Carson City Library in memory of long-time volunteer Hazel Ryland, which will fund a homebound outreach program. Member Liveratti noted that progress was being made on the gift catalogue and that the prototype looks "really cool", adding that it will be presented to the Friends of the Carson City Library Board in April.

**X. PUBLIC COMMENT** (6:26:51) – Chairperson Hays entertained public comments; however none were forthcoming.

**XI. ACTION TO ADJOURN** (6:27:05) – **Trustee Patton moved to adjourn the meeting. Trustee Liveratti seconded the motion. Motion carried 5-0-0.** Chairperson Hays adjourned the meeting at 6:27 p.m.

The Minutes of the March 23, 2017 Carson City Library Board of Trustees meeting are so approved this 27<sup>th</sup> day of April, 2017.

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JEREMEY HAYS, Chair