

CARSON CITY LIBRARY BOARD OF TRUSTEES

Minutes of the April 27, 2017 Meeting

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A regular meeting of the Carson City Library Board of Trustees was scheduled for 5:30 p.m. on Thursday, April 27, 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.

I. CALL TO ORDER - ROLL CALL

(5:30:13) – Chairperson Hays called the meeting to order at 5:30 p.m. Ms. Warren called roll and a quorum was present.

II. PUBLIC COMMENT

(5:31:42) – Chairperson Hays entertained public comment; however, none were forthcoming.

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

a. APPROVAL OF MINUTES OF THE MARCH 23, 2017 REGULAR MEETING

(5:31:50) – Chairperson Hays introduced this item. Trustee Patton clarified that only the sign board LED components would be replaced and not the entire sign board. **Trustee Liveratti moved to approve the March 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

(5:31:59) – Chairperson Hays introduced this item, and Trustee Patton referenced the report incorporated into the agenda materials. She also reported on a successful author event on April 18, 2017 at which time author Bonnie Nishikawa had spoken about her book [entitled "My Life as a 'Home' Kid"] about the Nevada State and its Orphans/Children's Home. Trustee Patton announced an upcoming parking lot book sale on May 13, 2017, featuring the pedal library, a fire truck, and snow cones.

V. FOR POSSIBLE ACTION – LIBRARY BOARD OF TRUSTEES BUSINESS

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a. FOR POSSIBLE ACTION - PRESENTATION AND DISCUSSION ON CHANGING THE CURRENT LIBRARY CARD REPLACEMENT FINES WITH A FLAT FEE OF \$1.00.

(5:33:34) – Chairperson Hays introduced the item. Ms. Loyd invited Access Services Manager Kathy Rush to summarize the request, adding that Circulation Librarian Maria Klesta would also provide additional information. Ms. Rush gave background and referenced the October 25, 2012 Library Board of Trustees meeting minutes, incorporated in the agenda materials. Ms. Klesta proposed updating the existing policy of progressive fees for replacement cards to a flat \$1 card replacement fee, providing a consistency to the patrons. Vice Chair Solinger was informed that a library card cost less than \$1 and the staff time to replace it was minimal. Chairperson Hays entertained additional discussion and public comments; however none were forthcoming.

(5:38:34) – Trustee Patton moved to change the library card [replacement] fee to a flat \$1 per incident. The motion was seconded by Trustee Long. Motion carried 5-0-0.

b. FOR POSSIBLE ACTION - PRESENTATION AND DISCUSSION OF AMERICAN LIBRARY ASSOCIATION CONFERENCE TRAVEL FUNDING.

(5:39:03) – Chairperson Hays introduced the item. Ms. Loyd presented the agenda materials which are incorporated into the record. She also noted that the existing travel budget had been depleted in order to have the entire Library Staff attend the Nevada Library Association Conference; however, \$4,131.10 was available in the Travel Gift Fund line item, a portion of which, with the Board of Trustees' approval, could fund the upcoming travel. Trustee Liveratti noted that the fiscal year would end in two months, and since the funds have not been allocated to other travel, he was open to using them for the American Library Association Conference travel funding. Trustee Patton believed that the exposure and opportunity were valuable and was also in favor of the funding. Chairperson Hays entertained additional comments, and when none were forthcoming, a motion.

(5:44:13) – Trustee Liveratti moved to approve the [travel funding] request. The motion was seconded by Trustee Patton. Motion carried 5-0-0.

VI. INFORMATION ONLY - LIBRARY DIRECTOR REPRESENTATIVE ADMINISTRATIVE REPORTS

a. INFORMATION ONLY - LIBRARY DIRECTOR ADMINISTRATIVE REPORTS

(5:44:38) – Chairperson Hays introduced the item. Ms. Loyd presented her report on screen and noted that they were incorporated into the record via the agenda materials. Additionally, she updated the Board of Trustees on the bedbugs that were discovered on one of the returned books. She noted that she had responded to articles in the Nevada Appeal, Carson Now, and on local television news. Ms. Loyd gave a timeline of the events, from finding the contaminated book to the quarantine procedures that were followed, accompanied by a slide presentation. She also stated that they had worked with the Department of Health and Human Services, and had tasked a pest control company with decontamination. Chairperson Hays was informed that because bedbugs contain no diseases, the Health Department would not get involved. Trustee Long received confirmation that the patron was notified of the

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bedbugs and was asked to return any additional books in plastic bags. Department Business Manager Diane Baker added that a piece of equipment called Thermal Strike had been purchased to detect bedbugs and other contaminants. Ms. Loyd clarified that processes are now in place to identify bedbugs without going through the quarantine process. There were no public comments.

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

(6:07:06) – Chairperson Hays introduced this item. Ms. Loyd reviewed the agenda materials, incorporated into the record, in conjunction with displayed slides. She also clarified that the sign board had not yet been included in the Friends of the Library funds. Ms. Loyd noted that they were 69 percent spent with 75 percent of the year lapsed. Additionally, she noted that Trustee training was being planned for Open Meeting Law and budget training.

VII. INFORMATION ONLY – OTHER ADMINISTRATIVE REPORTS.

a. GRANTS ADMINISTRATION UPDATE AND ACTIVITIES SINCE LAST REPORT.

(6:11:48) – Department Business Manager Diane Baker began her report with a video presentation prepared in Mobile Makerspace with State Senator Mo Denis and invited interested parties for a “ride along”. She also presented her report which is included in the agenda materials.

b. ACCESS SERVICES UPDATE AND ACTIVITIES SINCE LAST REPORT.

(6:16:45) – Access Services Manager Kathy Rush presented her report which is included in the agenda materials.

c. COLLECTION DEVELOPMENT UPDATE AND ACTIVITIES SINCE LAST REPORT.

(6:20:48) – Collection Development Manager Amy Lauder also presented her report which is included in the agenda materials.

d. CREATIVE LEARNING UPDATE AND ACTIVITIES SINCE LAST REPORT.

(6:26:54) – Creative Learning Manager Natalie Wood reviewed her report which is incorporated into the record. She also announced six additional events for the pedal library, which had received tremendous community support and donations. Trustee Long inquired about Epic Rides and was informed that an invitation had been extended to have the pedal library present; however, its role had not yet been defined.

e. YOUTH LIAISON BOARD OF TRUSTEES UPDATE

(6:30:20) – Ms. Wood announced that due to the testing requirements and schedules, there would not be a Youth Liaison update.

VIII. INFORMATION ONLY – BOARD MEMBER ANNOUNCEMENTS AND REQUESTS FOR

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INFORMATION.

(6:30:58) – Chairperson Hays entertained trustee comments or announcements. Vice Chair Solinger inquired about an overdue fines policy. Ms. Loyd noted that due to the lack of accounting staff and due to the fact that collected fees would be allocated to the City budget versus the Library budget, the issue was not revisited. Trustee Patton noted that the book bags purchased through the Hazel Ryland memorial fund were already in use to deliver books to the homebound and to purchase large print books. Ms. Loyd offered to send out the information regarding Ms. Ryland's memorial service.

IX. PUBLIC COMMENT

(6:33:35) – Chairperson Hays entertained public comments; however none were forthcoming.

X. FOR POSSIBLE ACTION – ADJOURNMENT

(6:33:44) – **Trustee Patton moved to adjourn the meeting.** Chairperson Hays adjourned the meeting at 6:34 p.m.

The Minutes of the April 27, 2017 Carson City Library Board of Trustees meeting are so approved this 25th day of May, 2017.

JEREMEY HAYS, Chair