

CARSON CITY LIBRARY BOARD OF TRUSTEES

Minutes of the May 25, 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, May 25, 2017 in the Community Center Sierra Room, 851 East William Street, Carson City Nevada.

PRESENT: Chairperson Jeremey Hays
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

(5:30:29) – Chairperson Hays called the meeting to order at 5:30 p.m. Roll was called and a quorum was present. Vice Chairperson Dianne Solinger was absent as excused.

II. PUBLIC COMMENT

(5:30:58) – Chairperson Hays entertained public comment. Lindsay Chichester, Extension Educator in University of Nevada Cooperative Extension Carson City Office, informed the Board that the Carson City Fair will take place at the end of July and will focus on “youth and agriculture, more of your traditional old, tiny, family-friendly type of event”. Ms. Chichester noted that they were seeking sponsorships in addition to creating awareness in the community and suggested that the posters in the back of the room be placed in visible areas.

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

a. APPROVAL OF MINUTES OF THE APRIL 27, 2017 REGULAR MEETING

(5:32:53) – Chairperson Hays introduced the item. There were no changes or corrections to the minutes. **Trustee Long moved to approve the April 27, 2017 meeting minutes. Trustee Patton 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

(5:33:27) – Chairperson Hays introduced this item, and Trustee Patton referenced the report which is incorporated into the record.

V. INFORMATION ONLY - YOUTH LIAISON REPORT

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a. YOUTH LIAISON REPORT

(5:36:16) – Chairperson Hays noted that this item will be addressed during the item VIII reports.

(6:15:20) – Chairperson Hays reintroduced the item. Creative Learning Manager Natalie Wood presented the report which is incorporated into the record, noting that the Youth Liaison presenter had to leave early. There were no public comments.

VI. FOR POSSIBLE ACTION – LIBRARY BOARD OF TRUSTEES BUSINESS

VIA FOR POSSIBLE ACTION – PRESENTATION AND DISCUSSION ON LIBRARY FACILITY IMPROVEMENT CLOSURES. DETERMINATION BASED ON APPROVAL OF CARSON CITY BUDGET AT THE 5/18/17 BOARD OF SUPERVISORS MEETING.

(5:38:22) – Chairperson Hays introduced the item. Ms. Loyd presented the improvement projects and timelines along with a video/photos of the improvement areas, incorporated into the record. She also responded to clarifying questions by the Board, and noted that wall repairs will accompany the painting. Ms. Loyd explained that Staff will be present during the repairs “to ensure the process goes smoothly”, as they would be boxing the books correctly for accurate placement on shelves, adding that they will also “pop up in different locations in the community” and continue to serve them. In response to a question by Chairperson Hays, Ms. Loyd noted that the books will be stored in current city facilities. There were no public comments; therefore, Chairperson Hays entertained a motion.

(5:51:09) – Trustee Liveratti moved to approve the Library Management Team’s recommendation to close the Library for the minimum amount of time to complete sign board replacement, video surveillance installation, exterior paint, interior paint, and main library floor replacement. The motion was seconded by Trustee Patton. Motion carried 4-0-0.

VI.B FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION TO APPROVE THE UNCLASSIFIED JOB PERFORMANCE APPRAISAL FOR THE LIBRARY DIRECTOR, SENA LOYD.

(5:51:55) – Chairperson Hays introduced the item and entertained comments from the trustees. Trustee Patton noted her agreement with the synopsis of the Board’s contribution; however, she “was a bit taken aback by the 360 review, because in some places [it] sounded like they were talking about two different people”. She also stated that Ms. Loyd was doing “a fantastic job” and to keep up the good work. Trustee Liveratti believed that the process was “overbearing”, especially the 360 feedback which he called “invasive”. Ms. Loyd explained that she had requested the 360 feedback by her staff, and Chairperson Hays stated that he had found it useful to get a more comprehensive perspective as he had compiled them. Trustee Long praised Ms. Loyd for initiating the feedback process. Chairperson Hays entertained public comments, and when none were forthcoming, a motion.

(5:56:10) – Trustee Long moved to accept the evaluation of the Library Board and the proposed goals and objectives for the Library Director, and to authorize the unclassified employment merit increase associated with the performance rating to take effect on July 1, 2017. The motion was seconded by Trustee Liveratti. Motion carried 4-0-0.

VII. INFORMATION ONLY - LIBRARY DIRECTOR REPRESENTATIVE ADMINISTRATIVE REPORTS

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VII.A INFORMATION ONLY - LIBRARY DIRECTOR ADMINISTRATIVE REPORTS REPORT CONCERNING THE CONDITION OF THE CITY FY BUDGET (101), GIFT FUND (230) AND GRANT FUNDS (275).

(5:56:46) – Chairperson Hays introduced the item. Ms. Loyd reviewed the budget breakdown, the Gift Fund, and the Grant Funds, all of which are incorporated into the record. There were no public comments.

VII.B INFORMATION ONLY - LIBRARY DIRECTOR ADMINISTRATIVE REPORTS. REPORT CONCERNING ACTIVITIES AND OPERATIONS OF LIBRARY SINCE LAST REPORT.

(6:01:09) – Ms. Loyd presented the Director's Report enclosed in the agenda materials, with accompanying slides, and responded to clarifying questions. There were no public comments.

VIII. INFORMATION ONLY – OTHER ADMINISTRATIVE REPORTS

VIII.A INFORMATION ONLY – ACCESS SERVICES UPDATE AND ACTIVITIES SINCE LAST REPORT.

(6:03:20) – Access Services Manager Kathy Rush presented the Access Services report which is incorporated into the record. There were no public comments.

VIII.B INFORMATION ONLY - COLLECTION DEVELOPMENT UPDATE AND ACTIVITIES SINCE LAST REPORT.

(6:07:03) – Amy Lauder, Collection Development Manager, presented her report which is also incorporated into the record. There were no public comments.

VIII.C INFORMATION ONLY – GRANTS ADMINISTRATION UPDATE AND ACTIVITIES SINCE LAST REPORT.

(6:09:22) – Diane Baker, Department Business Manager, reviewed the report enclosed in the agenda materials, and highlighted the Mobile Makerspace activities. There were no public comments.

VIII.D INFORMATION ONLY – OTHER ADMINISTRATIVE REPORTS CREATIVE LEARNING UPDATE AND ACTIVITIES SINCE LAST REPORT.

(6:12:03) – Creative Learning Manager Natalie Wood presented her report, incorporated into the record. Ms. Baker noted that out of hundreds of applications, only 75 grants were awarded this year. Member Liveratti praised Staff for their success rate in receiving grants. There were no public comments.

IX. INFORMATION ONLY – BOARD MEMBERS' ANNOUNCEMENTS & REQUEST FOR INFORMATION.

(6:16:22) – Chairperson Hays entertained Trustee announcements; however, none were forthcoming.

X. PUBLIC COMMENT

(6:16:30) – Chairperson Hays entertained public comments; however none were forthcoming.

XI. FOR POSSIBLE ACTION – ADJOURNMENT

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(6:16:48) – **Trustee Patton moved to adjourn the meeting.** Chairperson Hays adjourned the meeting at 6:17 p.m.

The Minutes of the May 25, 2017 Carson City Library Board of Trustees meeting are so approved this 22nd day of June, 2017.

JEREMEY HAYS, Chair