

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

### **Minutes of the September 28, 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, September 28, 2017 in the Community Center Sierra Room, 851 East William Street, Carson City Nevada.

**PRESENT:** Chairperson Jeremey Hays  
Vice Chair Amanda Long  
Trustee John Liveratti  
Trustee Phyllis Patton  
Trustee Dianne Solinger

**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**

Chairperson Hays called the meeting to order at 5:30 p.m. Roll was called and a quorum was present.

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

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 AUGUST 24, 2017 REGULAR MEETING**

Chairperson Hays introduced the item. There were no changes or corrections to the minutes. **Trustee Patton moved to approve the August 24, 2017 meeting minutes. Vice Chair Long 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**

Chairperson Hays introduced this item, and Trustee Patton presented the Friends of the Carson City Library Report, incorporated into the record. She noted that the last author event was successful, and announced an upcoming event with author Todd Borg. Trustee Patton informed the Board that the construction in front of the Corner Bookstore was to repair a broken pipe.

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

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**V.a FOR POSSIBLE ACTION - PRESENTATION AND DISCUSSION ON PROPOSED CODE OF CONDUCT WORDING, BASED ON THE LIBRARY RULES AND REGULATIONS SECTION (PP. 18-21) OF THE CARSON CITY LIBRARY POLICY.**

(5:34:45) – Chairperson Hays introduced the item. Collection Development Manager Amy Lauder presented the Code of Conduct document and an example of a proposed poster design that highlights positive actions instead of prohibitive ones. Both of these items are incorporated into the record and online at [https://legistarweb-production.s3.amazonaws.com/uploads/attachment/pdf/103101/Carson\\_City\\_Library\\_Code\\_of\\_Conduct.pdf](https://legistarweb-production.s3.amazonaws.com/uploads/attachment/pdf/103101/Carson_City_Library_Code_of_Conduct.pdf). She also responded to clarifying questions and suggestions by the Board. There were no public comments; therefore, Chairperson Hays entertained a motion.

**(5:41:30) – Trustee Patton moved to accept the [presented] code of conduct and to put as many signs up as possible. The motion was seconded by Trustee Long. Motion carried 5-0-0.**

**V.b FOR POSSIBLE ACTION - PRESENTATION AND DISCUSSION ON PROPOSED SOCIAL MEDIA POLICY.**

(5:49:52) – Chairperson Hays introduced the item. Creative Learning Manager Natalie Wood presented the Library's Social Media Policy which is incorporated into the record and online at [https://legistarweb-production.s3.amazonaws.com/uploads/attachment/pdf/103798/Social\\_Media\\_Policy\\_-\\_Google\\_Docs.pdf](https://legistarweb-production.s3.amazonaws.com/uploads/attachment/pdf/103798/Social_Media_Policy_-_Google_Docs.pdf). She also responded to clarifying questions. Chairperson Hays entertained public comments, and when none were forthcoming, a motion.

**(5:45:35) – Vice Chair Long moved to approve the Social Media Policy [as presented by Staff]. The motion was seconded by Trustee Liveratti. Motion carried 5-0-0.**

**V.c FOR POSSIBLE ACTION - PRESENTATION AND DISCUSSION ON PROPOSED SELF DIRECTED LEARNING POLICY FOR LIBRARY STAFF.**

(5:45:42) – Chairperson Hays introduced the item. Executive Director Sena Loyd gave background, responded to the Board's questions, and presented the Self Directed Learning Policy which is incorporated into the record and available online at: [https://legistarweb-production.s3.amazonaws.com/uploads/attachment/pdf/103875/Self-Directed\\_Learning\\_Policy\\_-\\_Google\\_Docs.pdf](https://legistarweb-production.s3.amazonaws.com/uploads/attachment/pdf/103875/Self-Directed_Learning_Policy_-_Google_Docs.pdf). In response to a question by Trustee Patton, Ms. Wood explained that the Creative Learning Team was already working on self learning. Ms. Loyd and Ms. Lauder noted that most of the proposed items were already in use. Ms. Loyd clarified that the Part time staff members were not included in this policy; however, they are given objectives that they complete and are given paid time to do so. There were no public comments and Chairperson Hays entertained a motion.

**(5:53:36) – Vice Chair Long moved to approve the Self Directed Learning Policy [as presented by Staff]. Trustee Solinger seconded the motion. Motion carried 5-0-0.**

**V.d FOR POSSIBLE ACTION - PRESENTATION AND DISCUSSION ON FEES, CHARGES, AND RESTRICTION POLICY.**

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(5:53:54) – Chairperson Hays introduced the item. Ms. Loyd presented the Staff Report which is incorporated into the record and available online at:

[https://legistarweb-production.s3.amazonaws.com/uploads/attachment/pdf/104383/Fee\\_and\\_Charges\\_Policy\\_-\\_Google\\_Docs.pdf](https://legistarweb-production.s3.amazonaws.com/uploads/attachment/pdf/104383/Fee_and_Charges_Policy_-_Google_Docs.pdf). In response to a question by Trustee Liveratti, Ms. Lauder stated that “playaways” are treated like books. Ms. Loyd suggested adding “playaways” replacement at Library cost to the motion. Trustee Patton was informed that the information will be posted on the Library website and will be provided to patrons should they have questions. Chairperson Hays entertained public comments, and when none were forthcoming, a motion.

**(6:01:26) – Trustee Patton moved to approve the Fee, Charges, and restrictions Policy as amended by adding the playaways to be replaced at Library cost. The motion was seconded by Vice Chair Long. Motion carried 5-0-0.**

#### **V.e FOR POSSIBLE ACTION: PRESENTATION AND DISCUSSION ON WHETHER OR NOT TO CONSIDER A PERCENTAGE INCREASE FOR HOURLY PART-TIME LIBRARY WORKERS (NON- CCEA).**

(6:01:50) – Chairperson Hays introduced the item. Department Business Manager Diane Baker presented the agenda materials incorporated into the record. Ms. Loyd noted that the increases may or may not be part of the current budget. Ms. Loyd noted that the increase would be across the board. Discussion ensued regarding the fairness of the process and Trustee Patton was informed that raises may cause reductions in work hours. Trustee Patton and Chairperson Hays suggested postponing action on the item. Deputy District Attorney Yowell clarified that the action on this item was to consider a raise and not allocate funds towards it, with a detailed wage breakdown to follow. There were no public comments. Chairperson Hays entertained a motion.

**(6:16:02) – Trustee Patton moved to “accept the fact that we consider a percentage increase, when possible, to the part-time workers and we will decide what that rate should be after we get a presentation next month.” Ms. Loyd noted that the October meeting may be pulled in so she suggested discussing this item on a later date. Trustee Patton amended the motion to read “at a future meeting” instead of “next month”. The motion was seconded by Vice Chair Long. Motion carried 5-0-0.**

#### **V.f FOR POSSIBLE ACTION - PRESENTATION AND DISCUSSION ON NEW FLOOR PLAN FOR THE LIBRARY IN CONJUNCTION WITH THE REFRESH PROJECT.**

(6:17:48) – Chairperson Hays introduced the item. Ms. Loyd presented the agenda materials which are incorporated into the record. The information is available online as well at [https://legistarweb-production.s3.amazonaws.com/uploads/attachment/pdf/103873/LibraryLayout\\_StaffInput.pdf](https://legistarweb-production.s3.amazonaws.com/uploads/attachment/pdf/103873/LibraryLayout_StaffInput.pdf). Ms. Loyd also responded to clarifying questions by Board members. Ms. Loyd believed that having the new book area in the front part of the Library will be more inviting. Vice Chair Long was in favor of having the youth area next to the Digitormium. Trustee Solinger received confirmation that the digital media will be in a secure area with gates repurposed from the Secret Garden. Ms. Loyd confirmed that the upstairs layout will remain unchanged. She also confirmed for Trustee Patton that the information desk will be replaced by a movable desk with a better line of sight for Staff, adding that she would be “looking at outside funding” for it. Access Services Manager Kathy Rush noted that the Young Adult books will be integrated with the appropriate adult sections. Trustee Solinger inquired about reducing books and she was informed that older titles that have not been circulated in a while or have

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incorrect information will be removed. Chairperson Hays was informed that there will be separation of patrons from the Staff area. Ms. Rush clarified that the copy machine and items such as staplers, pens, pencils, and other necessary items will be secured near the copy machine which will be housed in the non-fiction area. Ms. Loyd credited Ms. Rush for the design of the layout and the changes that were made after Staff's input. Discussion ensued regarding the removal of gates from the Secret Garden and Ms. Loyd noted that the security cameras would catch and monitor activities. Ms. Loyd also suggested approving the layout "with the contingency that Staff can make the best decision when they're putting it back together, if there is an issue." Trustee Solinger received confirmation that audiovisual equipment loss or theft was much greater than the loss of books. Discussion ensued regarding security such as cameras and RFID equipment. There were no public comments; therefore, Chairperson Hays entertained a motion.

**(6:47:17) – Trustee Solinger moved to approve the planned rearrangement of the Library as presented to the Trustees. The motion was seconded by Trustee Liveratti. Motion carried 5-0-0.**

#### **V.g FOR POSSIBLE ACTION - PRESENTATION AND DISCUSSION ON CLOSING FOR 2 HOURS ON A FRIDAY FOR ACTIVE ASSAILANT TRAINING BY THE CARSON CITY SHERIFF'S DEPARTMENT.**

(6:47:40) – Chairperson Hays introduced the item. Ms. Loyd presented the staff report which is incorporated into the record. She also noted that Friday was the best day to bring in staff two hours early and have everyone present. Ms. Loyd explained that a specific date was not chosen to allow the Sheriff's Office some flexibility; however, she confirmed that ample notification will be given to the public regarding the closure. She invited the Board members to attend; however she clarified that the first half of the training would take place in a classroom setting, but the second half would require a signed waiver prepared by the District Attorney's Office. There were no public comments.

**(6:51:11) – Trustee Patton moved to schedule the Active Assailant Training on a Friday, closing for two hours; however, leaving the date open for the Library Director to make the arrangements with the Carson City Sheriff's Office. The motion was seconded by Vice Chair Long. Motion carried 5-0-0.**

(6:51:39) – Ms. Loyd requested that Board members interested in the training provide her with their availability on Fridays in October and November.

#### **VI. INFORMATION ONLY - LIBRARY DIRECTOR REPRESENTATIVE ADMINISTRATIVE REPORTS**

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

(6:52:09) – Chairperson Hays introduced the item. Ms. Loyd reviewed the budget report, including the up to date current budget, the Gift Fund, and the Grant Funds, all of which are incorporated into the record and online at: [https://legistarweb-production.s3.amazonaws.com/uploads/attachment/pdf/103778/BudgetReport\\_Sep2017.pdf](https://legistarweb-production.s3.amazonaws.com/uploads/attachment/pdf/103778/BudgetReport_Sep2017.pdf). She also responded to clarifying comments.

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#### **VI.b INFORMATION ONLY - LIBRARY DIRECTOR ADMINISTRATIVE REPORTS. REPORT CONCERNING ACTIVITIES AND OPERATIONS OF LIBRARY SINCE LAST REPORT.**

(6:59:23) – Ms. Loyd explained that the Librarian position had been filled laterally and a replacement position is being advertised, to be closed at the end of the week. She also noted that interviews for a Library Assistant position would take place in the following week. Ms. Loyd stated that she had attended the Computer Corps 20<sup>th</sup> anniversary event, along with a librarian and a library assistant, and believed they could be a potential technology partner to the Library. She also discussed a partnership with the Boys and Girls Club and announced that she was selected as a reviewer of National Leadership Grants for the Institute of Museum and Library Services Grants. She believed this was a good opportunity to become familiar with a new area of grant application. Ms. Loyd distributed a booklet titled “Carson City Library Community Connections 2017” which showcased federally and LSDA-funded programs, adding that a more detailed annual report will be coming soon.

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

##### **VII.a INFORMATION ONLY - GRANTS ADMINISTRATION UPDATE AND ACTIVITIES SINCE LAST REPORT. GRANTS ADMINISTRATION PROVIDES INFORMATION REGARDING GRANTS, INCLUDING NARRATIVE REPORTS OF ACTIVITIES OF CURRENT, PAST AND UPCOMING GRANTS.**

(7:03:48) – Ms. Baker presented her report which is incorporated into the record and responded to clarifying questions by the Board. The report is also available online at:

[https://legistarweb-production.s3.amazonaws.com/uploads/attachment/pdf/102637/20170928\\_BOTReport\\_Admin.pdf](https://legistarweb-production.s3.amazonaws.com/uploads/attachment/pdf/102637/20170928_BOTReport_Admin.pdf)

##### **VII.b INFORMATION ONLY – OTHER ADMINISTRATIVE REPORTS ACCESS SERVICES UPDATE AND ACTIVITIES SINCE LAST REPORT. ACCESS SERVICES CATALOGS AND PROCESSES ALL PHYSICAL RESOURCES IN THE LIBRARY AND FACILITATES CIRCULATION OF RESOURCES (CHECK IN AND OUT).**

(7:10:00) – Access Services Manager Kathy Rush presented her report which is incorporated into the record or available online at:

[https://legistarweb-production.s3.amazonaws.com/uploads/attachment/pdf/102747/20170928\\_BOTReport\\_ASD.pdf](https://legistarweb-production.s3.amazonaws.com/uploads/attachment/pdf/102747/20170928_BOTReport_ASD.pdf)

##### **VII.c INFORMATION ONLY - OTHER ADMINISTRATIVE REPORTS COLLECTION DEVELOPMENT UPDATE AND ACTIVITIES SINCE LAST REPORT. PURCHASING AND FORMAT REPORT OF THE MATERIALS ADDED TO THE LIBRARY COLLECTION DURING THE PAST MONTH.**

(7:13:12) – Collection Development Manager Amy Lauder presented her report which is included in the agenda materials and at:

[https://legistarweb-production.s3.amazonaws.com/uploads/attachment/pdf/103087/20170928\\_BoTreport\\_CDD.pdf](https://legistarweb-production.s3.amazonaws.com/uploads/attachment/pdf/103087/20170928_BoTreport_CDD.pdf)

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#### **VII.d INFORMATION ONLY - OTHER ADMINISTRATIVE REPORTS CREATIVE LEARNING UPDATE AND ACTIVITIES SINCE LAST REPORT. ADULT SERVICES PROVIDE PROGRAMMING AND SERVICES TO THOSE 18 YEARS AND OLDER. YOUTH SERVICES PROVIDES PROGRAMMING AND SERVICES TO THOSE 17 YEARS AND YOUNGER.**

(7:18:40) – Creative Services Manager Natalie Wood presented her report which is incorporated into the record or at:

[https://legistarweb-production.s3.amazonaws.com/uploads/attachment/pdf/102080/September\\_2017\\_BOT\\_CLD\\_.pdf](https://legistarweb-production.s3.amazonaws.com/uploads/attachment/pdf/102080/September_2017_BOT_CLD_.pdf)

#### **VII.e INFORMATION ONLY - OTHER ADMINISTRATIVE REPORTS YOUTH LIAISON BOARD OF TRUSTEES UPDATE AND ACTIVITIES SINCE LAST REPORT. YOUTH LIAISON BOARD OF TRUSTEE UPDATE IS PROVIDED BY THE PRESIDENT OF THE TEEN LEADERSHIP COUNCIL. THE TEEN LEADERSHIP COUNCIL VOLUNTEERS, SUGGESTS AND OFFERS ASSISTANCE TO LIBRARY STAFF IN PROGRAMMING FOR THOSE 14-17 YEARS OLD AND IN HIGH SCHOOL.**

(7:21:16) – Ms. Wood also presented the Teen Leadership Council report which is incorporated into the record or at:

[https://legistarweb-production.s3.amazonaws.com/uploads/attachment/pdf/102098/SEPTEMBER\\_2017\\_BOT\\_TEEN\\_.pdf](https://legistarweb-production.s3.amazonaws.com/uploads/attachment/pdf/102098/SEPTEMBER_2017_BOT_TEEN_.pdf)

#### **VIII. INFORMATION ONLY – BOARD MEMBERS’ ANNOUNCEMENTS & REQUEST FOR INFORMATION.**

(7:23:06) – Chairperson Hays and Ms. Loyd announced that the next Board meeting will take place on Thursday, October 19, 2017, at 6:00 p.m. Ms. Loyd also announced that the November/December combined meeting will most likely take place on November 30, 2017 due to the upcoming Holidays.

#### **IX. PUBLIC COMMENT**

(7:26:31) – Chairperson Hays entertained public comments; however none were forthcoming.

#### **X. FOR POSSIBLE ACTION – ADJOURNMENT**

(7:26:42) – **Trustee Patton moved to adjourn the meeting.** Chairperson Hays adjourned the meeting at 7:27 p.m.

The Minutes of the September 28, 2017 Carson City Library Board of Trustees meeting are so approved this 19<sup>th</sup> day of October, 2017.

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JEREMEY HAYS, Chair