

CARSON CITY LIBRARY BOARD OF TRUSTEES

Minutes of the October 19, 2017 Meeting

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A regular meeting of the Carson City Library Board of Trustees was scheduled for 6:00 p.m. on Thursday, October 19, 2017 in the Community Center Sierra Room, 851 East William Street, Carson City Nevada.

PRESENT: Chairperson Jeremey Hays
Vice Chair 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

(6:02:35) – Chairperson Hays called the meeting to order at 6:02 p.m. Roll was called and a quorum was present. Trustees John Liveratti and Dianne Solinger were absent.

II. PUBLIC COMMENT

(6:02:58) – 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 SEPTEMBER 28, 2017 REGULAR MEETING

(6:03:06) – Chairperson Hays introduced the item. There were no changes or corrections to the minutes. **Vice Chair Long moved to approve the September 28, 2017 meeting minutes. Trustee Patton seconded the motion. Motion carried 3-0-0.**

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

a. FRIENDS OF THE CARSON CITY LIBRARY REPORT

(6:03:35) – Chairperson Hays introduced this item, and Trustee Patton presented the Friends of the Carson City Library report which is incorporated into the record. She also reminded everyone that author Todd Borg will be at the Browser's Corner Bookstore on Monday, October 23, 2017 at 6 p.m. for a talk and book signing.

V. FOR POSSIBLE ACTION – LIBRARY BOARD OF TRUSTEES BUSINESS

(6:04:27) – Chairperson Hays introduced the item. No items were brought up by the Trustees.

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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).

(6:04:37) – Chairperson Hays introduced the item. Ms. Loyd reviewed the City's budget for the Library, the Gift Fund, and the Grant Funds, all of which are incorporated into the record. She also responded to clarifying questions and comments.

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

(6:08:01) – Ms. Loyd presented her report which is incorporated into the record. She also reviewed an updated version of the Library Refresh Frequently Asked Questions (FAQs). Ms. Loyd noted that copies will be available at the front desk upon request by patrons. Trustee Patton suggested making copies of the FAQ's available at the Browser's Corner Bookstore, and Ms. Loyd offered to provide 30 copies to start.

(6:10:23) – Ms. Loyd updated the Board on the Nevada Library Association Conference and thanked several members of the Library Staff for their involvement and hard work in planning and executing certain aspects of the program. She explained that due to the short-staffed nature of the Library, not every staff member could attend. Ms. Loyd also updated the Board on the [library] directors' meeting and the beneficial information exchange that had taken place.

(6:12:28) – Ms. Loyd thanked the Friends of the Carson City Library and Trustee Patton for nominating her for the Nevada Library Association Librarian of the Year for 2017, which she had won. The Board congratulated Ms. Loyd, who stated that she dedicated the award to the Library Staff.

VII. INFORMATION ONLY – OTHER ADMINISTRATIVE REPORTS

VII.a 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).

(6:13:34) – Access Services Manager Kathy Rush presented her report which is incorporated into the record.

(6:15:58) – Creative Services Manager Natalie Wood also presented her report as late material, which is incorporated into the record.

VII.B 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

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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.

(6:17:28) – Ms. Wood presented the Teen Leadership Council report which is incorporated into the record.

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.

(6:18:24) – Ms. Loyd presented the report, incorporated into the record, on behalf of Collection Development Manager Amy Lauder.

VII.D INFORMATION ONLY – OTHER ADMINISTRATIVE REPORTS 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.

(6:19:26) – Department Business Manager Diane Baker presented her report which is incorporated into the record and responded to clarifying questions by the Board. She also announced the hiring of Joy Holt as the new Library Assistant.

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

(6:22:37) – Chairperson Hays introduced the item. Trustee Patton thanked the Library Staff for inviting her to attend the Nevada Library Association Conference, adding that she had “learned a lot” and that she would be “pushing the Friends [of Carson City Library] forward”.

IX. PUBLIC COMMENT

(7:23:11) – Chairperson Hays entertained public comments. Ms. Loyd noted that an additional page (number 14 in her report) highlighting the revenue into the gift fund was added to the Director’s Report.

X. FOR POSSIBLE ACTION – ADJOURNMENT

(7:23:52) – **Trustee Patton moved to adjourn the meeting.** Chairperson Hays adjourned the meeting at 7:23 p.m.

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The Minutes of the October 19, 2017 Carson City Library Board of Trustees meeting are so approved this 30th day of November, 2017.

JEREMEY HAYS, Chair