

CARSON CITY LIBRARY BOARD OF TRUSTEES

Minutes of the February 22, 2018 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, February 22, 2018 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
Diane Baker, Department Business Manager
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

(5:30:35) – Chairperson Hays called the meeting to order at 5:30 p.m. Roll was called and a quorum was present.

II. PUBLIC COMMENT

(5:31:08) – 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 NOVEMBER 30, 2017 REGULAR MEETING

(5:31:18) – Chairperson Hays introduced the item. There were no changes or corrections to the minutes. **Vice Chair Long moved to approve the November 30, 2017 meeting minutes. Trustee Patton 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

(5:31:45) – 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 noted that an Open Meeting Law training had taken place.

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V. FOR POSSIBLE ACTION – LIBRARY BOARD OF TRUSTEES BUSINESS

V.a FOR POSSIBLE ACTION - DISCUSSION AND POSSIBLE ACTION ON INTERNAL COMMUNICATION CONSULTING PROJECT REPORT FROM WHAT WORKS COACHING.

(5:32:19) – Chairperson Hays introduced the item. Ms. Loyd indicated that this was an informational item and gave background on the Internal Communication Consulting Project and delivered the report which is incorporated into the record. Trustee Patton was informed that each team had its own smart goals some of which had been completed and some were in progress. Trustee Solinger inquired about the post survey results and was informed that the anonymous responses had been compiled by the consultant, and based on Staff feedback they were improving. Ms. Loyd cited the respectful communication from leadership and direct supervisors topic which had a 90 percent average improvement.

V.b FOR POSSIBLE ACTION - DISCUSSION AND POSSIBLE ACTION TO RANK LIBRARY CAPITAL IMPROVEMENT PROJECTS PRIORITY FOR CITY BUDGET FY19-FY23.

(5:36:31) – Chairperson Hays introduced the item. Ms. Loyd explained that there had been a City-wide budget meeting with all the department heads to discuss the rankings of the Capital Improvement Program (CIP). She indicated that she would still like this Board to rank the projects since they were going to be a part of the five-year plan. Ms. Loyd noted that the City's budget requests had totaled to \$12,000,000; however, the available funding was \$3,000,000 with \$2.2 Million designated for the Information Technology's Enterprise Resource Planning (ERP) system. She also reviewed the most needed Library's needs: a new motor vehicle (not selected for the current fiscal year), an HVAC system, the main Library roof (FY 2020/2021), a self-check system (not selected for funding for the current fiscal year), an auto sorter (FY 2020/2021), and a 24-hour library (FY 2021/2022), all of which are incorporated into the record. Department Business Manager Diane Baker noted that the restroom renovations had not made the list due not having a quote from a contractor who believed the project would have been more costly than what he was allowed to bid for the City. Chairperson Hayes was informed that the restroom remodel could also be ranked on the CIP priority list. Discussion ensued regarding the prioritization of the CIP requests and Ms. Loyd stated that the Board of Supervisors had made asset management a priority, adding that a sorter would be a priority for the Library, otherwise additional staff would be required to do the work. Ms. Baker offered to look for grant opportunities for the 24-hour library. Chairperson Hays summarized the prioritization as: 1) restroom renovations; 2) HVAC system; 3) roof repair; 4) auto sorter replacement; 5) self-check system; 6) 24-hour library; 7) new motor vehicle. Ms. Loyd clarified that this five-year plan prioritization may change every year. There were no public comments and Chairperson Hays entertained a motion.

(6:08:15) – Trustee Patton moved to prioritize all the projects in the order outlined above by the Chair {1) restroom renovations; 2) HVAC system; 3) roof repair; 4) auto sorter replacement; 5) self-check system; 6) 24-hour library; 7) new motor vehicle}. Trustee Solinger seconded the motion. Motion carried 5-0-0.

V.c FOR POSSIBLE ACTION - DISCUSSION AND POSSIBLE ACTION ON GENERAL BUDGET SUPPLEMENTAL REQUESTS PRIORITIES.

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(6:08:55) – Chairperson Hays introduced the item. Ms. Loyd presented the agenda materials which are incorporated into the record, and reviewed the contents which included a Summary of Staff salaries and benefits, to determine the total cost of an employee, including those from a temporary agency and janitorial employees. She also responded to clarifying questions by the trustees and encouraged them to attend the City's budget open house on March 26, 2018 in Support of the Library's budget requests. Chairperson Hays received confirmation that the books and periodicals must comprise 10 percent of the budget and discussion ensued regarding computer replacements and funding for additional staff. Trustee Patton was informed that hiring hourly staff would be more beneficial at this point. Ms. Loyd summarized the discussion and the additional requests by the Board in no ranking order: 1) \$5,000 for replacement computers; 2) \$15,000 for hourly salaries; and 3) maintaining at least 10 percent in the book budget. Trustee Patton believed this was “a pretty reasonable request” and received confirmation that the \$5,000 line item for computers which would be entered as a supplemental would become part of the base budget in subsequent years unless funding cuts are requested due to another recession. There were no public comments and Chairperson Hays entertained a motion.

(6:54:17) – Trustee Patton moved to request a supplement to the budget for \$5,000 to replace five computers, knowing that another \$5,000 in matching funds will be provided by the Friends [of the Carson City Library], adding \$15,000 to hourly wages, and maintaining at least 10 percent of the total budget in the book budget. The motion was seconded by Trustee Liveratti. Motion carried 5-0-0.

V.d FOR POSSIBLE ACTION - DISCUSSION AND POSSIBLE ACTION ON SPECIAL MEETING RE: BOARD RETREAT DATES FOR BOARD TRAINING, LIBRARY POLICY REVIEW AND LIBRARY STRATEGIC PLAN REVIEW. POSSIBLE DATES: SUNDAY JUNE 3RD, SATURDAY JUNE 9TH, SUNDAY JUNE 10TH, AND SATURDAY JUNE 16TH OR OTHER.

(6:55:40) – Ms. Loyd suggested having a Board of Trustees retreat to discuss the Library's strategic plan. She also offered to send a link for online Board member training, which was not Nevada-specific, prior to the retreat. Additionally, she suggested inviting Nevada library law specific speakers. In response to a question by Vice Chair Long, Ms. Loyd proposed having the retreat on the day of the Board's January meeting to start the budgeting process early. Additional dates were also discussed and Ms. Loyd offered to agendize the item for the next meeting, after members checked their calendars and commitments.

V.e FOR POSSIBLE ACTION - PRESENTATION, DISCUSSION AND POSSIBLE ACTION ON STATUS OF PART-TIME HOURLY WAGE RATES AND CITY PART TIME BUDGET TO CONSIDER POTENTIAL WAGE INCREASE.

(6:59:58) – Chairperson Hays introduced the item. Ms. Baker reviewed the agenda materials which are incorporated into the record. Trustee Liveratti was in favor of increases to part-time staff; however he was open to providing it for a longer period of service, such as every other year or track the hours, whichever one was more convenient. Ms. Baker clarified that under the current human resources system, part-time employees are also evaluated every year. Chairperson Hays was in favor of having part-time employee rate increases to be similar to those of full-time employees. Discussion ensued regarding the budget and the methodology used by the City for increases, and Ms. Loyd explained the City's employee appraisal scoring system. Chairperson Hays received confirmation from Ms. Loyd that a five percent increase to part-time employees would add \$2,250 to the budget.

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In response to a question, Ms. Loyd noted that in Carson City, the wages of a library shelver and a library clerk are in line with other libraries in this region and possibly a bit higher. She also reviewed the list of the part-time Library employees and their workloads. No members of the public were present, and there were no additional trustee comments; therefore, Chairperson Hays entertained a motion.

(7:36:52) – Vice Chair Long moved to award a three, four, or five percent merit increase [to part-time employees] based on their annual reviews. The motion was seconded by Trustee Patton. Motion carried 4-1-0 with Trustee Liveratti as the nay vote.

V.f. FOR POSSIBLE ACTION - DISCUSSION AND POSSIBLE ACTION ON OFFERING RENTAL SPACE SO THE PUBLIC CAN CONDUCT PAID SERVICES AT THE LIBRARY.

(7:37:31) – Chairperson Hays introduced the item. Ms. Loyd presented the Staff Summary, incorporated into the record, and suggested not taking action this evening as the items need further policy discussions. She also responded to clarifying questions by the trustees regarding usage fees, staffing requirements, and security issues such as alarms and insurance requirements. Chairperson Hays received confirmation that Ms. Loyd would look into policies by other organizations such as Parks and Recreation, and counties such as Washoe. There were no public comments.

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).

(7:54:13) – 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, and responded to clarifying questions and comments. She also announced the departure of Creative Services Manager Natalie wood and the recent hiring of a Digitorum Facilitator. There were no public comments.

VI.b INFORMATION ONLY - PRESENTATION OF THE 2017 ANNUAL REPORT.

(8:03:12) – Ms. Loyd reviewed the Library's 2017 Annual Report, which is incorporated into the record, and highlighted several key accomplishments. In response to a question, she stated that the report cover was done by a local artist. There were no public comments.

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).

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(8:06:26) – Access Services Manager Kathy Rush presented her report which is incorporated into the record. Trustee Patton praised Ms. Rush for the “great job” she did on the Library mural. There were no public comments.

VII.b 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.

(8:09:08) – Collection Development Manager Amy Lauder presented her report, which is incorporated into the record. There were no public comments.

VII.c INFORMATION ONLY - OTHER ADMINISTRATIVE REPORTS - ADMINISTRATION UPDATE AND ACTIVITIES SINCE LAST REPORT. GRANTS ADMINISTRATION PROVIDES INFORMATION REGARDING GRANTS, INCLUDING NARRATIVE REPORTS OF ACTIVITIES OF CURRENT, PAST AND UPCOMING GRANTS, AWARDS, AND PROJECTS.

(8:14:09) – Department Business Manager Diane Baker presented her report which is incorporated into the record and responded to clarifying questions by the Board. There were no public comments.

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

(8:17:57) – Chairperson Hays introduced the item. There were no Board member announcements.

IX. PUBLIC COMMENT

(8:17:58) – Chairperson Hays entertained public comments; however, none were forthcoming.

X. FOR POSSIBLE ACTION – ADJOURNMENT

(8:18:08) – **Trustee Patton moved to adjourn the meeting.** Chairperson Hays adjourned the meeting at 8:18 p.m.

The Minutes of the February 22, 2018 Carson City Library Board of Trustees meeting are so approved this 22nd day of March, 2018.

JEREMEY HAYS, Chair