

# **CARSON CITY LIBRARY BOARD OF TRUSTEES**

## **Minutes of the March 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, March 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](http://www.carson.org/minutes).

#### **I. CALL TO ORDER - ROLL CALL**

(5:30:41) – Chairperson Hays called the meeting to order at 5:30 p.m. Roll was called and a quorum was present.

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

(5:30:58) – 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 FEBRUARY 22, 2018 REGULAR MEETING**

(5:31:12) – Chairperson Hays introduced the item. There were no changes or corrections to the minutes. **Trustee Liveratti moved to approve the February 22, 2018 meeting minutes as written. Trustee 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**

(5:31:55) – Chairperson Hays introduced this item. Trustee Patton referenced the Friends of the Carson City Library report, which is incorporated into the record and noted that she had nothing to add at this time.

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

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(5:32:05) – None.

**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).**

(5:32:25) – 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. There were no public comments.

**VI.b INFORMATION ONLY - PRESENTATION AND SUMMARY OF ACTIVITIES AND OPERATIONS FROM PRIOR MONTH AND COMING MONTHS.**

(5:36:12) – Ms. Loyd noted that the Carson City Library is one of 29 finalists for the 2018 National Medal for Museum and Library Service. She also announced that it was the Carson City Library's turn to share their story on the IMLS Facebook page on March 16, 2018. Ms. Loyd stated that through the Library's Story Share program, which gives patrons the opportunity to share on social media how the Library improved their lives; they had recorded a success story of a business that had benefited from the Library in obtaining a patent and creating a product. She encouraged everyone to share their stories as well, adding that the campaign ended on April 13, 2018. Ms. Loyd also announced that author and inventor Milton Chen would speak on April 12, 2013 [at 5:30 p.m. at the Brewery Arts Center's Black Box Theater]. Additionally, Ms. Loyd informed the Board that the elevator had broken twice; therefore, laptops would be checked out to patrons for use downstairs. She also noted that the City's budget open house would now take place on April 2, 2018 and the Board of Supervisors would hear the budget on April 19, 2018.

**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).**

(5:44:08) – Access Services Manager Kathy Rush presented her report which is incorporated into the record. There were no public comments.

**VII.b 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.**

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(5:42:01) – 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.

**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.**

(5:46:52) – Ms. Loyd explained that Collection Development Manager Amy Lauder was offsite; however, her report was incorporated into the packet for the Board's review. There were no public comments.

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

(5:47:06) – Chairperson Hays introduced the item. There were no Board member announcements.

**IX. PUBLIC COMMENT**

(5:47:19) – Chairperson Hays entertained public comments; however, none were forthcoming.

**X. FOR POSSIBLE ACTION – ADJOURNMENT**

(5:47:28) – **Trustee Patton moved to adjourn.** Chairperson Hays adjourned the meeting at 5:47 p.m.

The Minutes of the March 22, 2018 Carson City Library Board of Trustees meeting are so approved this 26<sup>th</sup> day of April, 2018.

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JEREMEY HAYS, Chair