

CARSON CITY LIBRARY BOARD OF TRUSTEES

Minutes of the May 3, 2018 Special Meeting

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A special meeting of the Carson City Library Board of Trustees was scheduled for 5:00 p.m. on Thursday, May 3, 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

(5:06:02) – Chairperson Hays called the meeting to order at 5:30 p.m. Roll was called and a quorum was present.

II. PUBLIC COMMENT

(5:06:29) – Chairperson Hays entertained public comment; however, none were forthcoming.

III. FOR POSSIBLE ACTION – Library Board of Trustees Business

III.A FOR POSSIBLE ACTION: TO APPROVE DONATION AGREEMENT BETWEEN THE HOP & MAE ADAMS FOUNDATION, CARSON INCUBATOR 1, LLC AND THE CARSON CITY LIBRARY BOARD OF TRUSTEES, FOR THE PURPOSE OF A SPECIAL LIBRARY SERVICE PROGRAM FOR ECONOMIC DEVELOPMENT IN CARSON CITY.

(5:06:38) – Chairperson Hays introduced the item. Ms. Loyd listed the agenda materials which are incorporated into the record: 1) Chapter 379 – Public Libraries, of the Nevada Revised Statute (NRS); 2) the Carson City Library's proposed organizational chart; 3) the Business Development Manager's job description; 4) the draft budget for the operations of the Adams Hub for the remainder of the 2018-2019 Fiscal Year and for the entire 2019-2020 Fiscal Year; 3) the Staff Report and presentation heard by the Carson City Board of Supervisors in their meeting today; 4) the Donation Agreements (initial and most recent).

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(5:08:47) – Ms. Loyd reviewed the previously-referenced presentation to the Board of Supervisors (incorporated into the record) and responded to clarifying questions by the trustees. Trustee Liveratti was informed that the funds will be incorporated into library's budget but as a separate line item.

(5:24:20) – Ms. Yowell outlined the edits made to the original agreement in the form of late material, such as in-kind matches being used for grants. Ms. Loyd also highlighted one-time operational expenses such as network installation and triple-net lease responsibilities in the form of taxes, building maintenance, and insurance. Vice Chair Long received clarification that repairs discovered during the inspection would be handled by the Foundation within 30 or 60 days, based on the nature of the repairs. Ms. Loyd explained to Trustee Patton that some of her time will be spent “on the front end”; however, she believed that the new Business Development manager had expertise in developing plans and surveying the community. Vice Chair Long inquired about the consequences of going over budget and Ms. Loyd assured her that they will be cutting expenses should they be unable to meet the revenue. Discussion ensued regarding cancellation of the agreement and Chairperson Hays referred the trustees to page 11 of the agreement titled Right of Cancellation. Vice Chair Long noted that she had attended the Board of Supervisors meeting in which this information was presented and believed “this is a good opportunity”. Trustee Patton stated she was present at the Board of Supervisors meeting and called the incoming Business Development Manager “very competent”. She also believed the agreement will be “another feather in the cap of the Library”. There were no public comments and Chairperson Hays entertained a motion.

(5:39:13) – Vice Chair Long moved to approve the Donation Agreement between the Hop and Mae Adams Foundation, Carson Incubator 1, LLC and the Carson City Library Board of Trustees, for the purpose of a special library service program for economic development in Carson City. The motion was seconded by Trustee Patton. Motion Carried 5-0-0.

(5:39:54) - Ms. Yowell requested a withdrawal of the motion and the vote, and proposed a different one to reference the late material.

(5:41:49) – Trustee Liveratti moved to withdraw the previous motion made by Vice Chair Long and the vote that was taken. Vice Chair Long seconded the motion. Motion carried 5-0-0.

(5:42:22) – New Motion: Vice Chair Long moved to approve the Donation Agreement between the Hop and Mae Adams Foundation, Carson Incubator 1, LLC and the Carson City Library Board of Trustees, for the purpose of a special library service program for economic development as defined in the Donation Agreement provided in the late materials earlier today. The motion was seconded by Trustee Patton. Motion carried 5-0-0.

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

(5:43:06) – Chairperson Hays introduced the item. There were no Board member announcements.

V. PUBLIC COMMENT

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(5:43:23) – Chairperson Hays entertained public comments; however, none were forthcoming.

VI. FOR POSSIBLE ACTION – ADJOURNMENT

(5:43:40) – **Trustee Patton moved to adjourn.** Chairperson Hays adjourned the meeting at 5:43 p.m.

The Minutes of the May 3, 2018 Carson City Library Board of Trustees meeting are so approved this 24th day of May, 2018.

JEREMEY HAYS, Chair