

CARSON CITY LIBRARY BOARD OF TRUSTEES

Minutes of the May 24, 2018 Regular 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, May 3, 2018 in the Community Center Sierra Room, 851 East William Street, Carson City Nevada.

PRESENT: Chairperson Jeremey Hays
Trustee John Liveratti
Trustee Phyllis Patton
Trustee Dianne Solinger

STAFF: Sena Loyd, Executive Director
Iris Yowell, Deputy District Attorney
Mary Walker, Recording Secretary
Minutes by: 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

(5:31:14) – Chairperson Hays called the meeting to order at 5:31 p.m. Roll was called and a quorum was present. Vice Chair Long was absent.

II. PUBLIC COMMENT

(5:31:48) – Chairperson Hays entertained public comment. Crystal Winter-Powers introduced herself read a prepared statement, incorporated into the record, regarding the transient and homeless presence at the Carson City Library. Ms. Winter-Powers also offered several solutions that she had discussed with the Carson City Sheriff. Ms. Yowell thanked Ms. Winter-Powers and noted that her letter should be addressed to the Library Board of Trustees and not the Board of Supervisors. Chairperson Hays also thanked Ms. Winter-Powers and clarified that the Board will not be able to take action during the public comment segment of the agenda; however, he explained that the smoking area had already been moved to the parking lot and that the Sheriff's Office walkthroughs had been discussed previously. Ms. Loyd stated that if the Library staff requests a deputy to come to the library and conduct a walkthrough, he/she will respond, based upon availability. She also noted that should a patron alert them that someone is smoking in front of the Library, a staff member will handle the situation. Ms. Winter-Powers expressed concern over Library staff walking to their cars alone and after hours. Ms. Yowell suggested agendaizing the item for a future discussion, per the Open Meeting Law.

III. FOR POSSIBLE ACTION – APPROVAL OF MINUTES OF PREVIOUS MEETING

III.A FOR POSSIBLE ACTION - APPROVAL OF MINUTES OF PREVIOUS MEETING (APRIL 26, 2018 - REGULAR MEETING)

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(5:43:40) – chairperson Hays introduced the item. **Trustee Patton noted a correction in the April 26, 2018 meeting minutes and moved to approve them as amended. The motion was seconded by Trustee Solinger. Motion carried 4-0-0.**

III.b FOR POSSIBLE ACTION - APPROVAL OF MINUTES OF PREVIOUS MEETING (MAY 3, 2018 - SPECIAL MEETING)

(5:44:50) – Chairperson Hays introduced the item. **Trustee Solinger moved to approve the May 3, 2018 meeting minutes as presented. The motion was seconded by Trustee Liveratti. Motion carried 4-0-0.**

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

(5:45:18) – Chairperson Hays introduced the item. Trustee Patton referenced the report incorporated into the record and highlighted that “April was a great month for us donation-wise and sales-wise”, adding that the two author events had generated “good attendance”. Trustee Patton also announced that a web design and social media firm had been hired, and that the next author event would take place on June 13, 2018. There were no public comments.

V. FOR POSSIBLE ACTION – LIBRARY BOARD OF TRUSTEES BUSINESS

V.a FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION TO APPROVE THE UNCLASSIFIED JOB PERFORMANCE APPRAISAL FOR THE LIBRARY DIRECTOR, SENA LOYD.

(5:46:59) – Chairperson Hays introduced the item and noted that he had sent Ms. Loyd’s performance appraisal to all the trustees and had received feedback. He indicated that “everything we’re seeing from the Library Director has been phenomenal” and noted that she had accomplished each of the objectives outlined in the Strategic Plan which had resulted in her receiving an “outstanding” rating. Trustee Patton stated her agreement with the review and praised Ms. Loyd’s community outreach and awareness creation. She also addressed one comment in the 360 feedback which noted that the commenter was not being included in the planning process. Ms. Loyd clarified that they are working with an outside consultant to better streamline communications, adding that she planned to solicit quarterly input from Staff to ensure the issue is resolved. Trustee Solinger also noted the communication issue and Chairperson Hays explained that “obvious progress” was being made in that arena. There were no public comments; therefore, Chairperson Hays entertained a motion.

(5:52:00) – Trustee Patton moved to accept [the Library Director’s unclassified job performance appraisal] and pass it on to Human Resources. The motion was seconded by Trustee Solinger. Motion carried 4-0-0.

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).**

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(5:52:19) – Chairperson Hays introduced the item. Ms. Loyd presented the agenda materials which are incorporated into the record and responded to clarifying questions. She also indicated that at the 83 percent of the year-lapse stage, the budget was at the 75 percent-spent level. She also noted that the Adams Hub funding had been received and introduced the new Business Development Manager, Valerie Cauhape. There were no public comments.

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

(5:55:39) – Ms. Loyd announced that the Board of Trustees retreat will take place on June 3, 2018 with an agenda and public posting to follow. She also introduced the Summer Learning Challenge to be kicked off on June 10, 2018, 12 p.m. until 3 p.m. with many activities such as a petting zoo, painted rocks, a virtual reality exhibit, and a food truck. Ms. Loyd invited the trustees to attend a Conservation Ambassadors event with exotic animals, on June 12, 2018 and announced that newly-hatched goslings have taken up residence in the Secret Garden which has been closed for that reason. There were no public comments.

VII. INFORMATION ONLY – OTHER ADMINISTRATIVE REPORTS

VII.a 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.

(5:59:07) – Department Business Manager Diane Baker presented her report which is incorporated into the record. There were no public comments.

VII.b 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).

(6:01:51) – Access Services Manager Kathy Rush presented her report which is incorporated into the record. There were no public comments.

VII.c COLLECTION DEVELOPMENT UPDATE AND ACTIVITIES SINCE LAST REPORT. PURCHASING AND FORMAT REPORT OF THE MATERIALS ADDED TO THE LIBRARY COLLECTION DURING THE PAST MONTH.

(6:04:17) – Collection Development Manager Amy Lauder presented her report which is incorporated into the record. Ms. Loyd clarified that the replacement bookcases were funded by the salary savings and approved by the Internal Finance Committee. There were no public comments.

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

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(6:07:55) – Chairperson Hays introduced the item. There were no member announcements.

IX. PUBLIC COMMENT

(6:08:05) – Chairperson Hays entertained public comments; however, none were forthcoming.

X. FOR POSSIBLE ACTION – ADJOURNMENT

(6:08:14) – **Trustee Liveratti moved to adjourn.** Chairperson Hays adjourned the meeting at 6:08 p.m.

The Minutes of the May 24, 2018 Carson City Library Board of Trustees meeting are so approved this 28th day of June, 2018.

JEREMEY HAYS, Chair