

CARSON CITY LIBRARY BOARD OF TRUSTEES

Minutes of the July 26, 2018 Regular Meeting

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A regular meeting of the Carson City Library Board of Trustees was scheduled for 5:00 p.m. on Thursday, July 26, 2018 in the Community Center Sierra Room, 851 East William Street, Carson City Nevada.

PRESENT: Chairperson Jeremey Hays
Vice Chair Amanda Long
Trustee Nicholas Cranston
Trustee Phyllis Patton

STAFF: Sena Loyd, Executive Director (via telephone)
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

(5:02:05) – Chairperson Hays called the meeting to order at 5:02 p.m. Roll was called and a quorum was present. Trustee Sollinger was absent.

II. PUBLIC COMMENT

(5:02:58) – Chairperson Hays entertained public comment; however, none were forthcoming. He also introduced and welcomed newly-appointed Trustee Nicholas Cranston. Chairperson Hayes noted that item V.a will be heard prior to item III.a.

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

III.a FOR POSSIBLE ACTION - APPROVAL OF MINUTES OF PREVIOUS MEETING (June 28, 2018 - REGULAR MEETING)

(5:04:26) – chairperson Hays introduced the item. **Vice Chair Long moved to approve the minutes of the June 28, 2018 meeting. The motion was seconded by Trustee Patton. Motion Carried 4-0-0.**

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

(5:05:10) – Chairperson Hays introduced the item. Trustee Patton referenced the report incorporated into the record, and announced an upcoming four-author event to take place on July 27, 2018 at 6:30 p.m. at Brower's Corner.

V. FOR POSSIBLE ACTION – LIBRARY BOARD OF TRUSTEES BUSINESS

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V.a FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION FOR ELECTION OF BOARD CHAIR AND VICE CHAIR.

(5:03:35) – Chairperson Hays introduced the item.

(5:03:48) – Trustee Patton moved to reelect Jeremy Hays to the position of Chair. The motion was seconded by Vice Chair Long. Motion carried 4-0-0.

(5:04:02) – Trustee Patton moved to reelect Amanda Long to the position of Vice Chair. The motion was seconded by Trustee Cranston. Motion carried 4-0-0.

V.b INFORMATION ONLY - PRESENTATION AND DISCUSSION ON NEA BIG READ GRANT FINAL REPORT IN PARTNERSHIP WITH CARSON CITY CULTURAL COMMISSION AND CARSON CITY CULTURE AND TOURISM AUTHORITY.

(5:05:55) – Chairperson Hays introduced the item. Arts and Culture Coordinator Mark Salinas introduced himself and presented the NEA Big Read Grant final report, which is incorporated into the record, and responded to clarifying questions by the trustees. Chairperson Hays and Vice Chair Long thanked Mr. Salinas for the creative execution of the project. There were no public comments.

V.c FOR POSSIBLE ACTION: PRESENTATION, DISCUSSION AND POSSIBLE ACTION TO APPROVE REVISIONS TO THE CARSON CITY LIBRARY POLICY.

(5:24:25) – Chairperson Hays introduced the item. Ms. Loyd referenced the Carson City Library Policy draft which is incorporated into the record and stated that several minor corrections regarding the Adams Hub will be added to the existing document. The trustees indicated that they had reviewed the content. Trustee Patton agreed with the proposed revisions; however, she noted several typographical errors. Ms. Yowell confirmed for Chairperson Hays that the Policy may be approved with the non-substantive changes. There were no public comments.

(5:28:51) – Vice Chair Long moved to approve the [Policy] changes as presented with any typographical corrections made. The motion was seconded by Trustee Cranston. Motion carried 4-0-0.

V.d FOR POSSIBLE ACTION: PRESENTATION, DISCUSSION AND POSSIBLE ACTION ON THE SPECIAL LIBRARY SERVICES PROGRAM FOR ECONOMIC DEVELOPMENT AT ADAMS HUB FOR INNOVATION INTERIM STRATEGIC PLAN.

(5:29:11) – Chairperson Hays introduced the item. Special Library Services Program of Economic Development Business Development Manager Valerie Cauhape presented the draft agenda materials and responded to clarifying questions. There were no public comments; therefore, Chairperson Hays entertained a motion.

(5:41:30) – Vice Chair Long moved to approve the Special Library Services Program for Economic Development at Adams Hub for Innovation Interim Strategic Plan. The motion was seconded by Trustee Patton. Motion carried 4-0-0.

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V.e FOR POSSIBLE ACTION: PRESENTATION, DISCUSSION AND POSSIBLE ACTION ON APPROVING CARSON CITY LIBRARY'S MEMBERSHIP COST NOT TO EXCEED \$52,500 FOR FY19 IN THE NEVADA LIBRARY COOPERATIVE (NLC), BUDGETED IN CONTRACTUAL SERVICES LINE ITEM 101-6200-455-03-49.

(5:41:56) – Chairperson Hays noted that this item will be continued until the next meeting as the presenter was unable to attend this meeting.

V.f FOR POSSIBLE ACTION: PRESENTATION, DISCUSSION AND POSSIBLE ACTION ON LIBRARY STRATEGIC PLANNING 2020-2025.

(5:42:27) – Chairperson Hays introduced the item. Ms. Baker presented the Carson City Library Results and Findings using the Edge Assessment Tool, which is incorporated into the record, and responded to positive trustee feedback and questions. There were no public comments. Ms. Loyd noted that a motion was not necessary as the item would be discussed again “due to us not having our planning meeting”, adding that an action would be relevant if additional direction were given to Staff.

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), ADAMS HUB FUND (232) AND GRANT FUNDS (275).

(6:01:50) – Chairperson Hays introduced the item and Ms. Loyd presented the budget information incorporated into the record and responded to clarifying questions. She also received positive feedback from the Trustees regarding the new dashboard format.

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

(6:03:25) – Ms. Loyd also referenced the Library Director’s Report, incorporated into the record, and notified the Board of several departures, including that of Access Services Manager Kathy Rush.

VII. INFORMATION ONLY – OTHER ADMINISTRATIVE REPORTS

VII.a INFORMATION ONLY - GRANTS ADMINISTRATION PROVIDES INFORMATION REGARDING GRANTS, INCLUDING NARRATIVE REPORTS OF ACTIVITIES OF CURRENT, PAST AND UPCOMING GRANTS, AWARDS, AND PROJECTS.

(6:11:47) – Ms. Baker presented her written report which is incorporated into the record.

VII.b INFORMATION ONLY - SLSPED AT ADAMS HUB UPDATE AND ACTIVITIES SINCE LAST REPORT. REPORT OF ACTIVITIES FROM THE SPECIAL LIBRARY SERVICES PROGRAM OF ECONOMIC DEVELOPMENT (SLSPED) AT ADAMS HUB FOR INNOVATION. SLSPED IS A

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SPECIAL PROGRAM OF THE CARSON CITY LIBRARY TO FOSTER INNOVATION, LEARNING, AND ENTREPRENEURSHIP IN CARSON CITY.

(6:14:40) – Ms. Cauhape presented her written report which is incorporated into the record.

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

(6:19:01) – Collection Development Manager Amy Lauder presented her written report which is incorporated into the record. She also presented the Access Services Update report, incorporated into the record as well.

VII.d INFORMATION ONLY - CREATIVE LEARNING UPDATE AND ACTIVITIES SINCE LAST REPORT. ADULT SERVICES PROVIDE PROGRAMMING AND SERVICES TO THOSE 18 YEARS AND OLDER. YOUTH SERVICES PROVIDES PROGRAMMING AND SERVICES TO THOSE 17 YEARS AND YOUNGER.

(6:23:40) – Creative Learning Manager Virginia Evans presented her report which is incorporated into the record. She also noted that 14 children had attended a successful coding camp. Ms. Baker commented that the Airport Open House attendance had resulted in assisting an aviation group in digitizing and 3D printing an old aircraft part.

VII.e INFORMATION ONLY – 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).

Presented during item VII.c

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

(6:28:10) – Chairperson Hays introduced the item. There were no trustee announcements.

IX. PUBLIC COMMENT

(6:28:24) – Chairperson Hays entertained public comments; however, none were forthcoming.

X. FOR POSSIBLE ACTION – ADJOURNMENT

(6:28:34) – **Vice Chair Long moved to adjourn.** Chairperson Hays adjourned the meeting at 6:28 p.m.

The Minutes of the July 26, 2018 Carson City Library Board of Trustees meeting are so approved this 23rd day of August, 2018.

JEREMEY HAYS, Chair