

# **CARSON CITY LIBRARY BOARD OF TRUSTEES**

## **Minutes of the August 23, 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, August 23, 2018 in the Community Center Sierra Room, 851 East William Street, Carson City Nevada.

**PRESENT:** Chairperson Jeremy Hays  
Vice Chair Amanda Long  
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**

(5:03:36) – Chairperson Hays called the meeting to order at 5:00 p.m. Roll was called and a quorum was present. Trustee Nicholas Cranston was absent and Trustee Solinger arrived at 5:21 p.m.

### **II. PUBLIC COMMENT**

(5:03:54) – Chairperson Hays entertained public comment; however, none were forthcoming.

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

#### **III.a FOR POSSIBLE ACTION - APPROVAL OF MINUTES OF PREVIOUS MEETING (JULY 26, 2018 - REGULAR MEETING)**

(5:04:06) – Chairperson Hays introduced the item. **Trustee Patton moved to approve the minutes of the July 26, 2018 meeting. The motion was seconded by Vice Chair Long. Motion Carried 3-0-0.**

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

(5:04:37) – Chairperson Hays introduced the item. Trustee Patton reviewed the report incorporated into the record. She also announced that the new website “is up and running” and invited everyone to visit [www.friendscclibrary.org](http://www.friendscclibrary.org).

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

#### **V.a FOR POSSIBLE ACTION: PRESENTATION, DISCUSSION AND POSSIBLE ACTION ON APPROVING CARSON CITY LIBRARY'S MEMBERSHIP COST NOT TO EXCEED \$52,500 FOR FY19**

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**IN THE NEVADA LIBRARY COOPERATIVE (NLC), BUDGETED IN CONTRACTUAL SERVICES  
LINE ITEM 101-6200-455-03-49.**

(5:09:32) – Chairperson Hays introduced the item. Ms. Loyd gave background and invited Cynthia O, Nevada Library Cooperative Coordinator to present the agenda materials which are incorporated into the record. She also clarified that no action would be taken in this meeting as they did not have an invoice yet. Ms. O described the benefits of the Cooperative which connected rural libraries in the State, and reviewed the operational improvements that are being made to the program. Ms. Loyd clarified that she was a board member of the Cooperative, as were the directors of the participating libraries. Collection Development Manager Amy Lauder announced the sharing of OverDrive electronic books among the Cooperative's participants increasing the available content and lowering the cost. Ms. Loyd noted that the invoice must be approved by the Board of Supervisors once approved by this Board.

**V.b FOR POSSIBLE ACTION - DISCUSSION AND POSSIBLE ACTION TO APPROVE FUNDING A CONTRACT WITH MATT WESTFIELD FOR THE ENTREPRENEUR IN RESIDENCE PROGRAM AT THE SPECIAL LIBRARY SERVICES PROGRAM FOR ECONOMIC DEVELOPMENT AT ADAMS HUB (PROFESSIONAL SERVICES: 232-6200-455-03-09) AND TO DIRECT SENA LOYD, LIBRARY DIRECTOR TO EXECUTE AN AGREEMENT WITH MR. WESTFIELD FOR THIS PURPOSE ON BEHALF OF THE LIBRARY BOARD OF TRUSTEES. THIS CONTRACT WILL HAVE A FISCAL IMPACT THAT DOES NOT EXCEED \$13,850 BEFORE DECEMBER 31, 2018.**

(5:17:18) – Chairperson Hays introduced the item. Special Library Services Program of Economic Development Business Development Manager at the Adams Hub for Innovation Valerie Cauhape presented the agenda materials, incorporated into the record, and recommended extending a contract for the Entrepreneur-in-Residence program to Matt Westfield. Ms. Loyd clarified for chairperson Hays that the position will be funded through the Professional Services category of the budget. Ms. Cauhape noted that members may purchase additional hours of Mr. Westfield's time for \$10 more than his negotiated hourly rate as a form of cost recovery. There were no public comments.

**(5:23:24) – Vice Chair Long moved to approve funding a contract with Matt Westfield for the for the Entrepreneur-In-Residence program at the Special Library Services Program for Economic Development at Adams Hub (Professional Services: 232-6200-455-03-09) and to direct Sena Loyd, Library Director to execute an agreement with Mr. Westfield for this purpose on behalf of the Library Board of Trustees. This contract will have a fiscal impact that does not exceed \$13,850 before December 31, 2018. Trustee Patton seconded the motion. Motion carried 4-0-0.**

**V.c FOR POSSIBLE ACTION - DISCUSSION AND POSSIBLE ACTION TO APPROVE FUNDING A CONTRACT WITH MOLLY DAHL FOR THE NEW ENTREPRENEUR PROGRAM AT THE SPECIAL LIBRARY SERVICES PROGRAM FOR ECONOMIC DEVELOPMENT AT ADAMS HUB (PROFESSIONAL SERVICES: 232-6200-455-03-09) AND TO DIRECT SENA LOYD, LIBRARY DIRECTOR TO EXECUTE AN AGREEMENT WITH MS. DAHL FOR THIS PURPOSE ON BEHALF OF THE LIBRARY BOARD OF TRUSTEES. THIS CONTRACT WILL HAVE A FISCAL IMPACT THAT DOES NOT EXCEED \$6,392 BEFORE DECEMBER 31, 2018.**

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(5:24:41) – Chairperson Hays introduced the item. Ms. Cauhape presented the agenda materials which are incorporated into the record. She also noted that the contract will be valid until December 31, 2018. Ms. Loyd referenced item V.f in which the Carson City School District would pay the Library \$10,000 to run this program at Carson High School. There were no public comments.

**(5:28:00) – Trustee Patton moved to approve funding a contract with Molly Dahl for the New Entrepreneur program at the Special Library Services Program for Economic Development at Adams Hub (Professional Services: 232-6200-455-03-09) and to direct Sena Loyd, Library Director to execute an agreement with Ms. Dahl for this purpose on behalf of the Library Board of Trustees. This contract will have a fiscal impact that does not exceed \$6,392 before December 31, 2018. The motion was seconded by Trustee Solinger. Motion carried 4-0-0.**

**V.d FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION TO APPROVE THE ADAMS HUB POLICY.**

(5:28:41) – Chairperson Hays introduced the item. Ms. Cauhape referenced the policy draft incorporated into the record and noted that changes and revisions will be highlighted and brought back to this Board for re-approval at any time a revision is made. There were no public comments.

**(5:30:26) – Vice Chair Long moved to approve the Adams Hub Policy. The motion was seconded by Trustee Patton. Motion carried 4-0-0.**

**V.e FOR POSSIBLE ACTION: PRESENTATION, DISCUSSION AND POSSIBLE ACTION ON FY19 LIBRARY SERVICES TECHNOLOGY ACT GRANT CARSON CITY LIBRARY PLANNING INITIATIVE FROM NEVADA STATE LIBRARY ARCHIVES AND PUBLIC RECORDS IN THE AMOUNT OF \$31,400.**

(5:30:45) – Chairperson Hays introduced the item. Department Business Manager Diane Baker presented the agenda materials, incorporated into the record and recommended the acceptance of the grant. There were no public comments.

**(5:32:56) – Vice Chair Long Moved to accept the grant. The motion was seconded by Trustee Patton. Motion carried 4-0-0.**

**V.F TO APPROVE A \$10,000 AGREEMENT BETWEEN THE CARSON CITY SCHOOL DISTRICT AND THE CARSON CITY LIBRARY BOARD OF TRUSTEES, FOR THE PURPOSE OF NEW ENTREPRENEUR NETWORK IN THE SPECIAL LIBRARY SERVICE PROGRAM FOR ECONOMIC DEVELOPMENT AT ADAMS HUB IN CARSON CITY.**

(5:33:12) – Chairperson Hays. Ms. Loyd noted that the agenda item did not specify “For Possible Action”; therefore, the item will be continued at a later date.

**VI. INFORMATION ONLY - LIBRARY DIRECTOR REPRESENTATIVE ADMINISTRATIVE REPORTS**

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

(5:33:55) – Chairperson Hays introduced the item. Ms. Loyd presented her written report which is incorporated into the record. She also received positive feedback regarding the new dashboard displaying the summary information. Chairperson Hays was pleased with the dashboard; however, he also wished to see the detailed backup data as it is presented now. There were no public comments.

**VI.b 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).**

Presented by Ms. Loyd immediately after item VI.b and incorporated into the record.

**VII. INFORMATION ONLY – OTHER ADMINISTRATIVE REPORTS**

**VII.a INFORMATION ONLY - OTHER ADMINISTRATIVE REPORTS. ADMINISTRATION UPDATE AND ACTIVITIES SINCE LAST REPORT.**

(5:43:22) – Chairperson Hays introduced the item. Ms. Baker presented her report which is incorporated into the record. There were no public comments. There were no public comments.

**VII.b INFORMATION ONLY - OTHER ADMINISTRATIVE REPORTS. SLSPED AT ADAMS HUB UPDATE AND ACTIVITIES SINCE LAST REPORT.**

(5:44:44) – Ms. Cauhape presented her report which is incorporated into the record, including a report and key learnings from her visit, along with Ms. Loyd, to several library sites in Phoenix, Arizona. Ms. Cauhape also updated the Board on upcoming events such as networking and business development, and responded to clarifying questions. There were no public comments.

**VII.c INFORMATION ONLY - OTHER ADMINISTRATIVE REPORTS. COLLECTION DEVELOPMENT UPDATE AND ACTIVITIES SINCE LAST REPORT.**

(5:53:50) – Ms. Lauder presented her report, incorporated into the record, and responded to clarifying questions by the trustees. There were no public comments.

**VII.d INFORMATION ONLY - OTHER ADMINISTRATIVE REPORTS. CREATIVE LEARNING UPDATE AND ACTIVITIES SINCE LAST REPORT.**

(5:57:43) – Creative Learning Manager Virginia Evans presented her report which is incorporated into the record. She also responded to clarifying questions from the Board. Ms. Loyd clarified that Deputy District Attorney Iris Yowell was reviewing the virtual reality waiver.

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

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(6:03:55) – Chairperson Hays introduced the item. There were no trustee announcements.

**IX. PUBLIC COMMENT**

(6:04:12) – Chairperson Hays entertained public comments; however, none were forthcoming.

**X. FOR POSSIBLE ACTION – ADJOURNMENT**

**(6:04:27) – Trustee Patton moved to adjourn. Chairperson Hays adjourned the meeting at 6:04 p.m.**

The Minutes of the August 23, 2018 Carson City Library Board of Trustees meeting are so approved this 27<sup>th</sup> day of September, 2018.

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JEREMEY HAYS, Chair