

**CARSON CITY LIBRARY BOARD OF TRUSTEES**  
**Minutes of the September 27, 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, September 27, 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  
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**

(5:30:47) – Chairperson Hays called the meeting to order at 5:30 p.m. Roll was called and a quorum was present.

**II. PUBLIC COMMENT**

(5:31:13) – Chairperson Hays entertained public comments; 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  
(AUGUST 23, 2018 - REGULAR MEETING)**

(5:31:22) – Chairperson Hays introduced the item. **Vice Chair Long moved to approve the minutes of the August 23, 2018 meeting. The motion was seconded by Trustee Solinger. Motion Carried 5-0-0.**

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

(5:31:57) – Chairperson Hays introduced the item. Trustee Patton reviewed the report which is incorporated into the record. She also noted that the “half off sale” held on Saturday, September 22, 2018 had been successful, adding that they had received so many donations that they were running out of shelf space.

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

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**V.a FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION TO APPROVE NEVADA PUBLIC LIBRARIES FY 2019 STATE COLLECTION DEVELOPMENT GRANT APPLICATION IN THE AMOUNT OF \$11,784.**

(5:32:34) – Chairperson Hays introduced the item. Ms. Loyd introduced the agenda report and noted that this grant will be used to further develop the Library’s collection of in-print and digital health materials, along with the Carson City Health and Human Services Department. There were no public comments.

**(5:34:21) – Trustee Patton moved to approve the Carson City Library’s Nevada Public Libraries FY 2019 State Collection Development Grant Application in the amount of \$11,784. The motion was seconded by Trustee Solinger. Motion carried 5-0-0.**

**V.b FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION 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.**

(5:34:41) – Chairperson Hays introduced the item. Ms. Loyd gave background and presented the agenda report which is incorporated into the record. Ms. Baker clarified for Vice Chair Long that the contract term was for one year and not for one month. Ms. Loyd explained that the funding will be received by the Library from the School District, as a pass-through entity, to operate the New Entrepreneur Network, primarily at Carson High School, out of the special library service program for economic development at Adams Hub. There were no public comments.

**(5:40:00) – Trustee Cranston moved to approve a \$10,000 agreement, as amended, between the Carson City School District and the Carson City Library Board of Trustees, for the purpose of the New Entrepreneur Network in the special library service program for economic development at Adams Hub in Carson City. The motion was seconded by Trustee Patton. Motion carried 5-0-0.**

**V.c FOR POSSIBLE ACTION: TO APPROVE THE REQUEST FOR PROPOSAL (RFP) TO IDENTIFY A PLANNING CONSULTANT OR CONSULTANTS FOR THE STRATEGIC PLANNING PROCESS.**

(5:40:55) – Chairperson Hays introduced the item. Ms. Loyd referenced the Request for Proposals for Strategic Planning Services, incorporated into the record. Ms. Baker highlighted the scope of work and noted that several local consultants had been identified. Additionally, she stated that the request will be posted to reach a larger consulting audience. Trustee Solinger was informed that the cost will not exceed the grant amount received, up to \$15,000. Ms. Loyd also clarified that the former strategic plan was a refresh of the existing one, prepared by the then interim and the former Library directors. There were no public comments; therefore, Chairperson Hays entertained a motion.

**(5:43:47) – Vice Chair Long moved to approve the Request for Proposal for the strategic planning services. The motion was seconded by Trustee Cranston. Motion Carried 5-0-0.**

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

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

(5:44:12) – Chairperson Hays introduced the item. Ms. Loyd presented her report which is incorporated into the record and noted that another staff member had taken a position at the Nevada State Library and Archives. She also explained that they had posted the currently open positions. Ms. Loyd reported that a \$3,500 travel grant was awarded to them as well by the State Library to attend the Nevada Library Association conference.

**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).**

(5:47:33) – Ms. Loyd presented that budget and related reports which are incorporated into the record, and responded to clarifying questions by the trustees.

**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.**

(5:59:05) – Ms. Baker presented the Grants and Administration report and responded to clarifying questions. There were no public comments.

**VII.b 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).**

(5:57:39) – Interim Access Services manager Ermal Reinhart presented his 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.**

(6:01:20) – Ms. Loyd indicated that Collection Development Manager Amy Lauder was on vacation and referenced the report that she had provided for the record. There were no public comments.

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**VII.d 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.**

(6:01:48) – Creative Learning Manager Virginia Evans presented her report which is incorporated into the record. She also spoke of collaboration with the Parks and Recreation Department to strengthen teen programming. There were no public comments.

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

(6:04:03) – Special Library Services Program of Economic Development Business Development Manager at the Adams Hub for Innovation Valerie Cauhape highlighted special Nevada Day fundraising opportunities included in her report, which is incorporated into the record. She also reviewed the Adams Hub Objective and Key Performance Indicators Update, incorporated into the record as well. Ms. Cauhape indicated that the memberships were increasing at Adams Hub and responded to clarifying questions by the trustees. There were no public comments.

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

(6:12:36) – Chairperson Hays introduced the item. There were no trustee announcements. Ms. Loyd invited Board members and others to volunteer during the Nevada Day fundraiser, the Passport to Downtown event, and the Nevada Day Parade.

**IX. PUBLIC COMMENT**

(6:14:40) – Chairperson Hays entertained public comments; however, none were forthcoming.

**X. FOR POSSIBLE ACTION – ADJOURNMENT**

**(6:14:49) – Trustee Patton moved to adjourn. Chairperson Hays adjourned the meeting at 6:14 p.m.**

The Minutes of the September 27, 2018 Carson City Library Board of Trustees meeting are so approved this 25<sup>th</sup> day of October, 2018.

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JEREMEY HAYS, Chair