

CARSON CITY LIBRARY BOARD OF TRUSTEES

Minutes of the October 25, 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, October 25, 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
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

(5:03:19) – Chairperson Hays called the meeting to order at 5:30 p.m. Roll was called and a quorum was present. Trustee Solinger was absent.

II. PUBLIC COMMENT

(5:03:46) – 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 (SEPTEMBER 27, 2018 - REGULAR MEETING)

(5:04:02) – Chairperson Hays introduced the item and entertained corrections or a motion. **Trustee Patton moved to approve the minutes of the September 27, 2018 meeting as presented. The motion was seconded by Trustee Cranston. Motion Carried 4-0-0.**

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

(5:04:34) – Chairperson Hays introduced the item. Trustee Patton reviewed the report which is incorporated into the record. She also stated that award-winning novelist Teri Case will be at the Browser's Corner Bookstore on November 1, 2018 at 5:30 p.m. for a book signing event.

V. FOR POSSIBLE ACTION – LIBRARY BOARD OF TRUSTEES BUSINESS

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V.a FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION TO APPROVE FUNDING A CONTRACT FOR PLANNING CONSULTANTS FOR THE STRATEGIC PLANNING PROCESS (GRANT FUNDING: 275-6200-455-12-76.) THIS CONTRACT WILL HAVE A FISCAL IMPACT THAT DOES NOT EXCEED \$15,000 BEFORE JUNE 30, 2019.

(5:05:40) – Chairperson Hays introduced the item. Ms. Baker presented the agenda report and responded to clarifying questions. Trustee Patton called the proposal “very thorough” and Ms. Baker noted that an annual follow up was offered at no additional charge. There were no public comments.

(5:07:57) – MOTION: Trustee Cranston moved to accept the proposal as submitted. The motion was seconded by Trustee Patton. Motion Carried 4-0-0.

V.b FOR POSSIBLE ACTION: PRESENTATION, DISCUSSION AND POSSIBLE ACTION ON FEDERAL 2019 LIBRARY SERVICES TECHNOLOGY ACT PROPOSAL. INITIAL CARSON CITY LIBRARY PROPOSAL TO THE NEVADA STATE LIBRARY ARCHIVES AND PUBLIC RECORD.

(5:08:15) – Chairperson Hays introduced the item. Ms. Baker gave background and presented the agenda report which is incorporated into the record. Trustee Patton believed Staff should move forward with the proposal as the information would be of great value to the Library and other cities and communities in Northern Nevada.

(5:10:31) – MOTION: Trustee Patton moved to approve the Carson City Library Services and Technology Act (LSTA) 2019 grant cycle proposal as submitted by the Library Staff. The motion was seconded by Trustee Cranston. Motion Carried 4-0-0.

V. FOR POSSIBLE ACTION - APPROVAL AND DISCUSSION ON ADDITION OF A STAFF DEVELOPMENT DAY CLOSURE ON FRIDAY, DECEMBER 7TH 2018.

(5:11:03) – Chairperson Hays introduced the item. Ms. Loyd referenced the Library Calendar which is incorporated into the record and noted that the planned Staff Development day had been scheduled during the Nevada Library Association Conference; however only four staff members had attended the conference. Ms. Loyd proposed having the Staff Development day on Friday, December 7th, 2018. Based upon a question by Chairperson Hays, Ms. Loyd reviewed a potential curriculum for that day, noting that the Nevada Library Association Conference attendees would report out on attended sessions; a staff internal strategic planning would be held; and the possible utilization of a library consultant discussion may also be held. There were no public comments.

(11:13:07) – MOTION: Trustee Cranston moved to approve the addition of a Staff Development day closure on Friday, December 7, 2018. The motion was seconded by Vice Chair Long. Motion carried 4-0-0.

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.

(5:13:44) – Chairperson Hays introduced the item. Ms. Loyd presented her report which is incorporated into the record, and recommended that the trustees read their emails on the carson.org site for certain personnel information that would not be discussed in an open meeting. She also reported on her trip to the Meridian Library System in Boise, Idaho along with Special Library Services Program of Economic Development Business Development Manager at the Adams Hub for Innovation Valerie Cauhape and Collection Development Manager Amy Lauder, noting that they had cultivated special partnerships and had brought back key learnings regarding innovation. Ms. Loyd also reported on a potential partnership with Western Nevada College for Maker Space classes, and Staff's participation in the Nevada Library Association Conference. She discussed the requirements of the Nevada Public Library Trustee training program for the Board members as a prerequisite for grant funding as well. Ms. Loyd announced that Interim Access Services Manager Ermal Reinhart had accepted the vacant Access Services Manager position. 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).

(5:20:20) – Ms. Loyd presented that budget and related reports which are incorporated into the record, and responded to clarifying questions by the trustees. 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.

(5:25:34) – Ms. Baker presented the Grants and Administration report, incorporated into the record, 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).

(5:28:50) – Mr. Reinhart presented his report which is incorporated into the record. There were no public comments.

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

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(5:31:20) – Ms. Cauhape presented her report, incorporated into the record, and elaborated on the key observations from the Boise trip highlighted earlier by Ms. Loyd. She also reviewed the Adams Hub Key Performance Indicators, incorporated into the record as well. There were no public comments.

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

(5:39:26) – Collection Development Manager Amy Lauder presented her report which is incorporated into the record and responded to clarifying questions by the trustees. There were no public comments.

VII.e 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.

(5:44:51) – Ms. Loyd announced the departure of Creative Learning Manager Virginia Evans and highlighted the key points in the report, which is incorporated into the record. There were no public comments.

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

(5:46:28) – Chairperson Hays introduced the item. Trustee Patton announced that the Friends of the Carson City Library would participate in the Parks and Recreation Department’s “Boonanza” Halloween program in the Community Center.

IX. PUBLIC COMMENT

(5:47:06) – Chairperson Hays entertained public comments; however, none were forthcoming. Ms. Loyd reminded the Board that November’s meeting date had been changed to accommodate the Thanksgiving holiday, and that the next meeting will take Place on Thursday, November 29, 2018.

X. FOR POSSIBLE ACTION – ADJOURNMENT

(5:47:40) – Trustee Patton moved to adjourn. Chairperson Hays adjourned the meeting at 5:47p.m.

The Minutes of the October 25, 2018 Carson City Library Board of Trustees meeting are so approved this 29th day of November, 2018.

JEREMEY HAYS, Chair