

**CARSON CITY LIBRARY BOARD OF TRUSTEES**  
**Minutes of the November 29, 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, November 29, 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**

(5:02:44) – Chairperson Hays called the meeting to order at 5:02 p.m. Roll was called and a quorum was present.

**II. PUBLIC COMMENT**

(5:03:12) – 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  
(OCTOBER 25, 2018 - REGULAR MEETING)**

(5:03:25) – Chairperson Hays introduced the item and entertained corrections or a motion. **Vice Chair Long moved to approve the minutes of the October 25, 2018 meeting as presented. The motion was seconded by Trustee Patton. Motion Carried 5-0-0.**

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

(5:04:04) – Chairperson Hays introduced the item. Trustee Patton reviewed the report which is incorporated into the record. There were no public comments.

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

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**V.a FOR POSSIBLE ACTION - PRESENTATION, DISCUSSION AND POSSIBLE ACTION ON CARSON CITY LIBRARY CALENDAR 2019, WITH HOLIDAY AND STAFF DEVELOPMENT CLOSURES.**

(5:05:32) – Chairperson Hays introduced the item. Ms. Loyd presented the proposed Library calendar, incorporated into the record, and reviewed the closure dates. Chairperson Hays noted that the Library had surprisingly lost very few hours to the refresh. There were no public comments.

**(5:11:35) – MOTION: Vice Chair Long moved to approve the 2019 Carson City Library calendar as included. The motion was seconded by Trustee Solinger. Motion carried 5-0-0.**

**V.b FOR POSSIBLE ACTION: PRESENTATION, DISCUSSION AND POSSIBLE ACTION TO APPROVE THE REQUEST OF THE RECLASSIFICATION OF A CREATIVE LEARNING MANAGER (UNCLASSIFIED P-1) TO A CREATIVE LEARNING MANAGER (UNCLASSIFIED M-1) POSITION FROM THE CARSON CITY BOARD OF SUPERVISORS, CONTINGENT ON THE FINAL APPROVAL OF THE CARSON CITY BOARD OF SUPERVISORS.**

(5:11:54) – Chairperson Hays introduced the item. Ms. Loyd clarified that her request this evening was approval to seek the reclassification from the Board of Supervisors. She also presented background, proposed management structure, the fiscal impact of the reclassification, the responsibilities of the position, and the proposed organizational chart, all of which are incorporated into the record. Chairperson Hays received confirmation that this request would retain the equitability among all managers. Ms. Loyd also stated that they were not receiving the right level of applicants based on the current classification. Trustee Patton gave background on the initial reclassification and believed this was the right move. Vice Chair Long was informed that the reclassification would have to “go through the budget process and would be enacted on July 1, 2019”. Ms. Loyd clarified that the M-1 position required a master’s degree whereas the P-1 position required a bachelor’s degree. There were no public comments.

**(5:22:45) – MOTION: Trustee Cranston moved to approve the request of the reclassification of a Creative Learning Manager (Unclassified P-1) to a Creative Learning Manager (Unclassified M-1) position from the Carson City Board of Supervisors, contingent on the final approval of the Carson City Board of Supervisors. The motion was seconded by Vice Chair Long. Motion carried 5-0-0.**

**V.c FOR POSSIBLE ACTION: PRESENTATION, DISCUSSION AND POSSIBLE ACTION TO UPDATED PRICE SCHEDULE OF MONTHLY SERVICES FOR THE SLSPED AT ADAMS HUB FOR INNOVATION.**

(5:23:11) – Chairperson Hays introduced the item. Special Library Services Program of Economic Development (SLSPED) Business Development Manager at the Adams Hub for Innovation Valerie Cauhape presented the proposed updates, incorporated into the record, to the current price schedule. She wished for the new schedule to reflect the December 1, 2018 date. Ms. Cauhape also responded to clarifying questions by the Trustees. There were no public comments.

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**(5:30:14) – Vice chair Long moved to approve the updated price schedule of monthly services for the SLSPED at Adams Hub for Innovation. The motion was seconded by Trustee Solinger. Motion carried 5-0-0.**

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

(5:30:36) – Ms. Loyd presented that budget and related reports which are incorporated into the record, and responded to clarifying questions by the trustees. Ms. Cauhape presented the Adams Hub revenue report and announced that they were over the projected revenue. There were no public comments.

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

(5:38:43) – Ms. Loyd presented her report which is incorporated into the record, and highlighted a Library-wide time study, adding that the compiled data will be used for staffing, scheduling, and budget requests. She also reviewed the staffing changes, also incorporated into the report, and reminded the trustees of the December 5, 2018 planning meeting. 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.**

(5:43:05) – Ms. Baker presented the Grants and Administration report, incorporated into the record, and responded to clarifying questions. 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).**

(5:46:04) – Mr. Reinhart presented his report which is incorporated into the record. There were no public comments.

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**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.**

(5:47:30) – 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.**

(5:52:08) – Ms. Loyd presented the Creative Learning report, incorporated into the record, on behalf the interim Creative Learning Manager, Maria Klesta. There were no public comments.

**VII.c SLSPED AT ADAMS HUB UPDATE AND ACTIVITIES SINCE LAST REPORT.**

(5:54:11) – Ms. Cauhape presented her report, incorporated into the record, including the Adams Hub Key Performance Indicators. There were no public comments.

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

(5:56:31) – There were no trustee announcements.

**IX. PUBLIC COMMENT**

(5:56:44) – Chairperson Hays entertained public comments; however, none were forthcoming

**X. FOR POSSIBLE ACTION – ADJOURNMENT**

**(5:56:58) – Trustee Patton moved to adjourn. Chairperson Hays adjourned the meeting at 5:57p.m.**

The Minutes of the November 29, 2018 Carson City Library Board of Trustees meeting are so approved this 11<sup>th</sup> day of January, 2019.

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JEREMEY HAYS, Chair