

**CARSON CITY LIBRARY BOARD OF TRUSTEES**  
**Minutes of the February 28, 2019 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, February 28., 2019 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:** Diane Baker, Interim Library Director  
Todd Reese, Deputy District Attorney  
Cheryl Eggert, Deputy Clerk  
Minutes by: 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**

(5:00:20) – Chairperson Hays called the meeting to order at 5:00 p.m. Roll was called and a quorum was present.

**II. PUBLIC COMMENT**

(5:00:42) – Chairperson Hays entertained public comments; however, none were forthcoming.

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

**III.a FOR POSSIBLE ACTION - APPROVAL OF MINUTES OF PREVIOUS MEETING (JANUARY 11, 2019 - REGULAR MEETING)**

(5:00:58) – Chairperson Hays introduced the item and entertained corrections or a motion. **Trustee Patton moved to approve the minutes of the January 11, 2019 regular meeting as presented. The motion was seconded by Vice Chair Long. Motion carried 5-0-0.**

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

(5:01:20) – Chairperson Hays introduced the item. Trustee Patton explained that she had distributed the report as late material, now incorporated into the record, as it had not been included in the trustees' packets, because it was submitted while she was on vacation. She referenced the report and added that Kurt Winans, local author of Fractured Nation, would be at Browsers Corner Book Store on Thursday, March 7, 2019. Trustee Patton also

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noted that she no longer will be responsible for the Friends of the Carson City Library reports as she would no longer be the President of the Board.

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

**V.a FOR POSSIBLE ACTION - DISCUSSION AND POSSIBLE ACTION TO RANK LIBRARY CAPITAL IMPROVEMENT PROJECTS FOR PRIORITY FOR CITY BUDGET FY20 – FY24.**

(5:03:00) – Chairperson Hays introduced the item. Ms. Baker referenced the agenda materials, incorporated into the record, and requested that the Board rank the Capital Improvement projects for FY 2020-2024, especially the refurbishing of the restrooms and the installation of self-checkout stations. She also highlighted additional projects such as the auto sorter, the Library roofing, and the Library’s remote branch. Trustee Cranston was informed the auto sorter end-of-life plan was for FY 2021. He also inquired about software updates instead and Ms. Baker believed upgrades would be available. Ms. Baker explained that the auto sorter had been purchased with grant funds and was not certain whether the City’s “fix-it budget would cover any repairs”. Access Services Manager Ermal Reinhart clarified that some repairs had been performed which had not been major. In response to a question by Trustee Cranston, Ms. Baker noted that the maintenance plan for the auto sorter was purchased annually.

(5:08:23) – Vice Chair Long asked where the auto sorter was ranked in last year’s budget and Ms. Baker believed it was lower on the list due to the longer timeframe at the time. Chairperson Hays was informed that the roof has been “doing very well” since the last repairs, but that “there always are some leaks”, but that it did not need immediate attention.

(5:10:09) – Vice Chair Long believed that the priority order should consist of the restrooms first, followed by the self-checkout station, the auto sorter, the roofing, the remote branch, and the 24-hour Library, in that order. Trustee Solinger was informed that City properties in South Carson City were being considered for the remote Library branch with options such as Ross Gold Park or at a nearby fire station. Trustee Cranston prioritized his list in the following order: restrooms, self-checkout, and remote location, adding that the roof and the auto sorter could wait a bit longer. Trustee Solinger believed that the remote Library location would serve a larger part of the community; therefore, “that’ll be a good way to go”. Trustee Patton inquired about the possibility of a new building to house the Library and Ms. Baker suggested waiting for the Strategic Planning recommendation on whether to have a replacement building or a new branch, based on community input. She also explained that “the original Library and the two-story addition involved very little City funding” and was funded by major foundations. Discussion ensued regarding the mobility, vandalism, and protection from the environment of the self-checkout units and Ms. Baker stated that she had engaged in conversations with a vendor and a return purchaser from Oklahoma who had indicated the equipment was very sturdy and difficult to vandalize or break into. Mr. Reinhart added that the camera equipment on the system also acted as a deterrent. Chairperson Hayes was informed that the equipment could be installed indoors or outdoors; however, a cover would be needed for the latter.

(5:17:33) – Trustee Solinger entertained input from the Library Staff regarding their prioritization preferences and Mr. Reinhart believed the restrooms were the first priority since “they see the most use” and because they were not updated during the Library refresh, with the auto sorter being the second priority as it was nearing its end of life.

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He also believed that roofing and the 24-hour Library could be prioritized last since “our roofing seems to be holding up okay”, and explained that while the self-checkout units worked, it would be nice to have ones that are easier for the patrons to use. Trustee Solinger noted that as a Library volunteer, she had noticed that the sorter was often down. Ms. Baker clarified that the maintenance contract is with the hardware producer; however, the software was causing the issues due to older desktops running the proprietary software. Trustee Cranston believed buying new computers would be cheaper and “worth looking into” and offered to help in interpreting any available white papers on the product.

(5:22:22) – Chairperson Hays was informed that restroom plumbing discussions were on-going with the Public Works Department, and the latter believed that most of the issues were caused by the patrons. Ms. Baker also explained that she had spoken to a contractor who had indicated they would not know the extent of the issues until “they opened up the wall”. Trustee Solinger noted that the way she read the item gave the impression that the restroom needed “beautification”; however, Chairperson Hays believed that the functionality of the restroom should be addressed as well and suggested that Staff provide additional information. Ms. Baker clarified that the Capital Improvement Projects had already been submitted for review to the City, but not to the Board of Supervisors. Chairperson Hays was informed by Mr. Reese that the Board may “modify the ranking of the project and specify within that project that the restroom project consider the operability of the restrooms and the drainage and other issues that you’re having”. Discussion ensued regarding ranking and Ms. Baker described the budgeting process, emphasizing the fact that the Library is one of many departments that request funds from a limited budget. Trustee Patton believed the restroom should be the first priority and suggested highlighting it as a multi-year project, since the extent of the innovations will not be clear until “a hole is punched in the wall”. She also noted that the immediate plumbing problems must be addressed as soon as possible, prior to the external “beautification”.

(5:31:54) – Chairperson Hays polled the Board on each individual item beginning with the restrooms, which all trustees ranked as the first priority. The consensus was to rank the self-checkout as second, the auto sorter as third, the roof as fourth, and the remote library as fifth priority. There were no public comments. Chairperson Hays entertained a motion.

**(5:35:24) – MOTION: Trustee Cranston moved to approve the project prioritization as listed [by Ms. Baker in the Agenda Report] with the caveat that the restroom project be expanded to include issues beyond beautification, such as plumbing. Trustee Patton seconded the motion. Motion carried 5-0-0.**

**V.b FOR POSSIBLE ACTION - DISCUSSION AND POSSIBLE ACTION ON GENERAL BUDGET SUPPLEMENTAL REQUESTS FOR FY 2020 BUDGET TO RECLASSIFY THE CREATIVE LEARNING MANAGER POSITION FROM P-1 LEVEL TO M-1 LEVEL.**

(5:35:54) – Chairperson Hays introduced the item. Ms. Baker gave background on the reclassification of the Creative Learning Manager position by the Board which had taken place in an earlier meeting. She also explained that the former Library Executive Director had discussed the item with the Board of Supervisors and had been advised to include it in the budgeting process. Ms. Baker clarified the reclassification reasons which were the result of a City-wide reclassification study that placed the managers in the M-1 category and provided them with increased responsibilities. There were no public comments.

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**(5:39:45) – MOTION:** Trustee Patton moved to request that the reclassification of the Creative Learning Manager position (from P-1 to M-1) be included in the budgeting process instead of having it approved by the Board of Supervisors. The motion was seconded by Trustee Cranston. Motion carried 5-0-0.

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

**VI.a FOR INFORMATION ONLY - PRESENTATION AND DISCUSSION OF A REPORT OF ACTIVITIES RELATED TO THE PROGRESS OF THE STRATEGIC PLANNING INITIATIVE 2019-2024 FOR THE CARSON CITY LIBRARY.**

(5:40:15) – Ms. Baker referenced the agenda reports, incorporated into the record, which included the materials from the February 26, 2019 community workshop prepared by Dr. Fred Steinmann of the UNR University Center for Economic Development who led the Strategic Planning process for the Library. Ms. Baker called the workshop successful, despite the poor weather. There were no public comments.

**VI.b INFORMATION ONLY - PRESENTATION AND DISCUSSION OF A REPORT CONCERNING ACTIVITIES AND OPERATIONS OF THE LIBRARY SINCE THE PRESENTATION OF THE LAST REPORT.**

(5:42:34) – Ms. Baker presented the Library Director's Report, which is incorporated into the record and responded to clarifying questions by the trustees. Chairperson Hays inquired about the Adams Hub and Ms. Baker stated that she, along with Vice Chair Long, had met with Steve Neighbors, Trustee, Hop & Mae Adams Foundation, and agreed to staff the front desk of the Adams Hub, previously staffed by student interns. She also noted that search was underway for a new Business Development Manager. There were no public comments.

**VI.c INFORMATION ONLY - PRESENTATION AND DISCUSSION OF A REPORT CONCERNING CONDITION OF THE CITY FY BUDGET (101), GIFT FUND (23), ADAMS HUB FUND (232), AND GRANT FUNDS (275).**

(5:52:06) – Ms. Baker presented the Grants and Administration report, incorporated into the record, and responded to clarifying questions. There were no public comments.

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

**VII.a INFORMATION ONLY - PRESENTATION, DISCUSSION AND UPDATE ON ACCESS SERVICES ACTIVITIES SINCE THE PRESENTATION OF THE LAST REPORT, TO PROVIDE INFORMATION CONCERNING THE CATALOGING AND PROCESSING OF ALL PHYSICAL RESOURCES IN THE LIBRARY AND THE CIRCULATION OF RESOURCES (CHECK IN AND OUT).**

(5:56:12) – Access Services Manager Ermal Reinhart presented his report which is incorporated into the record and responded to clarifying questions by the trustees. There were no public comments.

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**VII.b INFORMATION ONLY - PRESENTATION, DISCUSSION AND UPDATE ON CREATIVE LEARNING ACTIVITIES SINCE THE PRESENTATION OF THE LAST REPORT, TO PROVIDE INFORMATION CONCERNING PROGRAMMING AND SERVICES FOR PERSONS OF ALL AGES.**

(6:04:25) – Creative Learning Manager, Maria Klesta presented her report which is incorporated into the record. There were no public comments.

**VII.c INFORMATION ONLY - PRESENTATION, DISCUSSION AND UPDATE ON ACTIVITIES SINCE THE PRESENTATION OF THE LAST REPORT TO PROVIDE INFORMATION REGARDING GRANTS, INCLUDING NARRATIVE REPORTS OF ACTIVITIES OF CURRENT, PAST AND UPCOMING GRANTS, AWARDS AND PROJECTS.**

(6:08:05) – Ms. Baker presented her report which is incorporated into the record. There were no public comments.

**VII.d INFORMATION ONLY - PRESENTATION, DISCUSSION AND UPDATE ON COLLECTION DEVELOPMENT ACTIVITIES SINCE THE PRESENTATION OF THE LAST REPORT, TO PROVIDE INFORMATION CONCERNING MATERIALS ADDED TO THE LIBRARY COLLECTION DURING THE PAST MONTH.**

(6:08:49) – Collection Development Manager Amy Lauder presented her report which is incorporated into the record. There were no public comments.

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

(6:11:33) – Trustee Cranston announced that he would not be able to attend the March Board meeting. He also stated that he had toured the Switch Data Center and its Innovation Center, a collaborative business hub, which he likened to the Adams Hub and offered to set up a tour for interested Library Staff.

**IX. PUBLIC COMMENT**

(6:12:48) – Chairperson Hays entertained public comments and Ms. Baker noted that the Explore Earth Exhibit will begin on March 11, 2019 and continue throughout April of 2019.

**X. FOR POSSIBLE ACTION – ADJOURNMENT**

**(6:14:00) – Trustee Cranston moved to adjourn. Chairperson Hays adjourned the meeting at 6:14 p.m.**

The Minutes of the February 28, 2019 Carson City Library Board of Trustees meeting are so approved this 28<sup>th</sup> day of March, 2019.

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JEREMEY HAYS, Chair