

## **CARSON CITY LIBRARY BOARD OF TRUSTEES**

### **Minutes of the January 11, 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 Friday, January 11, 2019 in the Community Center Sierra Room, 851 East William Street, Carson City Nevada.

**PRESENT:** Chairperson Jeremey Hays  
Vice Chair Amanda Long  
Trustee Phyllis Patton

**STAFF:** Sena Loyd, Executive Director  
Diane Baker, Department Business Manager  
Todd Reese, 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**

(5:01:12) – Chairperson Hays called the meeting to order at 5:01 p.m. Roll was called and a quorum was present. Trustees Cranston and Solinger were absent.

#### **II. PUBLIC COMMENT**

(5:01:36) – Chairperson Hays entertained public comments. Aubrey Rowlett, newly-elected Clerk Recorder, noted that she wished to introduce herself to the trustees. Deputy District Attorney Todd Reece also introduced himself and noted that he had been assigned to this Board.

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

##### **III.a FOR POSSIBLE ACTION - APPROVAL OF MINUTES OF PREVIOUS MEETING (DECEMBER 5, 2018 - SPECIAL MEETING)**

(5:02:26) – Chairperson Hays introduced the item and entertained corrections or a motion. **Vice Chair Long moved to approve the minutes of the December 5, 2018 special meeting as presented. The motion was seconded by Trustee Patton. Motion carried 3-0-0.**

##### **III.b FOR POSSIBLE ACTION - APPROVAL OF MINUTES OF PREVIOUS MEETING (NOVEMBER 29, 2018 - REGULAR MEETING).**

(5:03:14) – Chairperson Hays introduced the item and entertained corrections or a motion. **Trustee Patton moved to approve the minutes of the November 29, 2018 regular meeting. The motion was seconded by Vice Chair Long. Motion carried 3-0-0.**

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

(5:03:51) – Chairperson Hays introduced the item. Trustee Patton explained that a report had not been included in the trustees' packets and announced that the holiday bazaar had generated “a little over \$4,000” in income. She also noted that that the election of new officers would be held on January 12, 2019 which would mean she would no longer be president.

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

##### **V.a FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION TO APPOINT DIANE BAKER, DEPARTMENT BUSINESS MANAGER, AS INTERIM LIBRARY DIRECTOR EFFECTIVE FEBRUARY 4, 2019 UNTIL A NEW LIBRARY DIRECTOR IS HIRED.**

(5:04:34) – Chairperson Hays introduced the item. Ms. Loyd referenced her resignation letter, incorporated into the record, and announced that as part of the transition, she would work for the Library on weekends until February 3, 2019. She also recommended appointing Diane Baker as the Interim Library Director until February 4, 2019 or until a replacement is hired. Trustee Patton believed that Ms. Baker would maintain continuity. There were no public comments.

**(5:04:49) – MOTION: Vice Chair Long moved to appoint Diane Baker as the Interim Library Director effective February 4, 2019 until a new Library Director is hired. Trustee Patton seconded the motion. Motion carried 3-0-0.**

(5:06:09) – Ms. Loyd clarified that “after 90 days of service at a higher level position, the resolution from the Board of Supervisors for unclassified staff has a 10 percent pay bump”, adding that the salary savings from her position would cover that increase.

##### **V.b FOR POSSIBLE ACTION: PRESENTATION, DISCUSSION AND POSSIBLE ACTION TO SELECT ONE OR MORE OF THE FOLLOWING OPTIONS TO FACILITATE THE PROCESS OF RECRUITING A NEW LIBRARY DIRECTOR: (1) APPOINT A MEMBER OF THE LIBRARY BOARD OR A LIBRARY STAFF MANAGER TO COORDINATE DIRECTLY WITH THE CARSON CITY HUMAN RESOURCES DEPARTMENT AND PROVIDE PERIODIC UPDATES TO THE BOARD REGARDING THE PROCESS; (2) AUTHORIZE THE EMPLOYMENT OF SENA LOYD, OUTGOING LIBRARY DIRECTOR, AS A MARATHON EMPLOYEE AT AN HOURLY RATE OF NOT MORE THAN \$30 PER HOUR AND FOR NOT MORE THAN 8 HOURS PER MONTH UNTIL THE CONCLUSION OF THE RECRUITMENT PROCESS; OR (3) HIRE A THIRD-PARTY RECRUITMENT FIRM TO DIRECT THE RECRUITMENT, FOR A NOT TO EXCEED AMOUNT OF \$20,000.**

(5:06:35) – Chairperson Hays introduced the item. Ms. Loyd introduced human resources (HR) representative Megan McCarthy who would be responsible for the recruitment process. She also clarified that HR had requested that a representative appointed by this Board update them on the recruitment process. Ms. Loyd Provided four options, incorporated into the record; however, she requested the removal of the third option, which was to appoint her to be the representative. Discussion ensued regarding the appointment of a staff member (preferably a manager) and Ms. Baker indicated that she could take on the responsibility as she did not plan on applying for the position of Library Director. In response to a question, Ms. Loyd clarified that Board of Supervisors' approval was

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not required for the recruitment unless the trustees “decide to hire above the bottom one-third of that [salary] rate”. Chairperson Hays believed that Ms. Baker would be the preferred choice to handle the recruitment process as she had the best understanding of the job requirements and the processes. Vice Chair Long expressed concern regarding Ms. Baker’s upcoming workload; however, Ms. Baker believed that once key positions have been filled, she would be able to focus on the recruitment. There were no public comments.

**(5:14:12) – MOTION:** Vice Chair Long moved to appoint Diane Baker to coordinate directly with the Carson City Human Resources Department to provide periodic updates to the Board regarding the recruitment process [for a Library Director]. The motion was seconded by Trustee Patton. Motion carried 3-0-0.

**V.c FOR POSSIBLE ACTION: PRESENTATION, DISCUSSION, AND POSSIBLE ACTION TO APPROVE A REVISED JOB DESCRIPTION FOR THE POSITION OF LIBRARY DIRECTOR, INCLUDING SALARY RANGE, AND TO AUTHORIZE THE METHOD AND LOCATION OF JOB POSTING AND THE RECRUITMENT PERIOD.**

(5:14:40) – Chairperson Hays introduced the item. Ms. Loyd referenced the current job description under which she was hired and a revised one with input from the Chief Deputy District Attorney and the Human Resources Director with additional input from her. She also reviewed the proposed salary range and reiterated that any increase in the budgeted amount would have to be approved by the Board of Supervisors. She also requested that this Board authorize the job posting with the revised job description, the budgeted salary range, the posting cost (with a not-to-exceed amount), and an expiration date of the posting period. Discussion ensued regarding the expiration date of the posting period and Ms. Loyd reviewed a proposed recruitment flyer to be posted on the American Library Association’s website and on the City’s job board. She also suggested the posting to last at least 60 days with a possible 30-day extension, adding that HR was ready to post as soon as possible. There were no public comments.

**(5:25:15) – MOTION:** Vice Chair Long moved to approve the revised job description for the position of Library Director, and authorize the posting of the job beginning on January 14, 2019 for an amount not to exceed \$900.00 with the posting period to expire 60 days from the start of posting. The motion was seconded by Trustee Patton. Motion carried 3-0-0.

**V.d FOR POSSIBLE ACTION: TO RECOMMEND THAT THE BOARD OF SUPERVISORS APPROVE A PAYMENT FOR ANNUAL SERVICES RECEIVED FROM THE NEVADA LIBRARY COOPERATIVE, FOR A NOT TO EXCEED AMOUNT OF \$52,033.70 TO BE FUNDED FROM THE LIBRARY’S CONTRACTUAL SERVICES BUDGET ITEM (101-6200-455-03-49).**

(5:25:53) – Chairperson Hays introduced the item. Ms. Baker presented the invoice from the Nevada Library Cooperative, incorporated into the record, for the annual cost of the Integrated Library Services. She also explained that even though the trustees had previously approved the expense, the invoice must be approved by the Board of Supervisors as it exceeds the \$50,000 threshold. There were no public comments.

**(5:27:40) – MOTION:** Trustee Patton moved to recommend to the Board of Supervisors approval of a payment to the Nevada Library Cooperative for the not-to-exceed amount of \$52,033.70. The motion was seconded by Vice Chair Long. Motion carried 3-0-0.

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**V.e FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION TO APPROVE AN AMENDMENT TO CONTRACT #1819-107 WITH MOLLY DAHL FOR THE BUSINESS ENTREPRENEUR INSTRUCTION - NEW ENTREPRENEUR PROGRAM AT THE SPECIAL LIBRARY SERVICES PROGRAM FOR ECONOMIC DEVELOPMENT AT ADAMS HUB FOR AN ADDITIONAL NOT TO EXCEED AMOUNT OF \$3,608 FOR A TOTAL CONTRACT AMOUNT OF \$10,000, AND TO EXTEND THE TERM OF THE CONTRACT TO JUNE 30, 2019.**

(5:28:02) – Chairperson Hays introduced the item, and Ms. Baker presented the agenda materials, incorporated into the record. There were no public comments.

**(5:29:23) – MOTION: Vice Chair Long moved to approve an amendment to the Contract [#1819-107] with Molly Dahl. The motion was seconded by Trustee Patton. Motion carried 3-0-0.**

**V.f FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION TO APPROVE AN AMENDMENT TO CONTRACT #1819-035 WITH MATT WESTFIELD FOR THE BUSINESS INCUBATOR ENTREPRENEUR IN RESIDENCE PROGRAM AT THE SPECIAL LIBRARY SERVICES PROGRAM FOR ECONOMIC DEVELOPMENT AT ADAMS HUB FOR AN ADDITIONAL NOT TO EXCEED AMOUNT OF \$10,150 FOR A TOTAL CONTRACT AMOUNT OF \$24,000, AND TO EXTEND THE TERM OF THE CONTRACT TO JUNE 30, 2019.**

(5:29:37) – Chairperson Hays introduced the item and Ms. Baker presented the agenda materials which are incorporated into the record. There were no public comments.

**(5:30:46) – MOTION: I move to approve an amendment to the Contract [#1819-035] with Matt Westfield for the stated amount. The motion was seconded by Vice Chair Long. Motion carried 3-0-0.**

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

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

(5:30:05) – Ms. Loyd indicated that this was her last report and noted that she would continue to be a Library patron. She congratulated Maria Klesta for accepting the Creative Learning Manager position and presented the balance of her report, incorporated into the record. Ms. Loyd highlighted several personnel updates and reviewed the Library Director recruitment timeline as well. Chairperson Hays thanked Ms. Loyd for her years of service. There were no public comments.

**VI.b INFORMATION ONLY - PRESENTATION AND DISCUSSION OF A REPORT CONCERNING THE CONDITION OF THE CITY FY BUDGET (101), GIFT FUND (230), ADAMS HUB FUND (232) AND GRANT FUNDS (275).**

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(5:36:27) – Ms. Loyd presented the budget and related reports which are incorporated into the record, and responded to clarifying questions by the trustees. She also highlighted a new report for the Adams Hub which had been requested by the Hop and Mae Adams Foundation. There were no public comments.

(5:41:13) – Based on a question regarding the Open Meeting Law, Mr. Reese clarified that “the bare minimum public comment that the Open Meeting Law requires is a comment period in the beginning and a comment period in the end”, adding that should the Chair prefer to ask for public comment after each agenda item, he may do so.

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

**VII.a 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.**

(5:42:24) – Ms. Baker presented the Grants and Administration report, incorporated into the record, and responded to clarifying questions. There were no public comments.

**VII.b 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.**

(5:47:55) – 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.c 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).**

(5:54:14) – Access Services Manager Ermal Reinhart presented his report which is incorporated into the record. There were no public comments.

**VII.e INFORMATION ONLY - PRESENTATION, DISCUSSION AND UPDATE ON CREATIVE LEARNING ACTIVITIES SINCE THE PRESENTATION OF THE LAST REPORT, TO PROVIDE INFORMATION CONCERNING ADULT SERVICES WHICH CONCERN PROGRAMMING AND SERVICES FOR PERSONS 18 YEARS OF AGE AND OLDER.**

(5:57:17) – Creative Learning Manager, Maria Klesta presented her report which is incorporated into the record. There were no public comments.

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

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(5:58:58) – There were no trustee announcements.

**IX. PUBLIC COMMENT**

(5:59:12) – Chairperson Hays entertained public comments; however, none were forthcoming

**X. FOR POSSIBLE ACTION – ADJOURNMENT**

**(5:59:23) – Trustee Patton moved to adjourn. Chairperson Hays adjourned the meeting at 6 p.m.**

The Minutes of the January 11, 2019 Carson City Library Board of Trustees meeting are so approved this 28<sup>th</sup> day of February, 2019.

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JEREMEY HAYS, Chair