

CARSON CITY LIBRARY BOARD OF TRUSTEES

Minutes of the March 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, March, 28, 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
Trustee Dianne Solinger

STAFF: Diane Baker, Interim Library Director
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.

I. CALL TO ORDER - ROLL CALL

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

II. PUBLIC COMMENT

(5:02:47) – Chairperson Hays entertained public comments. Larry Buck introduced himself as retired and a Library Patron. Mr. Buck praised the services offered by the Library; however, he was concerned about the homeless population inside and outside the Library. He cited examples of inappropriate behaviors in front of Library patrons, including children and stated that he would no longer use the Library while they loitered in front of the Library. Chairperson Hays thanked Mr. Buck for bringing the issue to the Board's attention. Trustee Patton suggested escalating the issue to the Board of Supervisors.

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

III.a FOR POSSIBLE ACTION - APPROVAL OF MINUTES OF PREVIOUS MEETING (February 28, 2019 - Regular Meeting)

(5:09:15) – Chairperson Hays introduced the item and entertained corrections or a motion. **Trustee Patton moved to approve the minutes of the February 28, 2019 regular meeting with a date correction in the header. The motion was seconded by Vice Chair Long. Motion carried 4-0-0.**

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

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(5:10:25) – Chairperson Hays introduced the item. Ms. Baker noted that a report had not been submitted on time to include in the agenda packets.

V. FOR POSSIBLE ACTION – LIBRARY BOARD OF TRUSTEES BUSINESS

V.a FOR POSSIBLE ACTION - PRESENTATION, DISCUSSION AND POSSIBLE ACTION TO SELECT UP TO JOB-RELATED COMPETENCIES FOR LIBRARY DIRECTOR.

(5:10:46) – Chairperson Hays introduced the item. Ms. Baker acknowledged Megan McCarthy of the City's Human Resources Department and reviewed the competencies which are incorporated into the record. Ms. McCarthy noted that they had received 14 applications, 11 of which had met the minimum criteria. Discussion ensued regarding the criteria and Ms. McCarthy noted that all candidates will fill out the same applications and will be asked the same interview questions. She also explained that the interview questions derived from the criteria would not be brought back to the next Board meeting to avoid having the candidates see them. Mr. Reese stated that delegating the compilation of the interview questions to Chairperson Hays was acceptable. There were no public comments.

(5:26:23) – MOTION: Trustee Long moved to appoint Chairperson Hays to choose the competencies in helping select the interview questions for the Library Director Position. The motion was seconded by Trustee Patton. Motion carried 4-0-0.

VI. INFORMATION ONLY - LIBRARY DIRECTOR REPRESENTATIVE 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.

(5:27:29) – Ms. Baker presented the Director's Report, incorporated into the record, and highlighted the staffing and legislative updates. She also announced that she was working with the District Attorney's Office on a Policy and Procedure review which will be presented to Board at a future meeting. In response to a question, Ms. Baker announced that National Library Week will be held in the second week of April. There were no public comments.

VI.b 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).

(5:34:35) – Ms. Baker presented the budget snapshot and related reports which are incorporated into the record, and responded to clarifying questions by the trustees.

VI.c 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.

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(5:38:04) – Ms. Baker referenced the agenda materials, incorporated into the record, announced the completion of the Community Workshops and explained that additional focus groups with the business community and the School District were being planned. She expected to have a Strategic Plan draft to be reviewed at the next meeting. There were no public comments.

VI.d FOR INFORMATION ONLY - PRESENTATION AND DISCUSSION OF A REPORT ON GENERAL BUDGET SUPPLEMENTAL REQUESTS FOR FY 2020.

(5:39:50) – Ms. Baker reviewed the supplemental budget requests which are incorporated into the record. There were no public comments.

VII. INFORMATION ONLY – OTHER ADMINISTRATIVE REPORTS

VII.a 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.

(5:42:08) – Collection Development Manager Amy Lauder presented her report which is incorporated into the record. There were no public comments.

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.

(5:44:06) – 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 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).

(5:46:44) – 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.

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

(5:49:10) – Trustee Patton announced that the Friends of the Carson City Library celebrate their fifth anniversary on April 13, 2019. She also noted that they were hosting a Chamber of Commerce Mixer and had an author event planned in April.

IX. PUBLIC COMMENT

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(5:50:20) – Chairperson Hays entertained public comments

X. FOR POSSIBLE ACTION – ADJOURNMENT

(5:50:33) – Trustee Solinger moved to adjourn. Chairperson Hays adjourned the meeting at 5:52 p.m.

The Minutes of the March 28, 2019 Carson City Library Board of Trustees meeting are so approved this 25th day of April, 2019.

JEREMEY HAYS, Chair