

# **CARSON CITY LIBRARY BOARD OF TRUSTEES**

## **Minutes of the April 25, 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 Jeremy 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  
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**

(5:01:40) – Chairperson Hays called the meeting to order at 5:01 p.m. Roll was called and a quorum was present. Chairperson Hays noted that agenda item VII will be heard after item IV.

### **II. PUBLIC COMMENT**

(5:02:40) – Chairperson Hays entertained public comments. Former Library Director Sena Loyd thanked the Board, the Library staff, and the Carson City Human Resources Department “for the public and transparent process for the recruitment of the Library Director position”. Ms. Loyd also reminded the Board of its commitment to the community “to provide the best possible service, probably one of the best in the country”. She also cited the Nevada Revised Statute (NRS) which states that population with the service area of over 50,000 shall have a Library Director with a Master's Degree in Library Science from a college or university accredited by the American Library Association. Ms. Loyd recommended that the Board hold a “meet and greet” with the top finalists and be introduced to the community members and the Library Staff to provide an opportunity for conversations with the finalists. She also recommended receiving the feedback prior to making a hiring decision.

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

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

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(5:04:43) – Chairperson Hays introduced the item and entertained corrections or a motion. **Trustee Patton moved to approve the minutes of the March, 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**

(5:05:30) – Chairperson Hays introduced the item. Ms. Baker noted that the report was incorporated in the agenda packets [and into the record] and since no representative was available from the Friends of the Carson City Library, the report would stand as is.

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

**V.a FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION TO SELECT A CANDIDATE INTERVIEW POOL FOR THE LIBRARY DIRECTOR POSITION FOR THE CARSON CITY LIBRARY FROM THE FOLLOWING APPLICANTS WHO SUBMITTED APPLICATIONS THAT PASSED MINIMUM QUALIFICATIONS: P. BARBATANO; K. DRINKA; K. HORN; C. O; L. PRYSIANZY; J. SCHWEISS; D. SECKMAN; A. SHERMAN; M. STEINMACHER; A. STRONG; F. UNAEZE; Y. WILBURN; R. WILLIAMS; AND K. YOUNG.**

(5:14:05) – Chairperson Hays introduced the item and received confirmation that all trustees had reviewed the applications. Ms. Baker suggested identifying the candidates with the best fit and suggested a manageable number (three or more). Chairperson Hays thanked all the candidates for applying and noted that he placed the candidates in three tiers. The trustees identified their third tier candidates as follows:

Chairperson Hays: P. Barbatano, K. Horn, D. Seckman, A. Sherman, A. Strong, Y. Wilburn, K. Young, and R. Williams.

Vice Chair Long: P. Barbatano, K. Horn, A. Sherman, A. Strong, Y. Wilburn, R. Williams, K. Drinka, F. Unaeze.

Trustee Patton: M. Steinmacher, P. Barbatano, K. Drinka, K. Horn, A. Sherman, R. Williams, and F. Unaeze.

Trustee Cranston: P. Barbatano, K. Horn, D. Seckman, A. Sherman, Y. Wilburn, K. Young, and R. Williams.

Trustee Solinger: M. Steinmacher, P. Barbatano, K. Horn, D. Seckman, A. Sherman, A. Strong, Y. Wilburn, R. Williams, F. Unaeze, and K. Young.

(5:29:27) – Chairperson Hays noted that the candidates on everyone's third tier list would now be moved to a fourth tier list. They were: P. Barbatano, K. Horn, A. Sherman, and R. Williams and that they would be placed on the collective third tier list. The balance of the candidates would remain on the third tier. Ms. Baker entertained nominees for the second tier candidates.

(5:33:37) – Chairperson Hays read the remaining candidates' names C. O; L. Prysianzy, and J. Schweiss. Ms. Baker suggested adding them to the first or second tier.

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Chairperson Hays: C. O and L. Prysianzy as first tier and J. Schweiss as second tier.

Vice Chair Long: C. O, L. Prysianzy, and J. Schweiss as first tier.

Trustee Solinger: C. O and L. Prysianzy as first tier; J. Schweiss as second tier.

Trustee Patton: C. O and J. Schweiss as first tier. L. Prysianzy as second tier.

Trustee Cranston: C. O and L. Prysianzy as first tier; J. Schweiss as second tier.

Megan McCarthy of Carson City Human Resources suggested interviewing at least three candidates. Vice Chair Long suggested interviewing five candidates.

(5:37:22) – Discussion ensued regarding the candidates and Ms. Baker totaled the scores to invite the following candidates to an interview: C. O, L. Prysianzy, J. Schweiss, M. Steinmacher, and K. Drinka, in addition to having D. Seckman and Y. Wilburn as alternates. Ms. Baker and Chairperson Hays noted that Carson City does “not have support for travel allowances”. Ms. McCarthy also reiterated the importance of the in-person interview. There were no public comments; therefore, Chairperson Hays entertained a motion.

**(5:51:55) – MOTION: Trustee Cranston moved to invite the following candidates to an in-person interview during the Board of Trustees May 19, 2019 meeting: C. O, L. Prysianzy, J. Schweiss, M. Steinmacher, and K. Drinka, in addition to having D. Seckman and Y. Wilburn as alternates.**

(5:52:43) – Ms. McCarthy inquired about a special meeting for the interviews and whether that should be included in the motion. Mr. Reese advised that the Chair could direct Ms. Baker to notice a special meeting.

**Motion carried 5-0-0.**

**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.**

(5:54:35) – Chairperson Hays introduced the item. Ms. Baker thanked the Board for sifting through all the applicant information and selecting the candidates for an interview. She also presented her report which is incorporated into the record and gave legislative and budget updates.

**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)**

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(6:07:15) – Ms. Baker presented the agenda materials which are incorporated into the record and responded to clarifying questions by the trustees.

**VI.c 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. STAFF SUMMARY - THE CARSON CITY LIBRARY ENGAGED DR. FRED STEINMANN FROM THE UNR UNIVERSITY CENTER FOR ECONOMIC DEVELOPMENT TO LEAD THE STRATEGIC PLANNING PROCESS FOR THE LIBRARY. THE CONTRACTED PROCESS HAS BEEN EXTENDED THROUGH APRIL 30, 2019.**

(6:13:39) – Ms. Baker referenced the Strategic Plan Draft, incorporated into the record, and noted that the meetings with the community members had been well-attended. She also noted that a final report was expected by the end of April 2017, possibly with Dr. Steinman present.

**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).**

(5:05:48) – Access Services Manager Ermal Reinhart introduced new member Ana Kurland and presented his report which is incorporated into the record.

**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.**

(5:07:22) – Creative Learning Manager Maria Klesta presented her report, incorporated into the record.

**VII.c 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.**

(5:10:17) – Collection Development Manager Amy Lauder presented her report which is incorporated into the record.

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

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(6:16:15) – Trustee Patton reported on the success of the Browser’s Corner’s fifth birthday. Chairperson Hays suggested having a mixer after the interviews and Ms. Baker suggested having it on the same evening after the interviews and proposed a non-standard time (5:30 p.m.) for the interviews.

**IX. PUBLIC COMMENT**

(6:19:40) – Chairperson Hays entertained public comments

**X. FOR POSSIBLE ACTION – ADJOURNMENT**

**(6:19:50) – Trustee Cranston moved to adjourn. Chairperson Hays adjourned the meeting at 6:20 p.m.**

The Minutes of the April 25, 2019 Carson City Library Board of Trustees meeting are so approved this 30<sup>th</sup> day of May, 2019.

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JEREMEY HAYS, Chair