

**CARSON CITY LIBRARY BOARD OF TRUSTEES**  
**Minutes of the May 30, 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, May 30, 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  
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**

(5:02:10) – Chairperson Hays called the meeting to order at 5:02 p.m. Roll was called and a quorum was present.

**II. PUBLIC COMMENT**

(5:02:42) – 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 (APRIL 8, 2019 - SPECIAL MEETING).**

(5:03:02) – Chairperson Hays introduced the item and entertained changes or correction; however, none were forthcoming.

**(5:03:07) – MOTION: Vice Chair Long moved to approve the minutes of the April 8, 2019 Special Meeting. The motion was seconded by Trustee Solinger. Motion carried 5-0-0.**

**III.b FOR POSSIBLE ACTION - APPROVAL OF MINUTES OF PREVIOUS MEETING (APRIL 25, 2019 - REGULAR MEETING).**

(5:03:40) – Chairperson Hays introduced the item and entertained corrections or a motion.

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**(5:03:07) – MOTION: Trustee Solinger moved to approve the minutes of the April 25, 2019 Special Meeting. The motion was seconded by Trustee Patton. Motion carried 5-0-0.**

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

(5:04:16) – Chairperson Hays introduced the item. Ms. Baker noted that a report had not been received for this meeting.

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

**V.a FOR POSSIBLE ACTION - DISCUSSION AND POSSIBLE ACTION REGARDING APPROVAL OF CONTRACT NO. 1920-008, A COOPERATIVE AGREEMENT WITH NEVADA LIBRARY COOPERATIVE, FOR A TOTAL NOT TO EXCEED AMOUNT OF \$236,000, THROUGH JUNE 30, 2023, AND AUTHORIZATION FOR THE LIBRARY DIRECTOR TO EXECUTE THE CONTRACT.**

(5:04:41) – Chairperson Hays introduced the item. Ms. Baker referenced the agenda materials which included a copy of the “*Cooperative Agreement between Nevada Libraries*” and noted that the current agreement would expire on June 30, 2019. She also noted that the new agreement included the expected costs for the next four years and believed that the 2020 preliminary invoice was expected to be below the “not to exceed” amount. She also explained for Chairperson Hays that Staff was able to amend some of the metrics figures and receive better information which led to the lowered cost. There were no public comments; therefore, Chairperson Hays entertained a motion.

**(5:09:56) – MOTION: Vice Chair Long moved to approve and authorize the Library Director to execute Contract No. 1920-008. The motion was seconded by Trustee Cranston. Motion carried 5-0-0,**

**V.b FOR POSSIBLE ACTION – PRESENTATION, DISCUSSION AND POSSIBLE ACTION ON THE ON THE STRATEGIC PLANNING INITIATIVE TECHNICAL REPORTS FOR THE CARSON CITY LIBRARY.**

(5:10:32) – Chairperson Hays introduced the item. Dr. Frederick Steinmann, Assistant Research Professor, Economics at University of Nevada, Reno gave background and presented his analysis that included an environmental scan, community workshops and staff, and community interviews in order to develop the 2019-2024 strategic plan for the Library, and responded to clarifying questions. He also praised the current Library services and resources that benefit the community. Dr. Steinmann presented two reports, both of which are incorporated into record. The first report summarized the completed analysis for the internal and external environments. The second report incorporated the strategic plan including the core values, the mission statement, the vision statement, the goals and objectives, and priority action areas.

(5:30:35) – Chairperson Hays thanked Dr. Steinmann and Trustee Patton indicated he had done “a marvelous job” of collecting and analyzing the information. She also noted several typographical errors that she would submit to Dr. Steinmann. Vice Chair Long commented that the defined goals were “aligned with what we all have been talking about, what we’ve been thinking”. In response to a question by Trustee Patton, Dr. Steinmann observed that many of the businesses were focusing on their own internal training, due to not having a qualified employment

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pool. He also stressed the need for developing “soft skills” along with technical skills. Trustee Solinger noted that the plan was more specific than its predecessors and addressed the fact that the Library offered more than “just books”. Dr. Steinmann complimented the Library on its diverse programs and believed that a complete change in course was not needed. Ms. Baker explained that the goal had been to produce a data-driven plan with community involvement and thanked the survey participants and workshop attendees. She also thanked the Center for Economic Development for their “annual checkup”. Chairperson Hays was also pleased with the data-driven approach. There were no public comments; therefore, the Chair entertained a motion.

**(5:38:01) – MOTION: Trustee Cranston moved to accept the Strategic Planning Initiative technical reports. The motion was seconded by Vice Chair Long. Motion carried 5-0-0.**

**V.c FOR POSSIBLE ACTION - DISCUSSION AND POSSIBLE ACTION REGARDING THE SELECTION OF A NEW LIBRARY DIRECTOR.**

(5:38:27) – Chairperson Hays introduced the item. Ms. Baker reminded everyone that late material had been received regarding this item, which is incorporated into the record. She also noted that she would capture the Board members’ scored in a spreadsheet. Vice Chair Long inquired about Staff comments and Ms. Baker confirmed that their comments were solicited after the “meet and greet” event. Trustee Cranston wished to hear the Board’s impressions of the “meet and greet”. Vice Chair Long stated that her opinion did not change from the interviews. Chairperson Hays called the community’s questions “exceedingly good”.

(5:43:42) – Chairperson Hays entertained Board member comments which were recorded in the spreadsheet below. Based on the scoring, Cynthia O was identified as the primary candidate.

|                              | <b><u>Library Director - May 30, 2019</u></b> |                  |                  |                  |                  |                  |              |
|------------------------------|---|------------------|------------------|------------------|------------------|------------------|--------------|
|                              |   |                  |                  |                  |                  |                  |              |
| <b>Candidate</b>             |   | <b><u>JH</u></b> | <b><u>AL</u></b> | <b><u>NC</u></b> | <b><u>PP</u></b> | <b><u>DS</u></b> | <b>Total</b> |
| <b>Cynthia O</b>             |   | <b>36</b>        | <b>41</b>        | <b>31</b>        | <b>40</b>        | <b>43</b>        | <b>191</b>   |
| <b>David Seckman</b>         |   | <b>29</b>        | <b>39</b>        | <b>32</b>        | <b>35</b>        | <b>49.5</b>      | <b>184.5</b> |
| <b>Joseph Schweiss</b>       |   | <b>36</b>        | <b>34</b>        | <b>36</b>        | <b>34</b>        | <b>44</b>        | <b>184</b>   |
|                              |   |                  |                  |                  |                  |                  |              |
| <b>(secondary candidate)</b> |   |                  |                  |                  |                  |                  |              |
| <b>David Seckman</b>         |   |                  | <b>x</b>         |                  |                  | <b>x</b>         |              |
| <b>Joseph Schweiss</b>       |   | <b>x</b>         |                  | <b>x</b>         | <b>x</b>         |                  |              |

(5:51:34) – Chairperson Hays entertained public comments; however none were forthcoming. Ms. Baker suggested identifying a secondary candidate as well. Trustee Cranston pointed out that the score difference between the two secondary candidates was 0.5 and suggested further discussion.

(5:52:37) – Access Services Manager Ermal Reinhart inquired about a public comment received in the form of meeting minutes from the Humboldt County Library pertaining to Ms. O. Chairperson Hays clarified that they had no information beyond the submitted minutes and Ms. Baker explained that her interpretation of the minutes

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indicated “issues of understanding library law on the county side, on the library board side with how some of the larger issues went on” adding that the minutes also reflected issues with staff. Vice Chair Long noted that there were not enough details; however, she was under the impression that there were on-going issues prior to the hiring of Ms. O. Chairperson Hays pointed out that “the support and detracting from [Ms. O] were balanced” based on the material that had been submitted to said meeting. Trustee Patton reminded the Board of a similar incident in Carson City due to the different management styles of an outgoing and an incoming library director.

(5:57:56) – Chairperson Hays received confirmation from the Board that a secondary candidate was necessary. Discussion ensued and the Board believed that Mr. Schweiss was the better fit with a 3-2 recommendation. Ms. Baker clarified that today’s decision would be to make an offer to the primary candidate and that she would work with Megan McCarthy, Carson City Human Resources, and keep the Board apprised of the outcome. Chairperson Hays entertained a motion.

**(6:08:48) – MOTION: Trustee Cranston moved to offer the position of Library Director to Cynthia O, and should she decline, secondary candidate Joseph Schweiss would be offered the position. The motion was seconded by Vice Chairperson Long. 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.**

(6:09:26) – Chairperson Hays introduced the item. Ms. Baker presented her report which is incorporated into the record and responded to clarifying questions. 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).**

(6:22:20) – Ms. Baker presented the agenda materials which are incorporated into the record and responded to clarifying questions by the trustees. There were no public comments.

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

**VII.a 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.**

(6:29:05) – Creative Learning Manager Maria Klesta presented her report, incorporated into the record. There were no public comments.

**VII.b INFORMATION ONLY - PRESENTATION, DISCUSSION AND UPDATE ON ACCESS SERVICES ACTIVITIES SINCE THE PRESENTATION OF THE LAST REPORT, TO PROVIDE**

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**INFORMATION CONCERNING THE CATALOGING AND PROCESSING OF ALL PHYSICAL RESOURCES IN THE LIBRARY AND THE CIRCULATION OF RESOURCES (CHECK IN AND OUT).**

(6:33:50) – Access Services Manager Ermal Reinhart presented his report which is incorporated into the record. There were no public comments.

**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.**

(6:36:12) – 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.**

(6:41:02) – Mr. Reese clarified that “the minutes being adopted today are past the statutory deadline for adoption; however, for good cause shown as the result of the work load at the Clerk-Recorder’s Office, there is no violation of the Open Meeting Law”.

**IX. PUBLIC COMMENT**

(6:42:05) – Chairperson Hays entertained public comments

**X. FOR POSSIBLE ACTION – ADJOURNMENT**

**(6:42:20) – Trustee Patton moved to adjourn. Chairperson Hays adjourned the meeting at 6:42 p.m.**

The Minutes of the May 30, 2019 Carson City Library Board of Trustees meeting are so approved this 27<sup>th</sup> day of June, 2019.

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JEREMEY HAYS, Chair