

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

### **Minutes of the June 27, 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, June 27, 2019 in the Community Center Sierra Room, 851 East William Street, Carson City Nevada.

**PRESENT:** Chairperson Jeremey Hays  
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**

(5:02:17) – Chairperson Hays called the meeting to order at 5:02 p.m. Roll was called and a quorum was present. Vice Chair Long was absent.

#### **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**

(5:02:48) – Chairperson Hays introduced the item and entertained comments or corrections, and when none were forthcoming, a motion.

**(5:03:01) – MOTION:** Trustee Patton moved to accept the minutes of the May 30, 2019 regular meeting and the May 23, 2019 special meeting minutes. The motion was seconded by Trustee Solinger. Motion carried 4-0-0.

**III.a FOR POSSIBLE ACTION - APPROVAL OF MINUTES OF PREVIOUS MEETING (MAY 30, 2019 - REGULAR MEETING).**

**III.b FOR POSSIBLE ACTION - APPROVAL OF MINUTES OF PREVIOUS MEETING (MAY 23, 2019 - SPECIAL MEETING).**

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

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(5:03:29) – Chairperson Hays introduced the item. Ms. Baker referenced the two reports received from the Friends of the Carson City Library, incorporated into the record, and stated that one was for the month of April, and the other was for May. She also noted that the information would stand as is, adding that any questions from the Board would be forwarded to the Friends of the Carson City Library.

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

##### **V.a FOR POSSIBLE ACTION - DISCUSSION AND POSSIBLE ACTION REGARDING A JOINT OPERATING AGREEMENT BETWEEN THE CARSON CITY LIBRARY, CARSON CITY, NORTHERN NEVADA DEVELOPMENT AUTHORITY (NNDA), AND ADAMS HUB, LLC THROUGH WHICH THE CARSON CITY LIBRARY WILL PAY NNDA \$60,000 ANNUALLY FROM THE FUNDS PROVIDED TO LIBRARY FROM THE HOP AND MAE ADAMS FOUNDATION (“HMAF”) FOR THE CREATION AND OPERATION OF A BUSINESS RETENTION AND EXPANSION PROGRAM.**

*Staff Summary:* Under the existing donation agreement between the Hope and Mae Adams Foundation (HMAF) and the Carson City Library, HMAF agreed to donate funds to the Library, and the Library agreed to fund two positions at the Adams Hub, an Adams Hub manager and a position focused on business expansion and development. Northern Nevada Development Authority (NNDA) provides complementary services, that if done separately, will likely overlap with the Adams Hub positions. Therefore, the NNDA, Adams Hub, LLC, the Carson City Library, and Carson City have agreed to join forces to fund a Business Retention and Expansion Program (“Program”).

*Under the agreements between the parties, NNDA will develop and operate the Program in cooperation with the Adams Hub for Innovation and the Library. Through the Program, NNDA will develop a tool box of resources for new businesses, identify businesses in the Sierra Region (Carson City, Douglas County, Lyon County, Mineral County, and Storey County) that may be able to make use of the resources, contact the businesses, and assist them with taking advantage of the various resources. Fifty percent of the visits to businesses are required to be within Carson City. NNDA will have oversight of the program and report metrics back to the Library and Adams Hub, LLC.*

*NNDA will supply one FTE to manage the Program, and the Library will pay NNDA \$60,000.00 annually, \$5,000 in advance of each month or \$15,000.00 in advance of each quarter, from the funds provided to Library from the HMAF to enable NNDA to fund the Program manager position. This will satisfy the Library’s obligation to HMAF to supply a position focused on business expansion and development. In conjunction with the Joint Operating Agreement, NNDA will be leasing space from Adams Hub, LLC at the Adams Hub, and NNDA’s rent payments, starting at \$2000 per month for the first year and increasing thereafter, will be directed to the Library’s Adams Hub fund to support programming at the Adams Hub providing support, assistance, and resources to local businesses.*

(5:04:18) – Chairperson Hays introduced the item. Mr. Reece gave background and reviewed the agreement which is incorporated into the record. Ms. Baker clarified that the operating agreement will be reviewed by the Board of Supervisors at their next meeting on July 3, 2019.

(5:07:49) – Chairperson Hays entertained Board and public comments, and when none were forthcoming, a motion to accept the Joint Operating agreement as presented.

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**(5:08:13) – MOTION:** Trustee Cranston moved to accept the Joint Operating Agreement as presented. The motion was seconded. 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 CONDITION OF THE CITY FY BUDGET (101), GIFT FUND (23), ADAMS HUB FUND (232), AND GRANT FUNDS (275).**

(5:08:29) – Chairperson Hays introduced the item. Ms. Baker presented the budget dashboard with accompanying detail, and the grant and gift fund information, incorporated into the record, and responded to clarifying questions. Chairperson Hays inquired about the temporary staffing expenditures. Ms. Baker explained that they were to fill the vacancies, and noted that she had requested a fund transfer from the regular salary line items to the temporary one to cover the expenses. 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.**

(5:13:17) – Ms. Baker presented the agenda materials which are incorporated into the record and responded to clarifying questions by the trustees. She also stated that while she is out of the office for a few days, Collection Development Manager Amy lauder will be acting on her behalf. Ms. Baker added that since installing locking outlet boxes and eliminating certain outlets, the transient issue had improved. She announced that the Nauman Foundation donation over two years will fund the “children’s shelving”. There were no public comments.

**VI.c INFORMATION ONLY - PRESENTATION AND DISCUSSION OF THE DRAFT FOR THE PUBLIC-READY DOCUMENT OF THE STRATEGIC PLANNING INITIATIVE 2019-2024 OF THE CARSON CITY LIBRARY.**

**STAFF SUMMARY** - *The Carson City Library contracted with Dr. Fred Steinmann from the UNR University Center for Economic Development to lead the Strategic Planning process for the Library. Two technical reports were produced from the contract. The technical reports were presented to the Library Board of Trustees at the May 30, 2019 regular meeting and accepted in board action. The information from the technical reports has been synthesized into a public-ready document draft.*

(5:23:38) Chairperson Hays introduced the item. Ms. Baker noted that the enclosed draft document was the “public facing” one, compiled from the technical reports reviewed in the previous Board meeting. She believed the final document would be available for public consumption the following month. There were no public comments.

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

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**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).**

(5:25:15) – Access Services Manager Ermal Reinhart presented his report which is incorporated into the record. There were no public comments. Ms. Baker explained that the virtual reality presentation was very well received by the joint Board of Supervisors and Carson City School Board meeting.

**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.**

(5:29:30) – Creative Learning Manager Maria Klesta presented her report, incorporated into the record. There were no public comments. Ms. Baker noted that there had been positive comments from Google Staff regarding the attendance and equipment, and Trustee Patton stated that these programs showed that “the Library was not just for books”.

**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.**

(5:35:02) – 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.**

(5:40:54) – Chairperson Hays thanked Trustee Solinger for her service and announced that this was the last meeting she would attend due to the expiration of her term.

**IX. PUBLIC COMMENT**

(5:41:31) – Chairperson Hays entertained public comments, however, none were forthcoming.

**X. FOR POSSIBLE ACTION – ADJOURNMENT**

**(5:41:44) – Trustee Cranston moved to adjourn. Chairperson Hays adjourned the meeting at 5:42 p.m.**

The Minutes of the June 27, 2019 Carson City Library Board of Trustees meeting are so approved this 25<sup>th</sup> day of July, 2019.

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**JEREMEY HAYS, Chair**