

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

### **Minutes of the June 14, 2019 Special Meeting**

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A special meeting of the Carson City Library Board of Trustees was scheduled for 5:00 p.m. on Thursday, May 23, 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

**STAFF:** Diane Baker, Interim Library Director  
Todd Reese, Deputy District Attorney  
Minutes by: 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).

Please note that the time stamps in the minutes reflect the ones on the video recording.

### **I. CALL TO ORDER - ROLL CALL**

(00:45) – Chairperson Hays called the meeting to order at 5:00 p.m. Roll was called and a quorum was present. Trustee Solinger was absent as excused.

### **II. PUBLIC COMMENT**

(1:28) – Chairperson Hays entertained public comments; however, none were forthcoming.

### **III. FOR POSSIBLE ACTION – Library Board of Trustees Business**

**III.a FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING SELECTION OF A NEW LIBRARY DIRECTOR, INCLUDING THE ELECTION OF ONE OR MORE OF THE FOLLOWING OPTIONS: (1) OFFER OF EMPLOYMENT TO DAVID SECKMAN; (2) INTERVIEW OF ADDITIONAL CANDIDATES FROM THE EXISTING POOL OF CANDIDATES; OR (3) APPROVAL OF A NEW OPEN RECRUITMENT AND JOB ANNOUNCEMENT VIA POSTING, INCLUDING AN EXPENDITURE FROM THE GIFT FUND FOR THE POSTING IN AN AMOUNT NOT TO EXCEED \$1000.**

(1:35) – Chairperson Hays introduced the item. Ms. Baker announced that the Board's first choice and alternate candidates had both declined their offers of employment as Carson City Library Director. Chairperson Hays outlined three options:

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- Offer the position to second alternate David Seckman.
- Interview candidates from the existing pool of respondents.
- Begin a new search.

(2:26) – Trustee Patton was not in favor of interviewing candidates from the existing list since they had applied in March, because she believed they had either withdrawn their candidacy, moved on to other jobs, or were not suitable candidates. Vice Chair Long concurred and suggested the selection of new candidates by starting the search over, recommending to “speed up the timeframe”. She believed that the position should be posted for 30 days after which the Board should reconvene within a week to select new candidates, and should conclude the interviews two weeks after the selection, which would take a total of eight weeks.

(4:50) – Human Resources Director Melanie Bruketta and Recruitment Analyst Megan McCarthy approached the Podium. Ms. McCarthy believed that the timeframe outlined by Vice Chair Long was feasible. Ms. Bruketta received confirmation that the previous applicants that were not chosen should be notified of the Board’s decision. Trustee Patton wished to have the notification read state that they were welcome to reapply for the second recruitment announcement. Chairperson Hays entertained further discussion.

(6:12) – Ms. Baker highlighted updates to the job description and specifically noted the MLIS degree requirement, and pointed out the new salary range. She also clarified for Vice Chair Long that any expenditures over \$500.00 required the approval of the Board, adding that she recommended the “premium” posting due to the shortened timeframe. Ms. McCarthy confirmed that the postings will close in time to review the candidates on the July 25<sup>th</sup> meeting. She also recommended choosing a meet and greet day and time and making it part of the posting, in order to have the candidates plan for that date. Mr. Reese advised that if the entire Board wished to attend the meet and greet event, it should be held as a public and recorded meeting, probably in the Sierra Room. Vice Chair Long advised looking into how the Board of Supervisors conducts similar meetings and duplicating the format. Mr. Reese also noted that the Board could look into reviewing all the candidates or designating the Chair to narrow down the pool of applicants as an initial step to reduce the number of special meetings. Vice Chair Long stated that they would hold a meet and greet event.

**(13:20) – MOTION:** Vice Chair Long moved “to approve a new open recruitment job announcement posting including an expenditure from the gift fund for the posting in an amount not to exceed \$1,000” and to choose the Premium Job Flash Package for 30 days. Trustee Patton seconded the motion. Motion carried 4-0-0.

## **IV. PUBLIC COMMENT**

(14:01) – Chairperson Hays entertained public comments: however, none were forthcoming. He also read into the record a “thank you card” from candidate David Seckman. Trustee Patton announced a parking lot book sale by the Friends of the Carson City Library on Saturday, June 15, 2019 to sell books for \$1 per bag. Ms. Baker noted that the pedal library will also be there.

## **V. FOR POSSIBLE ACTION – ADJOURNMENT**

**(15:25) – Vice Chair Long moved to adjourn. Chairperson Hays adjourned the meeting at 5:16 p.m.**

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The Minutes of the June 14, 2019 Carson City Library Board of Trustees special meeting are so approved this 25<sup>th</sup> day of July, 2019.

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**JEREMEY HAYS, Chair**