

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

### **Minutes of the June 28, 2018 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 28, 2018 in the Community Center Sierra Room, 851 East William Street, Carson City Nevada.

**PRESENT:** Chairperson Jeremey Hays  
Vice Chair Amanda Long (via telephone)  
Trustee Phyllis Patton

**STAFF:** Sena Loyd, Executive Director  
Iris Yowell, Deputy District Attorney  
Mary Walker, Recording Secretary  
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).

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

(5:02:22) – Chairperson Hays called the meeting to order at 5:02 p.m. Roll was called and a quorum was present. Trustees Liveratti and Solinger were absent. Vice Chair Long participated via telephone.

#### **II. PUBLIC COMMENT**

(5:03:14) – Chairperson Hays entertained public comment; however, none were forthcoming.

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

##### **III.A FOR POSSIBLE ACTION - APPROVAL OF MINUTES OF PREVIOUS MEETING (MAY 24, 2018 - REGULAR MEETING)**

(5:03:20) – chairperson Hays introduced the item. **Trustee Patton noted a time correction in the May 24, 2018 meeting minutes and moved to approve them as amended. The motion was seconded by Vice Chair Long. Motion carried 3-0-0.**

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

(5:04:21) – Chairperson Hays introduced the item. Trustee Patton referenced the report incorporated into the record, and noted that the parking lot sale “was pretty successful”.

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

(5:04:54) – Chairperson Hays noted that only items V.a and V.c will be heard during this meeting, and that the remaining items will be tabled to the July meeting. He also noted that the Staff Reports were incorporated in the agenda packets for perusal.

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**V.a FOR POSSIBLE ACTION - DISCUSSION AND POSSIBLE ACTION TO APPROVE PURCHASE OF DESKS FROM THE ADAMS HUB FUND (232-6200-455-06-25). NOT TO EXCEED \$2,500 IN FY18.**

(5:05:16) – Chairperson Hays introduced the item. Valerie Cauhape, Business Development Manager for the Special Library Program of Economic Development at Adams Hub, introduced herself and noted that the request was to furnish a shared office space (for cost recovery purposes) and for a podcast room conversion downstairs. There were no trustee or public comments.

**(5:08:03) – Vice Chair Long moved to approve the purchase of desks from the Adams Hub Fund, not to exceed \$2,500 in Fiscal Year 2018. Trustee Patton seconded the motion. Motion carried 3-0-0.**

**V.b FOR POSSIBLE ACTION: PRESENTATION, DISCUSSION AND POSSIBLE ACTION TO APPROVE REVISIONS TO THE CARSON CITY LIBRARY POLICY.**

This item was postponed until the July meeting.

**V.c FOR POSSIBLE ACTION: PRESENTATION, DISCUSSION AND POSSIBLE ACTION TO APPROVE ADAMS HUB FOR INNOVATION POLICY TO INCLUDE PROCEDURES, POLICIES AND CLIENT CONTRACT TEMPLATE FOR THE SPECIAL LIBRARY PROGRAM AT THE ADAMS HUB FOR INNOVATION.**

(5:08:27) – Chairperson Hays introduced the item. Ms. Loyd noted a correction in the Staff Summary, incorporated into the record, indicating that the term “leasing” was misused; and that the agreement was a “license agreement and not a lease agreement”, which was also confirmed by Ms. Yowell. Ms. Cauhape presented the two licensing agreements which are incorporated into the record [with the links below].

[Proposed Studio Rental Price List 2018 6.13.18 - Updated Proposed Studio Rental Rates 2018.pdf](#)

[Updated 2018 Client Price Schedules - New Clients \(after June 1, 2018\) \(1\).pdf](#)

(5:10:45) – Trustee Patton was informed that the proposed rates were “pretty competitive as the market itself is pretty high”, based on local market research. There were no public comments; therefore, Chairperson Hays entertained a motion. Ms. Loyd clarified that the leases had been intentionally designed to be month-to-month since this was a new program, to give them the flexibility for future modifications.

**(5:12:23) – Trustee Patton moved to approve the agreements [as presented]. The motion was seconded by Vice Chair Long. Motion carried 3-0-0.**

**V.d FOR POSSIBLE ACTION: PRESENTATION, DISCUSSION AND POSSIBLE ACTION ON TRAINING RESOURCES AVAILABLE TO LIBRARY BOARD OF TRUSTEE MEMBERS.**

This item was postponed until the July meeting.

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**V.e FOR POSSIBLE ACTION: PRESENTATION, DISCUSSION AND POSSIBLE ACTION ON LIBRARY STRATEGIC PLANNING 2020-2025.**

This item was postponed until the July meeting.

**V.f FOR POSSIBLE ACTION: PRESENTATION, DISCUSSION AND POSSIBLE ACTION TO REVIEW CURRENT LIBRARY STRATEGIC PLAN.**

This item was postponed until the July meeting.

**VI. INFORMATION ONLY - LIBRARY DIRECTOR REPRESENTATIVE ADMINISTRATIVE REPORTS**

Incorporated into the record.

**VI.a INFORMATION ONLY - LIBRARY DIRECTOR ADMINISTRATIVE REPORTS REPORT CONCERNING THE CONDITION OF THE CITY FY BUDGET (101), GIFT FUND (230), ADAMS HUB FUND (232) AND GRANT FUNDS (275).**

**VI.b INFORMATION ONLY - LIBRARY DIRECTOR ADMINISTRATIVE REPORTS. REPORT CONCERNING ACTIVITIES AND OPERATIONS OF LIBRARY SINCE LAST REPORT.**

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

Incorporated into the record.

**VII.a INFORMATION ONLY - OTHER ADMINISTRATIVE REPORTS**

**ADMINISTRATION UPDATE AND ACTIVITIES SINCE LAST REPORT. GRANTS ADMINISTRATION PROVIDES INFORMATION REGARDING GRANTS, INCLUDING NARRATIVE REPORTS OF ACTIVITIES OF CURRENT, PAST AND UPCOMING GRANTS, AWARDS, AND PROJECTS.**

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

**ACCESS SERVICES UPDATE AND ACTIVITIES SINCE LAST REPORT. ACCESS SERVICES CATALOGS AND PROCESSES ALL PHYSICAL RESOURCES IN THE LIBRARY AND FACILITATES CIRCULATION OF RESOURCES (CHECK IN AND OUT).**

**VII.c INFORMATION ONLY - OTHER ADMINISTRATIVE REPORTS**

**CREATIVE LEARNING UPDATE AND ACTIVITIES SINCE LAST REPORT. ADULT SERVICES PROVIDE PROGRAMMING AND SERVICES TO THOSE 18 YEARS AND OLDER.**

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**YOUTH SERVICES PROVIDES PROGRAMMING AND SERVICES TO THOSE 17 YEARS AND YOUNGER.**

**VII.d INFORMATION ONLY - OTHER ADMINISTRATIVE REPORTS**

**COLLECTION DEVELOPMENT UPDATE AND ACTIVITIES SINCE LAST REPORT. PURCHASING AND FORMAT REPORT OF THE MATERIALS ADDED TO THE LIBRARY COLLECTION DURING THE PAST MONTH.**

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

**ADAM'S HUB FOR INNOVATION ACTIVITIES. ADAM'S HUB FOR INNOVATION IS A SPECIAL PROGRAM OF THE CARSON CITY LIBRARY TO FOSTER INNOVATION, LEARNING, AND ENTREPRENEURSHIP IN CARSON CITY.**

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

(5:14:12) – Chairperson Hays introduced the item. There were no trustee announcements.

**IX. PUBLIC COMMENT**

(5:14:27) – Chairperson Hays entertained public comments; however, none were forthcoming.

**X. FOR POSSIBLE ACTION – ADJOURNMENT**

(5:14:35) – **Trustee Patton moved to adjourn.** Chairperson Hays adjourned the meeting at 5:14 p.m.

The Minutes of the June 28, 2018 Carson City Library Board of Trustees meeting are so approved this 26<sup>th</sup> day of July, 2018.

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JEREMEY HAYS, Chair