

CARSON CITY LIBRARY BOARD OF TRUSTEES

Minutes of the July 25, 2019 Regular Meeting

Page 1

A regular meeting of the Carson City Library Board of Trustees was scheduled for 5:00 p.m. on Thursday, July 25, 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
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.

I. CALL TO ORDER - ROLL CALL

(5:03:19) – Chairperson Hays called the meeting to order at 5:03 p.m. Roll was called and a quorum was present.

II. PUBLIC COMMENT

(5:03:41) – Chairperson Hays entertained public comments; however, none were forthcoming.

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

(5:03:52) – Chairperson Hays introduced the item and entertained comments or corrections, and when none were forthcoming, a motion.

III.a FOR POSSIBLE ACTION - APPROVAL OF MINUTES OF PREVIOUS MEETING (JUNE 14, 2019 - SPECIAL MEETING).

(5:04:16) – MOTION: Trustee Patton moved to accept the minutes of the June 14, 2019 special meeting minutes. The motion was seconded by Trustee Cranston. Motion carried 4-0-0.

III.b FOR POSSIBLE ACTION - APPROVAL OF MINUTES OF PREVIOUS MEETING (JUNE 27, 2019 - REGULAR MEETING).

(5:04:50) – MOTION: Trustee Cranston moved to accept the minutes of the June 25, 2019 regular meeting as presented. The motion was seconded by Trustee Patton. Motion carried 4-0-0.

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

CARSON CITY LIBRARY BOARD OF TRUSTEES

Minutes of the July 25, 2019 Regular Meeting

Page 2

(5:05:02) – Chairperson Hays introduced the item. Ms. Baker referenced the two reports, incorporated into the record, and offered to forward any questions from the Board to the Friends of the Carson City Library. She also highlighted the hiring of the new Browsers Corner manager who would “be on board on August 1 [2019]”.

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: C. BARD; L. BUSCH; P. COLEGROVE; D. LOH; D. THRASH; D. TULANIAN; F. UNAEZE; M. WIGGINS; G. ZACHARIAH.

(5:05:57) – Chairperson Hays introduced the item. Ms. Baker referenced the applicant information, incorporated into the agenda materials, and explained that she would record the Board’s ranking of the applicants on a spreadsheet. Trustee Cranston was informed that a tier 1, 2, or 3 ranking will be applied to each applicant, with 3 being considered as the highest ranking. It was agreed to rank each applicant first and proceed with the discussion later.

(5:08:09) – Each trustee provided their rankings which Ms. Baker recorded in the spreadsheet below.

LIBRARY DIRECTOR					tier level	3	alternate
<u>Applicants</u>	Hays	Long	Patton	Cranston			
Bard	3	3	1	3	2.5		
Busch	1	2	2	2	1.75		
Colegrove	3	3	3	3	3		
Loh	1	1	1	2	1.25		
Thrash	2	1	1	1	1.25		
Tulanian	2	2	2	1	1.75		
Unaeze	3	2	2	2	2.25		
Wiggins	2	3	3	2	2.5		
Zachariah	1	2	3	2	2		

(5:14:15) – Ms. Baker received confirmation that the Board would like to invite the five Tier 3 applicants, and to invite the two alternates should any of the tier 3 applicants choose not to interview. She also noted that she would send out the invitations on July 26, 2019 based on the August 9, 2019 interview date which was published in the application information. Trustee Cranston noted that he must leave by 5 p.m. on the interview date due to a prior commitment. There were no public comments. Chairperson Hays entertained a motion.

(5:19:15) – MOTION: Trustee Cranston moved to invite applicants Bard, Colegrove, Unaeze, Wiggins, Zachariah for an interview, and should any of the tier 3 applicants decline, applicants Busch and [/or]

CARSON CITY LIBRARY BOARD OF TRUSTEES

Minutes of the July 25, 2019 Regular Meeting

Page 3

Tulanian would be invited in their place. The motion was seconded by Vice Chair Long. Motion carried 4-0-0.

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.

(5:20:18) – Chairperson Hays introduced the item. Ms. Baker presented the agenda materials which are incorporated into the record and stated that almost all staffing vacancies had been filled with the exception of the Library Assistant position. She also updated the Board on the progress made in addressing poverty, homelessness, and behavioral issues at the Library with the Carson City Sheriff's Office and a licensed social worker, and especially the possibility of having a social worker presence in the Library. Ms. Baker also expressed concern that the educational portal Lynda.com acquisition by LinkedIn (now LinkedIn Learning) and the terms of service would soon change for Library Patrons such as signing in with the LinkedIn platform, which she considered a privacy issue as they would receive ads for a service which would be funded by public resources.

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).

(5:31:27) – Ms. Baker presented the budget dashboard with accompanying detail, and the grant and gift fund information, all of which are incorporated into the record, and responded to clarifying questions.

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.

(5:37:33) – 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 COLLECTION DEVELOPMENT ACTIVITIES SINCE THE PRESENTATION OF THE LAST REPORT, TO PROVIDE INFORMATION CONCERNING MATERIALS ADDED TO THE LIBRARY COLLECTION DURING THE PAST MONTH.

(5:40:54) – Collection Development Manager Amy Lauder presented her report which is incorporated into the record. She also updated the Board on the American Library Association conference, especially on the LinkedIn Learning issue (previously discussed by Ms. Baker) which she believed would conflict with some libraries'

CARSON CITY LIBRARY BOARD OF TRUSTEES

Minutes of the July 25, 2019 Regular Meeting

Page 4

policies due to the social media login requirement. She commented on e-book publishers' restrictions placed on libraries as well, and responded to clarifying questions by the Trustees. There were no public comments.

VII.c 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).

(5:52:12) – Access Services Manager Ermal Reinhart presented his report, incorporated into the record, which focused on patron statistics this time. There were no public comments.

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

(5:55:38) – Trustee Cranston reminded the Board that he must leave at 5 p.m. on the day of the August 9, 2019 Special Meeting. Ms. Baker announced that a new Trustee would be appointed by the Board of supervisors during their August 1, 2019 meeting, at which time the NNDA agreement will also be discussed. Discussion ensued on whether the new trustee would be up to speed to be able to vote on the Library Director selection. Ms. Baker clarified that the August 9, 2019 interview date had been communicated to the applicants as part of the application process.

IX. PUBLIC COMMENT

(5:58:38) – Chairperson Hays entertained public comments, however, none were forthcoming.

X. FOR POSSIBLE ACTION – ADJOURNMENT

(5:58:50) – Trustee Cranston moved to adjourn. Chairperson Hays adjourned the meeting at 5:58 p.m.

The Minutes of the July 25, 2019 Carson City Library Board of Trustees meeting are so approved this 22nd day of August, 2019.

JEREMEY HAYS, Chair