

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

### **Minutes of the August 22, 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, July 25, 2019 in the Community Center Sierra Room, 851 East William Street, Carson City Nevada.

**PRESENT:** Chairperson Jeremey Hays (Via Telephone)  
Vice Chair Amanda Long  
Trustee Julie Balderson  
Trustee Nicholas Cranston (Via Telephone)  
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](http://www.carson.org/minutes).

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

(5:04:15) – Vice Chairperson Long called the meeting to order at 5:04 p.m. Roll was called and a quorum was present. Chairperson Hays and Trustee Cranston participated telephonically.

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

(5:04:40) – Chairperson Hays entertained public comments; however, none were forthcoming.

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

(5:04:52) – Vice Chairperson Long 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 (JULY 25, 2019 - MEETING).**

(5:05:34) – **MOTION:** Trustee Patton moved to accept the minutes of the July 25, 2019 regular meeting minutes. The motion was seconded by Chairperson Hays. Motion carried 4-0-1 with Trustee Balderson abstaining.

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

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(5:06:18) – No report was available for review. Ms. Baker explained that the Friends of the Carson City Library had changed their meeting frequency and would meet every other month now; therefore, a report would be available every other month. She also recommended leaving the item on the agenda.

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

##### **V.a FOR POSSIBLE ACTION - DISCUSSION AND POSSIBLE ACTION REGARDING ELECTION OF BOARD CHAIR AND VICE CHAIR.**

(5:07:29) – Vice Chair Long introduced the item. Ms. Baker explained that since the current chair was moving out of the area, he would not be eligible to serve on the Board. Vice Chair Long volunteered to serve as Chair and Trustee Cranston was amenable to serve as Vice Chair.

**(5:09:00) – MOTION:** Trustee Balderson moved to elect Vice Chair Long to the position of Chair and Trustee Cranston to the position of Vice Chair. The motion was seconded by Trustee Patton. 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.**

(5:09:43) – Chairperson Elect Long introduced the items below. Ms. Baker presented the Director's Report and gave an update on upcoming hiring. She also updated the Board on the outcome of the August 1, 2019 Board of Supervisors meeting where the BOS voted not to support a joint operating agreement with the Northern Nevada Development Authority (NNDA) for business development services through the Adams Hub. Ms. Baker noted that she was working with Mr. Reese and the Hop and Mae Adams Foundation regarding dissolving the partnership. She also explained that routine billing, personnel and operations costs “to the jurisdiction under the Adams Hub” and offered to write a report once the process has been completed. Ms. Baker also responded to questions by the Trustees. Mr. Reese clarified that the agreement for business development services with the NNDA and the Adams Hub would not involve the City or the Library at this point; however, programming decisions had not yet been made. Ms. Baker notified the Board that a patron incident had led to a suspension and the Sheriff's Office had been called, adding that an appeals process is available but has not yet been used.

##### **VI.b INFORMATION ONLY - PRESENTATION AND DISCUSSION OF A PROPOSAL TO CONSIDER AN HONORARY DESIGNATION OF TRUSTEE EMERITUS FOR PAST LIBRARY TRUSTEES.**

(5:21:50) – Chairperson Elect Long introduced the item and Ms. Baker presented the agenda report, incorporated into the record, and offered to return with further information at a future meeting.

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**VI.c INFORMATION ONLY - PRESENTATION AND DISCUSSION OF A REPORT CONCERNING CONDITION OF THE CITY FY BUDGET (101), GIFT FUND (230), ADAMS HUB FUND (232), AND GRANT FUNDS (275).**

(5:27:02) – Chairperson Elect Long introduced the item and Ms. Baker presented the budget which included the wrap up of FY 2018/2019 and a snapshot of the current year budget dashboard and the supporting detail.

**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.**

(5:30:50) – 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.**

(5:35:20) – Collection Development Manager Amy Lauder presented her report which is incorporated into the record. 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).**

(5:40:18) – Access Services Manager Ermal Reinhart presented his report which is incorporated into the record. There were no public comments.

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

(5:44:39) – Trustee Hays explained that he regrettfully had to resign from the Board due to a move out of Carson City and thanked the Board for the opportunity to spend five years serving on it.

**IX. PUBLIC COMMENT**

(5:45:42) – Chairperson Elect Long entertained public comments, however, none were forthcoming.

**X. FOR POSSIBLE ACTION – ADJOURNMENT**

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**(5:42:52) – Trustee Hays moved to adjourn. Chairperson Elect Long adjourned the meeting at 5:46 p.m.**

The Minutes of the August 22, 2019 Carson City Library Board of Trustees meeting are so approved this 26<sup>th</sup> day of September, 2019.

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AMANDA LONG, Chairperson Elect