

**CARSON CITY LIBRARY BOARD OF TRUSTEES**  
**Minutes of the September 26, 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, September 26, 2019 in the Community Center Sierra Room, 851 East William Street, Carson City Nevada.

**PRESENT:** Chairperson Amanda Long  
Vice Chair Nicholas Cranston  
Trustee Julie Balderson  
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**

(5:12:30) – Chairperson Long called the meeting to order at 5:12 p.m. Roll was called and a quorum was present.

**II. PUBLIC COMMENT**

(5:12:52) – Chairperson Long entertained public comments; however, none were forthcoming.

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

**III.a FOR POSSIBLE ACTION - APPROVAL OF MINUTES OF PREVIOUS MEETING (AUGUST 22, 2019 – REGULAR MEETING).**

(5:13:17) – **MOTION:** Vice Chair Cranston moved to accept the minutes of the August 22, 2019 regular meeting. The motion was seconded by Trustee Patton. Motion carried 4-0-0.

**IV. FOR POSSIBLE ACTION – LIBRARY BOARD OF TRUSTEES BUSINESS**

(5:14:10) – Ms. Baker noted that there were no items for action.

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

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**V.a INFORMATION ONLY - PRESENTATION AND DISCUSSION OF A REPORT CONCERNING ACTIVITIES AND OPERATIONS OF THE LIBRARY SINCE THE PRESENTATION OF THE LAST REPORT.**

(5:14:19) – Chairperson Long introduced the item. Ms. Baker noted that this would be her final report as Interim Library Director as Tod Colegrove had accepted the offer to become the new Library Director and would start on October 2, 2019. She also stated that the Friends of the Carson City Library had plans to host an open meet and greet event which was being scheduled for members of the community. Ms. Baker presented the balance of her report, incorporated into the record, which included a grants update and a wrap-up on the Adams Hub for Innovation.

**V.b 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).**

(5:21:31) – Chairperson Long introduced the item and Ms. Baker presented the budget which included a snapshot of the FY 2019 budget dashboard and the supporting detail. She also noted that an FY 2020 widget was being prepared, and referenced the detail in the backup material. Ms. Baker responded to clarifying questions as well.

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

**VI.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.**

(5:27:17) – Creative Learning Manager Maria Klesta presented her report, incorporated into the record. There were no public comments.

**VI.b 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).**

(5:30:22) – Access Services Manager Ermal Reinhart presented his report which is incorporated into the record and responded to clarifying questions by the trustees. He also explained that the total target for adult volunteer hours was 800, and that the youngest age for volunteers under the age of 18 was 14. Mr. Reinhart explained the database cleanup process for Vice Chair Cranston and stated that duplicate record purges happened approximately every three years; however, this cleanup had been done on a record-by record basis. Discussion ensued regarding data security and Ms. Baker explained that the Nevada Library Cooperative had security initiatives as well. Mr. Reinhart also informed Trustee Balderson that the database maintained a temporary record of checked out books by patrons, which was deleted once the items were returned.

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**VI.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.**

(5:40:37) – Collection Development Manager Amy Lauder was not present; however, Ms. Baker presented her report which is incorporated into the record. There were no public comments.

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

(5:43:00) – Chairperson Long entertained Board member announcements. Trustee Balderson requested a presentation by the new Library Director regarding his vision for the Library. She also wished to receive regular updates on the Library’s efforts regarding the 2020 census. Ms. Baker noted that the Library had been in contact with census personnel, and that the Nevada State Library Archives and Public Records was coordinating with public libraries in the State as well. Trustee Balderson also wished to see the Board kept informed on legislative interim activities. Ms. Baker indicated that agenda items for the Board may be requested through Chairperson Long or the Library Staff (who, in turn, would relay the information to the Chair).

(5:48:22) – Chairperson Long requested the login information for the Board training, and Ms. Baker offered to send out the information. She also reminded the Board that normally the November and December meetings are combined into one meeting. After discussion it was agreed to hold the combined meeting on December 9, 2019.

**VIII. PUBLIC COMMENT**

(5:56:36) – Chairperson Long entertained public comments, however, none were forthcoming.

**IX. FOR POSSIBLE ACTION – ADJOURNMENT**

**(5:56:51) – Chairperson Long adjourned the meeting at 5:57 p.m.**

The Minutes of the September 26, 2019 Carson City Library Board of Trustees meeting are so approved this 24<sup>th</sup> day of October, 2019.