

CARSON CITY LIBRARY BOARD OF TRUSTEES

Minutes of the October 24, 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, October 24, 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: Tod Colegrove, Library Director
Diane Baker, Department Business Manager
Jason Woodbury, District Attorney
Tamar Warren, Sr. Deputy Clerk
Minutes by: Danielle Howard, Public Meetings 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 Public Meetings 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

(5:05:07) – Chairperson Long called the meeting to order at 5:05 p.m. Roll was called and a quorum was present.

II. PUBLIC COMMENT

(5:05:24) – 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 9, 2019 – SPECIAL MEETING).

(5:05:32) – Chairperson Long introduced the item and entertained questions, comments, and/or a motion. Mr. Woodbury explained for the record that the good cause for being outside of the 45 days for approval for the minutes was due to the August 9, 2019 meeting being an extensive meeting, and the resulted minutes were very long.

(5:07:18) – MOTION: Vice Chairperson Cranston moved to approve the August 9, 2019 meeting minutes. Trustee Patton seconded the motion. Motion carried 4-0-0.

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III.b FOR POSSIBLE ACTION – APPROVAL OF MINUTES OF PREVIOUS MEETING (SEPTEMBER 26, 2019 – REGULAR MEETING).

(5:07:38) – Chairperson Long introduced the item and entertained questions, comments, and/or a motion. Chairperson Long noted an error in item III.a, which was a change of the date for the meeting minutes from July 22, 2019 to August 22, 2019.

(5:08:41) – MOTION: Vice Chairperson Cranston moved to approve the September 26, 2019 meeting minutes with the correction to item III.a. Trustee Patton seconded the motion. Motion carried 4-0-0.

IV. FOR POSSIBLE ACTION - LIBRARY BOARD OF TRUSTEES BUSINESS

IV.a FOR POSSIBLE ACTION - PRESENTATION, DISCUSSION AND POSSIBLE ACTION REGARDING SUBMITTING A \$7,500 GRANT APPLICATION TO THE FY 2020 STATE COLLECTION DEVELOPMENT GRANT PROGRAM AVAILABLE FROM THE NEVADA STATE LIBRARY ARCHIVES, AND PUBLIC RECORDS (NSLAPR).

(5:09:38) – Chairperson Long introduced the item. Ms. Baker presented a brief overview of the draft State Collection Development Grant Application, which is incorporated into the agenda materials, and noted that the grant was for \$7,015, not \$7,500.

(5:11:35) – Collection Development Manager Amy Lauder responded to clarifying questions, including explaining to Trustee Balderson the needs analysis and how the need was determined for foreign language and language learning materials. She noted that it was indicated by the growing demand for these materials and the lack of currently existing materials.

(5:16:06) – Vice Chairperson Cranston voiced his support for the project because it promoted language opportunities.

(5:16:20) – MOTION: Vice Chairperson Cranston moved to approve the State Collection Development Grant Application for FY 2020 as submitted. Trustee Balderson seconded the motion. Motion carried 4-0-0.

V. INFORMATION ONLY - LIBRARY DIRECTOR REPRESENTATIVE ADMINISTRATIVE REPORTS

V.a 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 FUND (275).

(5:16:37) – Chairperson Long introduced the item. Ms. Baker presented the budget, which included a snapshot of the FY 2019 budget dashboard and the supporting details, incorporated into the record, and she referenced the FY 2019 widget and indicated that money in salaries had been reverted from the extra and temporary salaries due to the number of vacancies over the last year. Ms. Baker also responded to clarifying questions.

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

(5:23:00) – Chairperson Long introduced the item and introduced Tod Colegrove as the new Library Director. Dr. Colegrove discussed his plans for his role, including meeting with everyone on the Board to talk individually, and presented the Director’s Report, incorporated into the record.

VI. INFORMATION ONLY - OTHER ADMINISTRATIVE REPORTS

VI.a 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).

(5:49:28) – Chairperson Long introduced the item, and Ms. Baker presented her report, which is incorporated into the record. There were no public comments.

VI.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.

(5:51:46) – Chairperson Long introduced the item, and Collection Development Manager Amy Lauder presented her report, which is incorporated into the record, and responded to clarifying questions. There were no public comments.

VI.c 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.

(5:59:29) – Chairperson Long introduced the item, and Creative Learning Manager Maria Klesta presented her report, which is incorporated into the record, and responded to clarifying questions. There were no public comments.

VI.d INFORMATION ONLY - OTHER ADMINISTRATIVE REPORTS. ADMINISTRATIVE 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.

(6:05:21) – Chairperson Long introduced the item, and Ms. Baker presented her report, which is incorporated into the record. Ms. Baker entertained questions; however, none were forthcoming.

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

(5:09:04) – Chairperson Long introduced Mr. Woodbury as the Board’s newly-assigned District Attorney.

(6:09:55) – Chairperson Long entertained Board member announcements. Mr. Woodbury discussed the use of personal email accounts for library business and requested all Trustees use their Carson.org email accounts for library business. Ms. Baker responded to Trustee Balderson’s inquiry about her request from the last meeting regarding the census and stated that the Library would be “in the mode of working with the [Nevada] State Library and Archives through their state data center.” Dr. Colegrove noted the budgeting issues and advocating it at the Legislature level.

(6:18:56) – Chairperson Long discussed the membership applications for the Trustees and friends and families of the Trustees to complete online.

VIII. PUBLIC COMMENT

(6:19:48) – Chairperson Long entertained public comments, however, none were forthcoming.

IX. FOR POSSIBLE ACTION – ADJOURNMENT

(6:19:57) – Vice Chairperson Cranston moved to adjourn. Chairperson Long adjourned the meeting at 6:20 p.m.

The Minutes of the October 24, 2019 Carson City Library Board of Trustees meeting are so approved this 9th day of December, 2019.