

**CARSON CITY LIBRARY BOARD OF TRUSTEES**  
**Minutes of the February 27, 2020 Regular Meeting**  
**Page 1**

A regular meeting of the Carson City Library Board of Trustees was scheduled for 5:15 p.m. on Thursday, February 27, 2020 in the Community Center Sierra Room, 851 East William Street, Carson City Nevada.

**PRESENT:** Chairperson Amanda Long  
Trustee Julie Balderson  
Trustee Beth Lucas  
Trustee Phyllis Patton

**STAFF:** Tod Colegrove, Library Director  
Diane Baker, Department Business Manager  
Jason Woodbury, District Attorney  
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](http://www.carson.org/minutes).

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

(5:17:21) – Chairperson Long called the meeting to order at 5:17 p.m. Roll was called, and a quorum was present. Vice Chairperson Cranston was absent for this meeting.

**II. PUBLIC COMMENT**

(5:17:43) – Chairperson Long entertained public comments; however, no public was available to comment.

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

**III.a FOR POSSIBLE ACTION -- APPROVAL OF MINUTES OF PREVIOUS MEETING (JANUARY 23, 2020).**

(5:17:50) – Chairperson Long introduced the item and entertained questions, comments, and/or a motion.

**(5:18:14) – MOTION:** Trustee Patton moved to approve the January 23, 2020 meeting minutes. Trustee Lucas seconded the motion. Motion carried 4-0-0.

**IV. FOR INFORMATION ONLY: FRIENDS OF CARSON CITY LIBRARY REPORT**

(5:18:48) – Chairperson Long introduced the item. Ms. Baker noted that a report had not been submitted.

**V. FOR POSSIBLE ACTION: LIBRARY BOARD OF TRUSTEES BUSINESS**

**CARSON CITY LIBRARY BOARD OF TRUSTEES**  
**Minutes of the February 27, 2020 Regular Meeting**  
**Page 2**

**V.a FOR POSSIBLE ACTION – DISCUSSION AND POSSIBLE ACTION ON GENERAL BUDGET SUPPLEMENTAL REQUESTS FOR FY 2021. FOUR SUPPLEMENTAL REQUESTS INCLUDE SALARY AND OPERATING CATEGORIES.**

(5:18:58) – Chairperson Long introduced the item. Ms. Baker presented the Supplemental Requests, all of which are incorporated into the record, and responded to clarifying questions.

(5:23:05) – In response to Chairperson Long’s question, Ms. Baker stated that part-time positions generally funded under grants had managed the Makerspace before.

(5:36:28) – Trustee Balderson believed that the Board was taking a risk by having outdated technology.

No public was available to comment.

**(5:39:50) – MOTION: Trustee Lucas moved to approve the four supplemental requests to forward to the Board of Supervisors for approval. Trustee Patton seconded the motion. Motion carried 4-0-0.**

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

(5:40:08) – Chairperson Long introduced the item. Ms. Baker indicated the revisions to the Carson City Library Policy, which is incorporated into the record, and such policy revisions included the removal of the Adams Hub for Innovation section and the reestablishment of the 3D Printing section.

(5:44:09) – Ms. Baker provided a background for Trustee Balderson regarding the Premiere Library Card. She informed Trustee Balderson that the Library had been evaluating whether a Premiere Library Card or having a “Premiere status” was still necessary to best serve the community. In response to Trustee Balderson’s question, Dr. Colegrove explained that having the different library cards was partially marketing as well as to ensure that those using exclusive equipment were aware of the equipment costs and their liability by using the equipment. He was not aware of any studies that show benefits to the Library’s card system, but he believed that the matter should be explored more with the community. Ms. Baker clarified that the Premiere Library Card was for use of any of the Makerspace equipment. Discussion ensued, and there was consensus with the Board to further discuss the Premiere Library Card feature. No public was available to comment.

**(5:52:31) – MOTION: Trustee Patton moved to approve the Carson City Library Policy changes as presented. Trustee Lucas seconded the motion. Motion carried 4-0-0.**

**V.c FOR POSSIBLE ACTION – DISCUSSION AND POSSIBLE ACTION TO EXPLORE THE POSSIBILITY OF SCHEDULING AND PROVISIONING AN ALL-DAY SERIES OF TRAINING WORKSHOPS TO ONBOARD NEW AND REFRESH EXISTING TRUSTEES OF THE LIBRARY BOARD.**

(5:52:56) – Chairperson Long introduced the item. Trustee Balderson suggested reviewing the last 10 to 15 years of the Library’s history in order to help get a sense of where it has been and how it might advance as well as what

**CARSON CITY LIBRARY BOARD OF TRUSTEES**  
**Minutes of the February 27, 2020 Regular Meeting**  
**Page 3**

informed decisions to make and when. She also believed it would be beneficial for new Trustees like herself to go over Nevada Revised Statute (NRS) 379.

(5:55:07) – Mr. Woodbury requested slotting training to go over Open Meeting Law (OML), Ethics in Government Law, and Public Records Act. Chairperson Long was in favor of Trustee Balderson's and Mr. Woodbury's requests. Dr. Colegrove suggested that Trustee Patton join him and Ms. Baker in developing a plan for training. Ms. Baker proposed using existing documents, such as needs assessments and space assessments, and some of the main contributions that have developed out of the Board.

(5:58:13) – Trustee Patton believed that it would be beneficial to look back at how much the Library's budget had increased over time as well as how much the Library's Staff had increased or decreased based on cutbacks that had previously been made, all of which Trustee Balderson was in favor of. Trustee Balderson wished to review past collaborations with the schools and the Board of Supervisors as well as any initiatives to revisit. She also believed that a comparison on what other similar communities might have been experiencing with their libraries would be beneficial. Ms. Baker informed Trustee Balderson that the Library has access to a number of electronic tools to help.

(6:00:33) – Dr. Colegrove suggested discussing the matters over multiple days, and Chairperson Long preferred to discuss the matters on separate days at the end of a meeting for each. Discussion ensued regarding when to meet on the matters as well as the order in which to cover the matters, and the consensus was to start with the OML, Ethics in Government Law, and Public Records Act training followed by the Library history. No public was available to comment.

**(6:05:20) – MOTION: Trustee Balderson moved to establish a special meeting of the [Library] Board of Trustees for the purposes of training and reviewing Library history. Trustee Lucas seconded the motion. 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.**

(6:06:17) – Chairperson Long introduced the item. Dr. Colegrove presented his report and the Strategic Plan Objectives and Strategies Worksheet, both of which are incorporated into the record. No public was available to comment.

**VI.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).**

(6:20:54) – Chairperson Long introduced the item. Dr. Colegrove presented the budget, which included a snapshot of the FY 2020 dashboard and supporting details, all of which are incorporated into the record. No public was available to comment.

**CARSON CITY LIBRARY BOARD OF TRUSTEES**  
**Minutes of the February 27, 2020 Regular Meeting**  
**Page 4**

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

**VII.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).**

(6:24:58) – Chairperson Long introduced the item. Ms. Baker presented the report, which is incorporated into the record. No public was available to comment.

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

(6:27:22) – Chairperson Long introduced the item. Ms. Baker presented the report, which is incorporated into the record. No public was available to comment.

**VII.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.**

(6:29:32) – Chairperson Long introduced the item. Creative Learning Manager Maria Klesta presented her report, which is incorporated into the record, and responded to clarifying questions. No public was available to comment.

**VII.d 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.**

(6:36:06) – Chairperson Long introduced the item. Collection Development Manager Amy Lauder presented her report, which is incorporated into the record. No public was available to comment.

**VIII. BOARD MEMBERS' ANOUNCEMENTS & REQUEST FOR INFORMATION.**

(6:38:54) – Chairperson Long introduced the item and requested copies of the final update on the Library's Strategic Plan for the Board Members. She wished to schedule a special meeting to review the support letters for the Library Services and Technology Act (LSTA) grant funding, and discussion ensued regarding an available date and time for the special meeting before the Board agreed to schedule the special meeting for March 10, 2020 at 5:15 p.m. She also requested that training on OML, Ethics in Government, and Public Records Act be added to the end of the March 26, 2020 meeting.

**IX. PUBLIC COMMENT**

(6:45:04) – Chairperson Long introduced the item; however, no public was available to comment.

**CARSON CITY LIBRARY BOARD OF TRUSTEES**  
**Minutes of the February 27, 2020 Regular Meeting**  
**Page 5**

**X. FOR POSSIBLE ACTION: ADJOURNMENT**

**(6:45:23) – Chairperson Long adjourned the meeting at 6:45 p.m.**

The Minutes of the February 27, 2020 Carson City Library Board of Trustees meeting are so approved this 30<sup>th</sup> day of April, 2020.