

CARSON CITY LIBRARY BOARD OF TRUSTEES (LBOT)

Minutes of the April 30, 2020 Regular Meeting

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A special meeting of the Carson City Library Board of Trustees was scheduled for 5:15 p.m. on Thursday, April 30, 2020 in the Community Center Sierra Room, 851 East William Street, Carson City Nevada.

PRESENT: Chairperson Amanda Long Via WebEx
Vice Chair Nicholas Cranston Via WebEx
Trustee Julie Balderson Via WebEx
Trustee Beth Lucas Via WebEx
Trustee Phyllis Patton Via WebEx

STAFF: Tod Colegrove, Library Director Via WebEx
Diane Baker, Department Business Manager Via WebEx
Jason Woodbury, District Attorney Via WebEx
Danielle Howard, Public Meetings Clerk Via WebEx

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

(2:53) – Chairperson Long called the meeting to order at 5:19 p.m. Roll was called, and a quorum was present.

II. PUBLIC COMMENT

(3:32) – Chairperson Long entertained public comments; however, no public was available to comment.

III. FOR POSSIBLE ACTION – LIBRARY BOARD OF TRUSTEES BUSINESS

III.a FOR POSSIBLE ACTION -- APPROVAL OF MINUTES OF PREVIOUS MEETING (FEBRUARY 27, 2020).

(3:47) – Chairperson Long introduced the item and entertained questions, comments, and/or a motion.

(4:10) – MOTION: Trustee Patton moved to approve the February 27, 2020 meeting minutes. Vice Chairperson Cranston seconded the motion. Motion carried 5-0-0.

III.b FOR POSSIBLE ACTION – APPROVAL OF MINUTES OF PREVIOUS MEETING (MARCH 10, 2020).

(4:36) – Chairperson Long introduced the item and entertained questions, comments, and/or a motion.

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(4:57) – MOTION: Trustee Patton moved to approve the March 10, 2020 meeting minutes. Vice Chairperson Cranston seconded the motion. Motion carried 5-0-0.

IV. FOR POSSIBLE ACTION – LIBRARY BOARD OF TRUSTEES BUSINESS

IV.a FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING DIRECTION AND RECOMMENDATIONS FOR THE LIBRARY DIRECTOR TO PREPARE AND IMPLEMENT A REOPENING STRATEGY FOR THE CARSON CITY LIBRARY.

(6:06) – Chairperson Long introduced the item and entertained Trustee comments. Trustee Patton believed that Library Staff should be the “guiding piece” of the strategy due to their close day-to-day interactions with members of the public, and she recommended social distancing and shortening working hours.

(9:09) – Chairperson Long agreed with Trustee Patton’s comment and suggested reopening in stages and providing possible curbside services

(10:07) – Trustee Balderson pointed out that there would be guidance from the federal, state, and local governing levels on social distancing, sanitation, and disinfecting. She cautioned about people practicing “maladaptive coping mechanisms” in order for Staff to prepare for their own safety and the safety of Library patrons.

(15:16) – With direction from Mr. Woodbury, the consensus among the Board was to not take action on the item at this time. No public was available to comment.

V. FOR POSSIBLE ACTION: LIBRARY BOARD OF TRUSTEES BUSINESS

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

(16:37) – Chairperson Long introduced the item. Dr. Colegrove presented his report, which is incorporated into the record, and responded to clarifying questions. No public was available to comment.

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).

(54:13) – Chairperson Long introduced the item. Dr. Colegrove and Ms. Baker presented the budget, which included a snapshot of the FY 2020 dashboard and supporting details, all of which are recorded into the record. They both also responded to clarifying questions. No public was available to comment.

VI. INFORMATION ONLY: OTHER ADMINISTRATIVE REPORTS

VI.a INFORMATION ONLY – PRESENTATION, DISCUSSION AND UPDATE ON COLLECTON DEVELOPMENT ACTIVITIES SINCE THE PRESENTATION OF THE LAST REPORT,

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TO PROVIDE INFORMATION CONCERNING MATERIALS ADDED TO THE LIBRARY COLLECTION DURING THE PAST MONTH.

(1:05:01) – 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.

VI.b INFORMATION ONLY – OTHER ADMINISTRATIVE REPORTS.

(1:25:03) – Chairperson Long introduced the item. Ms. Baker presented the report, which is incorporated into the record. No public was available to comment.

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.

(1:32:12) – Chairperson Long introduced the item. Creative Learning Manager Maria Klesta presented her report, which is incorporated into the record. No public was available to comment.

VI.d INFORMATION ONLY – PRESENTATION, DISCUSSION AND UPDATE ON ACCESS SERVICES ACTIVITES 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).

(1:38:15) – Chairperson Long introduced the item. Access Services Manager Ermal Reinhart presented his report, which is incorporated into the record. No public was available to comment.

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

(1:45:38) – Chairperson Long introduced the item. Per Chairperson Long's request, Ms. Baker briefed the Board on some of the requirements for Dr. Colegrove's Library Board of Directors Review in preparation for the next LBOT meeting.

(1:50:01) – Trustee Balderson requested having a discussion regarding the Board's values and interests moving forward in leading the Library. Trustee Patton suggested that the matter be discussed during the June 2020 LBOT meeting as an Agenda item, and she added that the Board could discuss items raised from the February and March 2020 LBOT meeting minutes. Chairperson Long proposed discussion on Trustee Balderson's request on the June 2020 meeting as well as scheduling out the matters that Trustee Patton pointed out at the same meeting, to which the Trustees agreed. No public was available to comment.

VIII. PUBLIC COMMENT

(1:54:32) – Chairperson Long entertained public comments; however, no public was available to comment.

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IX. FOR POSSIBLE ACTION – ADJOURNMENT

(1:54:43) – Chairperson Long adjourned the meeting at 7:09 p.m.

The Minutes of the April 30, 2020 Carson City Library Board of Trustees meeting are so approved this 28th day of May, 2020.