

**CARSON CITY LIBRARY BOARD OF TRUSTEES (LBOT)**  
**Minutes of the May 28, 2020 Regular Meeting**  
**Page 1**

A special meeting of the Carson City Library Board of Trustees was scheduled for 5:15 p.m. on Thursday, May 28, 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](http://www.carson.org/minutes).

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

(0:00:00) – Chairperson Long called the meeting to order at 5:20 p.m. Roll was called, and a quorum was present.

**II. PUBLIC COMMENT**

(0:00:44) – 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 (APRIL 30, 2020).**

(0:00:56) – Chairperson Long introduced the item and entertained questions, comments, and/or a motion.

**(0:01:34) – MOTION:** Trustee Lucas moved to approve the April 30, 2020 meeting minutes. Vice Chairperson Cranston seconded the motion. Motion carried 5-0-0.

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

(0:02:55) – None.

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

**CARSON CITY LIBRARY BOARD OF TRUSTEES (LBOT)**

**Minutes of the May 28, 2020 Regular Meeting**

**Page 2**

**V.a DISCUSSION AND POSSIBLE ACTION REGARDING THE ADOPTION OF THE PHASED REOPENING PLAN FOR THE LIBRARY.**

(0:03:03) – Chairperson Long introduced the item. Dr. Colegrove presented the Carson City Library Phased Reopening Plan, which is incorporated into the record, and commended the Library Management Team for developing the plan.

(0:09:36) – Chairperson Long entertained Trustee questions and comments. In response to Trustee Balderson's question, Dr. Colegrove confirmed that the Library has been involved with the Local Early Action Planning (LEAP) through the City Manager's Office.

(0:13:24) – In response to Dr. Colegrove's question, Mr. Woodbury informed that there is adequate legal protection regarding liability for the Library as long as Board members are compliant with at the Governor's directives. He stated that Carson City has the legal authority to impose greater restrictions than what the Governor has imposed, and the Library has legal authority to restrict access if patrons exhibit symptoms of the Coronavirus. He noted grey areas such as if an employee is not exhibiting symptoms but was knowingly exposed to the Coronavirus.

(0:29:50) – In response to Trustee Patton's question, Dr. Colegrove stated that he expects to open the Library in Phase Two of State reopening from 1:00 p.m. to 6:00 p.m. Monday through Friday. Trustee Patton inquired about help from volunteers, and Dr. Colegrove stated that he wished to hold off on calling back volunteers in order to limit liability concerns.

(0:35:30) – Vice Chairperson Cranston noted that because Library Staff are not medical professionals, Library patrons could not be temperature tested for the Coronavirus, nor would it be effective in preventing exposure. Chairperson Long also pointed out that doing so could cause hostility toward Library Staff by patrons. Trustee Patton proposed offering patrons face masks and face shields upon entering the Library without some form of face covering. Ms. Baker also mentioned that signage would be used to request hygiene practices and face mask usage from those entering the Library. No public was available to comment.

**V.b FOR POSSIBLE ACTION – DISCUSSION AND POSSIBLE ACTION TO APPROVE THE UNCLASSIFIED JOB PERFORMANCE APPRAISAL FOR THE LIBRARY DIRECTOR, TOD COLEROVE.**

(0:56:47) – Chairperson Long introduced the item and entertained Board comments and discussion regarding Dr. Colegrove's job performance. There was consensus among the Board regarding Dr. Colegrove's performance as Library Director. No public was available to comment.

(1:14:47) – Chairperson Long entertained a motion.

**(1:14:52) – MOTION: Trustee Balderson moved to approve the Unclassified Job Performance Appraisal for the Library Director, Dr. Colegrove. Vice Chairperson Cranston seconded the motion. Motion carried 5-0-0.**

**CARSON CITY LIBRARY BOARD OF TRUSTEES (LBOT)**  
**Minutes of the May 28, 2020 Regular Meeting**  
**Page 3**

**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.**

(1:15:23) – Chairperson Long introduced the item. Dr. Colegrove presented his report, which is 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).**

(1:20:42) – 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.

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

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

(1:22:55) – Chairperson Long introduced the item. Ms. Baker presented report, which is incorporated into the record. No public was available to comment.

**VII.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).**

(1:27:15) – Chairperson Long introduced the item. Access Services Manager Ermal Reinhart presented his report, which is incorporated into the record, and responded to clarifying questions. 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.**

(1:33:14) – 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,**

**CARSON CITY LIBRARY BOARD OF TRUSTEES (LBOT)**

**Minutes of the May 28, 2020 Regular Meeting**

**Page 4**

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

(1:38:51) – 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. INFORMATION ONLY – BOARD MEMBERS’ ANNOUNCEMENTS & REQUEST FOR INFORMATION.**

(1:48:44) – Chairperson Long introduced the item. Per Chairperson Long’s request, Mr. Woodbury confirmed that he would be available to give the presentation on the Open Meeting Law (OML) at the June 2020 LBOT meeting. Chairperson Long also entertained discussion on other potential trainings for the Board.

(1:50:48) – Trustee Balderson briefly described a recommended books that she read as well as discussed American Library Association training for the Trustees to all watch and discuss during a July 2020 LBOT meeting.

**IX. PUBLIC COMMENT**

(1:55:53) – Chairperson Long entertained public comments; however, no public was available to comment.

**X. FOR POSSIBLE ACTION – ADJOURNMENT**

**(1:56:12– Chairperson Long adjourned the meeting at 7:09 p.m.**

The Minutes of the May 28, 2020 Carson City Library Board of Trustees meeting are so approved this 25<sup>th</sup> day of June, 2020.