

CARSON CITY LIBRARY BOARD OF TRUSTEES (LBOT)

Minutes of the June 25, 2020 Regular Meeting

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A regular meeting of the Carson City Library Board of Trustees was scheduled for 5:15 p.m. on Thursday, June 25, 2020 online via WebEx.

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

(0:00:00) – Chairperson Long called the meeting to order at 5:15 p.m. Roll was called, and a quorum was present.

II. PUBLIC COMMENT

(0:00:00) – 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 (MAY 28, 2020).

(0:00:00) – Chairperson Long introduced the item and entertained questions, comments, and/or a motion. Trustee Balderson pointed out some areas she wished for the wording to be altered in regards to public comments so as to not give the impression that public comments were addressed when they were not. She also noted that the acronym LEAP stood for Local Empowerment Advisory Panel as well as a grammatical error in the second paragraph of Item VIII, which read “books” rather than “book.” Trustee Patton also pointed out that the meeting of May 28, 2020 was a regular meeting rather than a special meeting as indicated at the top of the draft meeting minutes.

(0:07:20) – MOTION: Trustee Lucas moved to approve the May 28, 2020 meeting minutes as corrected. Vice Chairperson Cranston seconded the motion. Motion carried 5-0-0.

IV. INFORMATION ONLY – REQUESTED PRESENTATIONS AND INFORMATIONAL REPORTS

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IV.a INFORMATION ONLY – FRIENDS OF THE CARSON CITY LIBRARY REPORT (FRIENDS OF THE LIBRARY REPRESENTATIVE). THE FRIENDS OF THE CARSON CITY LIBRARY IS A NON-PROFIT GROUP THAT GENERATES FUNDS FOR THE PUBLIC LIBRARY THROUGH BROWSER'S CORNER BOOKSTORE AND OTHER FUNDRAISERS. THERE WILL BE AN OVERVIEW OF FUND GENERATION AND ACTIVITIES DISCUSSED SINCE THE LAST REPORT.

(0:08:17) – Chairperson Long introduced the item. Dr. Colegrove presented the report, which is incorporated into the record.

(0:09:54) – Trustee Patton added that the issue outline in the report was an internal issue, as the chair of the Friends of the Carson City Library's Finance Committee would need to be selected from one of the established members of the Finance Committee. Chairperson Long entertained Trustee questions; however, none were forthcoming.

IV.b INFORMATION ONLY – PRESENTATION BY THE DISTRICT ATTORNEY REGARDING NEVADA OPEN MEETING LAW.

(0:13:40) – Chairperson Long introduced the item. Mr. Woodbury presented a PowerPoint Slideshow on Nevada Open Meeting Law (OML), during which he went into detail about OML in ensuring that people may meaningfully participate in their government. He covered such items as notice of the subjects that a public body is going to consider, decisions and discussions are made in plain view of the public, and that the public has an opportunity to be heard by public bodies. Mr. Woodbury also responded to clarifying questions.

IV.c INFORMATION ONLY – A BRIEFING AND REMINDER ON THE AVAILABILITY AND STATUS OF TRUSTEE TRAINING PROVIDED BY THE NEVADA STATE LIBRARY, ARCHIVES, AND PUBLIC RECORDS.

(1:03:00) – Chairperson Long introduced the item. Dr. Colegrove briefed the Board on the online Trustee training. Chairperson Long entertained Trustee questions; however, none were forthcoming.

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

V.a FOR POSSIBLE ACTION – CONSIDERATION OF NEXT STEPS TO MOVE FORWARD WITH THE ANNUAL REVIEW AND POTENTIAL REFRESH OF THE CARSON CITY LIBRARY STRATEGIC PLAN, INCLUDING POTENTIALLY SCHEDULING AN IN-PERSON WORKSHOP MOVE TO REVIEW OPTIONS.

(1:07:05) – Chairperson Long introduced the item. There was consensus among the Board that meeting virtually for the workshop as a review and refresher of the Carson City Library Strategic Plan, incorporated into the record, would be the most expeditious method of meeting.

V.b FOR POSSIBLE ACTION – DISCUSSION AND POTENTIAL ACTION TO FORMALIZE A LIBRARY TRUSTEE BOOK CLUB.

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(1:16:12) – Chairperson Long introduced the item, and the Board discussed potentially forming a Library Trustee Book Club. Trustee Patton suggested sharing Trustee-related book titles amongst each other and possibly agendizing discussion on ideas from those books that may be useful for the Library.

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.

(1:21:18) – Chairperson Long introduced the item. Dr. Colegrove presented his report, which is incorporated into the record. Chairperson Long entertained Trustee questions; however, none were forthcoming.

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).

(1:38:40) – 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.

VII. INFORMATION ONLY – OTHER ADMINISTRATIVE REPORTS

VII.a INFORMATION ONLY – OTHER ADMINISTRATIVE REPORTS.

(1:41:27) – Chairperson Long introduced the item. Ms. Baker presented the report, which is incorporated into the record. Chairperson Long entertained Trustee questions; however, none were forthcoming.

VII.b 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.

(1:49:43) – Chairperson Long introduced the item. Creative Learning Manager Maria Klesta presented her report, which is incorporated into the record, and entertained Trustee questions; however, none were forthcoming.

VII.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.

(1:55:22) – Chairperson Long introduced the item. Collection Development Manager Amy Lauder presented her report, which is incorporated into the record, and entertained Trustee questions; however, none were forthcoming.

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VII.d 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).

(2:01:04) – Chairperson Long introduced the item. Access Services Manager Ermal Reinhart presented his report, and entertained Trustee questions; however, none were forthcoming. Dr. Colegrove commended Mr. Reinhart for his role in developing the curbside pickup option for Library patrons.

VII.e 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).

This item was discussed in Item VII.d.

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

(2:06:06) – Chairperson Long introduced the item and entertained Trustee announcements and information requests; however, none were forthcoming.

IX. PUBLIC COMMENT

(2:06:25) – Chairperson Long entertained public comments; however, none were forthcoming.

X. FOR POSSIBLE ACTION – ADJOURNMENT

(2:06:42) – Chairperson Long adjourned the meeting at 7:22 p.m.

The Minutes of the June 25, 2020 Carson City Library Board of Trustees meeting are so approved this 23rd day of July, 2020.