

CARSON CITY LIBRARY BOARD OF TRUSTEES (LBOT)
Minutes of the July 23, 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, July 23, 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

(5:22:15) – Chairperson Long called the meeting to order at 5:22 p.m. Roll was called, and a quorum was present. Trustee Balderson joined the meeting via WebEx at 5:35 p.m.

II. PUBLIC COMMENT

(5:23:13) – Chairperson Long entertained public comments; however, none were forthcoming.

III. FOR POSSIBLE ACTION – LIBRARY BOARD OF TRUSTEES BUSINESS

III.a FOR POSSIBLE ACTION -- APPROVAL OF MINUTES OF PREVIOUS MEETING (JUNE 25, 2020).

(5:23:29) – Chairperson Long introduced the item and entertained questions, comments, and/or a motion.

(5:23:55) – MOTION: Trustee Patton moved to approve the June 25, 2020 meeting minutes as presented. Trustee Lucas seconded the motion. Motion carried 4-0-0.

IV. INFORMATION ONLY – LIBRARY BOARD OF TRUSTEES INFORMATIONAL REPORTS

IV.a INFORMATION ONLY – A REPRESENTATIVE FROM THE NEVADA STATE LIBRARY, ARCHIVES, AND PUBLIC RECORDS (NSLAPR) WILL MAKE REVIEW HIGHLIGHTS OF THE

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NSLAPR-PROVIDED PUBLIC LIBRARY TRUSTEE TRAINING, AND FIELD QUESTIONS ASSOCIATED.

(5:24:27) – Chairperson Long introduced the item. Nevada State Library, Archives, and Public Records (NSLAPR) Administrator Tammy Westergard introduced herself and presented on the Public Library Trustee Training, available on the NSLAPR website <https://nsla.nv.gov/home>. She highlighted the three primary responsibilities of Public Library Trustees, which she identified as legal, fiscal, and leadership. She also responded to clarifying questions.

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

V.a FOR POSSIBLE ACTION – DISCUSSION AND POSSIBLE ACTION REGARDING ELECTION OF BOARD CHAIR AND VICE CHAIR.

(5:58:02) – Chairperson Long introduced the item and entertained Chair and Vice Chair nominations.

(5:59:54) – MOTION: Trustee Balderson moved to nominate Amanda Long to the position of LBOT Chair for a one-year term. Trustee Patton seconded the motion. Motion carried 5-0-0.

(6:02:33) – MOTION: Trustee Patton moved to nominate Nicholas Cranston to the position of LBOT Vice Chairperson for a one-year term. Trustee Balderson seconded the motion. Motion carried 5-0-0.

V.b FOR POSSIBLE ACTION – A PRESENTATION WITH A REPRESENTATIVE FROM THE UNIVERSITY CENTER FOR ECONOMIC DEVELOPMENT, UNIVERSITY OF NEVADA, RENO, REGARDING POTENTIAL NEXT STEPS TO MOVE FORWARD WITH THE ANNUAL REVIEW AND POSSIBLE REFRESH OF THE CARSON CITY LIBRARY STRATEGIC PLAN.

(6:03:06) – Chairperson Long introduced the item. Frederick Steinmann introduced himself as an Assistant Research Professor with the University Center for Economic Development (UCED), College of Business at the University of Nevada, Reno and presented the agenda materials. He also responded to clarifying questions.

(6:17:42) – In response to Chairperson Long’s question, Mr. Steinmann stated that he and UCED Director Thomas Harris had been regularly meeting with representatives from Nevada Governor Steve Sisolak’s office on economic development since March 2020, and that it had been difficult to develop concrete and definitive responses relating to strategic planning for various Nevada organizations, especially on the recovery side, since the full impact of the Coronavirus outbreak was not known yet.

(6:22:59) – The Trustees agreed with Dr. Colegrove’s suggestion to wait for one or two months before conducting a completely virtual or in-person refresh of the Library Strategic Plan due to the changing community demographics at the start of the upcoming school year. There was consensus among the Board to table the item for the following month’s Agenda

VI. INFORMATION ONLY – LIBRARY DIRECTOR REPRESENTATIVE ADMINISTRATIVE REPORTS

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

(6:26:33) – Chairperson Long introduced the item. Dr. Colegrove presented his report, which is incorporated into the record.

(6:32:30) – Dr. Colegrove informed the Board that the vacancy for the LBOT vacancy was supposed to be addressed at the previous Board of Supervisors (BOS) meeting, but the interviewing process was delayed until the next BOS meeting.

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).

(6:44:41) – 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. He entertained Trustee questions; however, none were forthcoming.

VII. INFORMATION ONLY – OTHER ADMINISTRATIVE REPORTS

VII.a INFORMATION ONLY – OTHER ADMINISTRATIVE REPORTS.

(6:51:38) – Chairperson Long introduced the item. Ms. Baker presented her 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 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).

(6:55:29) – Chairperson Long introduced the item. Access Service Manager Ermal Reinhart presented his report, which is incorporated into the record. Chairperson Long entertained Trustee questions; however, none were forthcoming.

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.

(6:58:08) – Chairperson Long introduced the item. Creative Learning Manager Maria Klesta presented her report, which is incorporated into the record, and entertained Trustee questions.

(7:02:00) – In response to Trustee Patton's question, Ms. Klesta stated that out of the 316 people that had registered for the virtual Summer Learning Challenge, 75 people had completed the program, which is approximately 23

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percent. She hoped to have about 100 people complete the program for the year. She informed that an overall 189,710 minutes had been read, which is 75 percent toward the goal of 250,000 minutes for the Summer Learning Challenge. She announced that 220 people had picked up the take-home kits provided at the Library, and that the End of Summer Learning Challenge Party would take place the following week.

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.

(7:03:46) – Chairperson Long introduced the item. Collection Development Manager Amy Lauder presented her report, which is incorporated into the record. Chairperson Long entertained Trustee questions; however, none were forthcoming.

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

(7:11:41) – Chairperson Long introduced the item and entertained Trustee announcements and information requests; however, none were forthcoming.

IX. PUBLIC COMMENT

(7:11:52) – Chairperson Long entertained public comments; however, none were forthcoming.

X. FOR POSSIBLE ACTION – ADJOURNMENT

(7:12:43) – Chairperson Long adjourned the meeting at 7:12 p.m.

The Minutes of the July 23, 2020 Carson City Library Board of Trustees meeting are so approved this 27th day of August, 2020.