

**CARSON CITY LIBRARY BOARD OF TRUSTEES (LBOT)**  
**Minutes of the August 27, 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, August 27, 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](http://www.carson.org/minutes).

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

(5:17:00) – Chairperson Long called the meeting to order at 5:17 p.m. Roll was called, and a quorum was present.

**II. PUBLIC COMMENT**

(5:18:00) – 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 (JULY 23, 2020).**

(5:18:19) – Chairperson Long introduced the item and entertained questions, comments, and/or a motion.

**(5:18:47) – MOTION:** Trustee Patton moved to approve the July 23, 2020 meeting minutes as presented. Vice Chairperson Cranston seconded the motion. Motion carried 4-0-0.

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

(5:19:18) – Chairperson Long introduced the item, and Dr. Colegrove noted that there was nothing new to report for this meeting.

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

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**V.a FOR POSSIBLE ACTION – DISCUSSION AND POSSIBLE ACTION CONCERNING REVIEW AND POSSIBLE MODIFICATION OF THE CARSON CITY LIBRARY STRATEGIC PLAN.**

(5:19:37) – Chairperson Long introduced the item, and Dr. Colegrove introduced Professor Larry Dailey from the University of Nevada, Reno Reynolds School of Journalism, who had led the Library Staff in the half-day Staff development workshop. Professor Dailey presented an overview of the results from the workshop and engaged the Board in discussion.

(6:06:13) – Chairperson Long believed the Board should consider including the human-centered design with the update of the Strategic Plan. Dr. Colegrove and Trustee Patton agreed with Chairperson Long.

(6:07:49) – Chairperson Long entertained a motion to authorize “[Dr. Colegrove] to go forward with finding what the next steps are, what [those] would entail, and [to] present those at the next meeting.”

**(6:08:06) – MOTION: Trustee Patton so moved. Trustee Balderson seconded the motion. The 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.**

(6:08:41) – Chairperson Long introduced the item. Dr. Colegrove presented his report, which is incorporated into the record. There were no Trustee comments or questions.

**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).**

(6:17:11) – Dr. Colegrove and Ms. Baker presented the budget, which included a snapshot of the FY 2020 dashboard and supporting details, all of which are incorporated into the record. Chairperson Long entertained Trustee questions; however, none were forthcoming.

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

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

(6:22:05) – Chairperson Long introduced the item. Ms. Baker presented her report, which is incorporated into the record. Ms. Baker entertained Trustee questions; however, none were forthcoming.

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**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.**

(6:29:28) – Chairperson Long introduced the item. Creative Learning Manager Maria Klesta presented her report, which is incorporated into the record.

**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.**

(6:32:45) – Chairperson Long introduced the item. Collection Development Manager Amy Lauder presented her report, which is incorporated into the record.

**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).**

(6:43:36) – Chairperson Long introduced the item. Access Services Manager Ermal Reinhart presented his report, which is incorporated into the record.

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

(6:46:27) – Chairperson Long introduced the item and entertained Trustee announcements and information requests; however, none were forthcoming.

**IX. PUBLIC COMMENT**

(6:46:40) – Chairperson Long entertained public comments; however, none were forthcoming.

**X. FOR POSSIBLE ACTION – ADJOURNMENT**

**(6:46:53) – Chairperson Long adjourned the meeting at 6:46 p.m.**

The Minutes of the August 27, 2020 Carson City Library Board of Trustees meeting are so approved this 24<sup>th</sup> day of September, 2020.