

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

### **Minutes of the September 24, 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, September 24, 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**

(5:15:42) – Chairperson Long called the meeting to order at 5:15 p.m. Roll was called, and a quorum was present. Trustee Balderson arrived at 5:19 p.m.

#### **II. PUBLIC COMMENT**

(5:16:21) – 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 (AUGUST 27, 2020).**

(5:16:48) – Chairperson Long introduced the item and entertained questions, comments, and/or a motion.

**(5:17:12) – MOTION:** Trustee Patton moved to approve the August 27, 2020 meeting minutes as presented. Vice Chairperson Cranston seconded the motion. Motion carried 4-0-0.

#### **IV. FOR POSSIBLE ACTION – LIBRARY BOARD OF TRUSTEES BUSINESS**

##### **IV.a FOR POSSIBLE ACTION: PRESENTATION, DISCUSSION, AND POSSIBLE ACTION TO APPROVE REVISIONS TO ARTICLE VII OF THE BYLAWS OF THE CARSON CITY LIBRARY BOARD OF TRUSTEES CONTAINED WITHIN THE CARSON CITY LIBRARY POLICY.**

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(5:17:41) – Chairperson Long introduced the item. Ms. Baker stated that the reason for the proposed revision (red) on page #6 of the Carson City Library Policy, which is incorporated into the record, was to clearly state the Board responsibilities and duties as well as to match the exact language from the Nevada Revised Statute (NRS) 379.025, also incorporated into the record.

(5:19:28) – Trustee Balderson clarified her initial intention with the Bylaws was gender neutral language. In response to Chairperson Long's inquiry about going about making changes to the Bylaws to include gender neutral language, Mr. Woodbury suggested agendizing the matter for discussion to go through the suggested changes and have a second agenda item for the action of making those amendments. He added that the easiest way to revise the entire Carson City Library Policy, if necessary, on a broader scope would be to agendize the matter as an information item first so Staff could have an opportunity to put together the desired language. Chairperson Long proposed agendizing the matter as a discussion item as well as an action item for the following meeting.

(5:24:49) – Chairperson Long entertained questions, changes, and adjustments to the amended Bylaws and, when none were forthcoming, a motion.

**(5:25:08) – MOTION: Trustee Patton moved to approve the proposed change to Item #1 of Article VII. Trustee Balderson seconded the motion. Motion carried 5-0-0.**

**IV.b FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING A PROPOSED RESOLUTION 2020-R-1 FOR THE LIBRARY BOARD OF TRUSTEES TO NAME PATRICK T. COLEGROVE, CARSON CITY LIBRARY DIRECTOR, AS THE AUTHORIZED SIGNER FOR THE BENEFICIARY DOCUMENTATION RELATING TO A DONOR'S BEQUEST TO THE CARSON CITY LIBRARY OF AN INVESTMENT ACCOUNT IN AN UNKNOWN AMOUNT.**

(5:25:43) – Chairperson Long introduced the item. Ms. Baker presented a brief overview of the Resolution, which is incorporated into the record, and she and Mr. Woodbury responded to clarifying questions.

(5:28:16) – In response to Chairperson Long's question, Ms. Baker confirmed that there is an option to manage the investment account, although that would be more complicated by requiring additional documentation. She stated that Staff was looking into taking a disbursement that would go into the Library gift fund. Ms. Baker added that Mr. Woodbury had prepared the Resolution, and discussion ensued regarding the signatures for the Resolution.

(5:35:34) – Chairperson Long was comfortable with the Resolution and entertained a motion.

**(5:36:18) – MOTION: Trustee Lucas moved to approve the proposed Resolution [No. 2020-R-1] for the Library Board of Trustees to name Patrick T. Colegrove as the authorized signer as directed. Trustee Patton seconded the motion. Motion carried 5-0-0.**

**V. INFORMATION ONLY – LIBRARY DIRECTOR REPRESENTATIVE ADMINISTRATIVE REPORTS**

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**V.a FOR POSSIBLE ACTION – PRESENTATION AND DISCUSSION OF A REPORT CONCERNING ACTIVITIES AND OPERATIONS OF THE LIBRARY SINCE THE PRESENTATION OF THE LAST REPORT.**

(5:36:49) – Chairperson Long introduced the item, and Dr. Colegrove presented his report, the draft Carson City Library Human Services Initiative, and the Technical Memorandum from Frederick Steinmann at the University of Nevada, Reno University Center for Economic Development, all of which are incorporated into the record.

(5:38:28) – Trustee Patton announced that Executive Management of the Friends of the Carson City Library took over management of the Browsers Corner Book Store, and the new crew would be arriving on the morning of Saturday, September 26, 2020. The bookstore would be closed for inventory checks, disinfecting, restocking, and volunteer retraining with the expectation to reopen full-time in two weeks or less.

**V.b INFORMATION ONLY – PRESENTATION AND DISCUSSION OF A REPORT CONCERNING CONDITION OF THE CITY FY BUDGET (101), GIFT FUND (230), AND GRANT FUNDS (275).**

(5:49:54) – 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.

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

**VI.a INFORMATION ONLY – OTHER ADMINISTRATIVE REPORTS. ADMINISTRATION UPDATE AND ACTIVITIES SINCE LAST REPORT.**

(5:52:07) – Chairperson Long introduced the item. Ms. Baker presented her report, which is incorporated into the record. She entertained Trustee questions; however, none were forthcoming.

**VI.b INFORMATION ONLY – PRESENTATION, DISCUSSION AND UPDATE ON COLLECTION DEVELOPMENT ACTIVITIES SINCE THE PRESENATION OF THE LAST REPORT, TO PROVIDE INFORMATION CONCERNING MATERIALS ADDED TO THE LIBRARY COLLECTION DURING THE PAST MONTH.**

(5:57:07) – Chairperson Long introduced the item, and Collection Development Manager Amy Lauder presented her report, which is incorporated into the record.

(6:01:01) – Services Manager Ermal Reinhart informed the Trustees that Library holidays and events can be accessed via a [www.Google.com](http://www.Google.com) search of “Library holidays American Library Association (ALA).”

**VI.c 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).**

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(6:03:48) – Chairperson Long introduced the item, and Access Services Manager Ermal Reinhart presented his report, which is incorporated into the record. He entertained Trustee questions; however, none were forthcoming.

**VI.d 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.**

(6:06:38) – Chairperson Long introduced the item, and Ms. Baker presented the report, which is incorporated into the record. She also responded to clarifying questions.

**VII. INFORMATION ONLY – BOARD MEMBERS’ ANNOUNCEMENTS & REQUEST FOR INFORMATION.**

(6:09:55) – Chairperson Long introduced the item and entertained announcements and requests for information; however, none were forthcoming.

**VIII. PUBLIC COMMENT**

(6:10:53) – Chairperson Long entertained public comments; however, none were forthcoming.

**IX. FOR POSSIBLE ACTION – ADJOURNMENT**

**(6:11:07) – Chairperson Long adjourned the meeting at 6:11 p.m.**

The Minutes of the September 24, 2020 Carson City Library Board of Trustees meeting are so approved this 22<sup>nd</sup> day of October, 2020.