

CARSON CITY LIBRARY BOARD OF TRUSTEES (LBOT)

Minutes of the October 22, 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, October 22, 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

(5:15:37) – Chairperson Long called the meeting to order at 5:15 p.m. Roll was called, and a quorum was present. Trustee Balderson arrived at 5:30 p.m.

II. PUBLIC COMMENT

(5:16:20) – 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 (SEPTEMBER 24, 2020).

(5:16:40) – Chairperson Long introduced the item and entertained questions, comments, and/or a motion.

(5:17:12) – MOTION: Trustee Lucas moved to approve the September 24, 2020 meeting minutes as presented. Trustee Patton 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 REGARDING THE SUBMISSION OF A \$6,143 GRANT APPLICATION TO THE FY 2021 STATE

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COLLECTION DEVELOPMENT GRANT PROGAM AVAILABLE FROM THE NEVADA STATE LIBRARY, ARCHIVES, AND PUBLIC RECORDS (NSLAPR).

(5:17:35) – Chairperson Long introduced the item. Ms. Baker presented the agenda materials, and Collection Development Manager Amy Lauder responded to clarifying questions.

(6:26:41) – Chairperson Long entertained a motion.

(5:26:46) – MOTION: Vice Chairperson Cranston moved to approve the Nevada Public Libraries FY 2021 State Collection Development Application as submitted. Trustee Lucas seconded the motion. Motion carried 4-0-0.

IV.b FOR POSSIBLE ACTION: PRESENTATION, DISCUSSION, AND POSSIBLE ACTION TO SCHEDULE THE NEXT MEETING OF THE LIBRARY BOARD OF TRUSTEES, INCLUDING POTENTIALLY SCHEDULING THE LOCATION TO INCLUDE THE POSSIBILITY OF IN-PERSON ATTENDANCE/PARTICIPATION.

(5:27:27) – Chairperson Long introduced the item. Dr. Colegrove informed the Trustees that the Carson City Board of Supervisors had moved forward with Coronavirus Aid, Relief, and Economic Security (CARES) Act grant funding to make changes to the auditorium to allow for members of the public to participate in public meetings as well as for the Board to meet in person. Ms. Baker clarified that the Board had a hold on the auditorium to meet in person on Wednesday, December 2, 2020.

(5:32:34) – Chairperson Long entertained Trustee discussion. Vice Chairperson Cranston was in favor of resuming virtual Board meetings or allowing for himself to appear virtually. He proposed providing a secondary laptop to join in the WebEx meeting for public comment. Trustee Balderson echoed Vice Chairperson Cranston's comment, and she, Chairperson Long, and Ms. Baker noted that the Board likely would not have a lot of public comments to accommodate for.

(3:35:13) – Chairperson Long entertained a motion.

(5:35:24) – MOTION: Trustee Patton moved to continue virtual LBOT meetings and schedule the next meeting for December 2, 2020. Vice Chairperson Cranston seconded the motion. Motion carried 5-0-0.

IV.c FOR POSSIBLE ACTION: PRESENTATION AND GENERAL DISCUSSION CONCERNING A PROCESS FOR REVIEW AND RECOMMENDATIONS FOR AMENDMENTS OF THE CARSON CITY LIBRARY POLICY (“POLICY”) INCLUDING THE BYLAWS OF THE CARSON CITY LIBRARY BOARD OF TRUSTEES (“BYLAWS”) CONTAINED THEREIN.

(5:36:01) – Chairperson Long introduced the item, and Dr. Colegrove referenced the agenda materials. Chairperson Long noted some areas of the Policy that needed to be updated.

(5:39:39) – Trustee Balderson proposed amending the Policy to include gender-neutral language, such as “they” and “themselves” as singular pronouns, and she wished to further discuss the types of library cards, community-based

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education, and the “Cooperation” section of the Policy. She believed that the “Selection of Library Materials” section would be better suited for a procedure guide or desk manual and the “Public Relations” section would tie in more directly with the Strategic Plan. She also recommended changing the word “daycare” to “childcare” along with rewording some areas in the Policy and adding more details. Trustee Balderson suggested forming a subcommittee to perform “a more substantive review” of the Policy and Bylaws and come back with recommendations for the Board.

(5:48:12) – Chairperson Long proposed a subcommittee made up of a mix of Trustees and Staff to get a range of input. She entertained Trustee discussion and responded to clarifying questions.

(5:50:10) – Mr. Woodbury mentioned that this was the only instance that he had seen the Bylaws of an organization imbedded within a document like that of the Policy, and this can create some confusion when the Bylaws serve the purpose of governing the Board.

(5:52:46) – Access Services Manager Ermal Reinhart and Ms. Lauder stated that they would like to be a part of the possible subcommittee.

(5:53:24) – Chairperson Long was in favor of the subcommittee idea, although she was concerned with having more than two Trustees on the subcommittee, as she believed that would defeat the purpose of a subcommittee. Trustee Balderson agreed with Chairperson Long’s comment. Chairperson Long requested that Trustee Balderson to be on the subcommittee and stated that she would join the subcommittee if no other Trustee wished to.

(5:57:00) – Mr. Woodbury requested having the opportunity to make sure that the Board can form a subcommittee that would not be subject to Open Meeting Law (OML) as long as there is less than a quorum before formally closing this item. Chairperson Long entertained a motion.

(5:58:44) – MOTION: Trustee Balderson moved for the creation of a subcommittee to review policies and bylaws and to come back with recommended updates and changes to [the Policy]. Trustee Patton seconded the motion. Motion carried 5-0-0.

(6:14:51) – Chairperson Long called attention back to this item. Mr. Woodbury noted that a “public body,” pursuant to NRS 241.015 and subject to OML, includes:

“[a] subcommittee or working group consisting of at least two persons who are appointed by a public body, [and] if a majority of the membership of the subcommittee or working group are members or staff members of the public body that appointed the subcommittee or the subcommittee is authorized by the public body to make a recommendation...”

Mr. Woodbury stated that even though the subcommittee consists of less than a quorum of Trustees, it is captured within the definition of a public body under that provision. He added that if the Board wished to move forward with the appointed subcommittee, the meetings of that subcommittee would be subject to OML. He proposed appointing a single Trustee as the “point person” to bring recommendations to the Board, and that person would be free to meet with several other Trustees and Staff. Mr. Woodbury pointed out that the one restriction would be that the point person could only meet with one Trustee at a time on this matter; however, the restriction would not apply to meeting

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with Staff. Trustee Balderson agreed to be the point person if the decision would be based on expediency and efficiency rather than circumventing OML.

(6:19:43) – Chairperson Long entertained discussion, and the consensus among the Board was to move forward with Mr. Woodbury suggestion with appointing a point person. As advised by Mr. Woodbury, Chairperson Long entertained a motion to reconsider the previous motion as well as a follow-up motion.

(6:20:49) – MOTION: Trustee Balderson so moved. Trustee Patton seconded the motion. Motion carried 5-0-0.

(6:21:09) – MOTION: Trustee Patton moved to appoint Trustee Balderson as the point person to work on the revisions of the Policy with Staff members and individual Trustees as needed then bring back the final recommendations to the entire Board. Trustee Lucas seconded the motion. Motion carried 5-0-0.

V. INFORMATION ONLY – LIBRARY DIRECTOR REPRESENTATIVE ADMINISTRATIVE REPORTS

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.

(5:59:20) – Chairperson Long introduced the item. Dr. Colegrove presented his report and the Carson City Library Pandemic Timeline and referenced an email concerning the Library's National Medal for Museum and Library Service nomination, all of which are incorporated into the record. He also responded to clarifying questions.

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).

(6:22:00) – 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.

VI. INFORMATION ONLY – OTHER ADMINISTRATIVE REPORTS

VI.a INFORMATION ONLY – ADMINISTRATION UPDATE AND ACTIVITIES SINCE LAST REPORT.

(6:24:02) – 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 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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(6:26:59) – 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.c INFORMATION ONLY – PRESENTATION, DISCUSSION AND UPDATE ON CREATIVE LEARNING SINCE THE PRESENTATION OF LAST REPORT, TO PROVIDE INFORMATION CONCERNING PROGRAMMING AND SERVICES FOR PERSONS OF ALL AGES.

(6:29:04) – Chairperson Long introduced the item, and Creative Learning Manager Maria Klesta presented her report, which is incorporated into the record. She entertained Trustee questions; however, none were forthcoming.

VI.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.

(6:31:47) – Chairperson Long introduced the item, and Collection Development Manager Amy Lauder presented her report, which is incorporated into the record.

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

(6:36:28) – Chairperson Long introduced the item and entertained announcements and requests for information. Trustee Patton complimented Staff for their efforts during the COVID-19 pandemic.

VIII. PUBLIC COMMENT

(6:37:01) – Chairperson Long entertained public comments; however, none were forthcoming.

IX. FOR POSSIBLE ACTION – ADJOURNMENT

(6:37:20) – Chairperson Long adjourned the meeting at 6:37 p.m.

The Minutes of the October 22, 2020 Carson City Library Board of Trustees meeting are so approved this 2nd day of December, 2020.