

CARSON CITY LIBRARY BOARD OF TRUSTEES (LBOT)

Minutes of the December 2, 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 Wednesday, December 2, 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

(5:15:48) – Chairperson Long called the meeting to order at 5:15 p.m. Roll was called, and a quorum was present.

II. PUBLIC COMMENT

(5:16:18) – 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 (OCTOBER 22, 2020).

(5:16:42) – Chairperson Long introduced the item and entertained questions, comments, and/or a motion.

(5:17:12) – MOTION: Trustee Patton moved to approve the October 22, 2020 meeting minutes as presented. Vice Chairperson Cranston seconded the motion. Motion carried 5-0-0.

IV. INFORMATION ONLY – SPECIAL PRESENTATION

IV.a INFORMATION ONLY: PRESENTATION OF LENGTH OF SERVICE CERTIFICATES TO LIBRARY EMPLOYEES.

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(5:17:44) – Chairperson Long introduced the item and introduced Carson City Supervisor Brad Bonkowski. Supervisor Bonkowski presented Ms. Baker with the Carson City Longevity Award, incorporated into the record, for her length of service to the Library as well as congratulated her for being the Carson City Employee of the Quarter. He also thanked Ms. Baker for being the acting Library Director for a year and the Department Business Manager. Ms. Baker appreciated the kind sentiment and recognition.

(5:20:40) – Chairperson Long, Vice Chairperson Cranston, and Trustee Balderson congratulated and thanked Ms. Baker for her hard work and echoed Supervisor Bonkowski's statement.

(5:21:14) – Ms. Baker informed the Trustees that this meeting would be her last LBOT meeting, as she was retiring.

(5:22:38) – Trustee Patton commended Ms. Baker for being a tremendous help to both the LBOT, Friends of the Carson City Library, and the Library and stated that Ms. Baker would be missed.

V. FOR POSSIBLE ACTION – LIBRARY BOARD OF TRUSTEES BUSINESS

V.a FOR POSSIBLE ACTION – PRESENTATION AND DISCUSSION OF RECOMMENDATIONS BY THE BOARD FOR AMENDMENT(S) OF THE CARSON CITY LIBRARY POLICY (“POLICY”) INCLUDING THE BYLAWS OF THE CARSON CITY LIBRARY BOARD OF TRUSTEES (“BYLAWS”) CONTAINED THEREIN.

(5:24:04) – Chairperson Long introduced the item. Trustee Balderson introduced changes to the Carson City Library Policy, which is incorporated into the record, and the recommendations included the following:

1. *Separate the Library Policy and the Library Board Trustee Bylaws into two distinct documents.*
2. *For both the Policy and the Bylaws, include a record of changes which includes a brief description of the change and the date approved.*
3. *For the Bylaws, remove gendered terms Chairman and Vice Chairman and replace with gender-neutral terms Chairperson and Vice Chairperson.*
4. *Change Bylaws Article V Section 5-parliamentary authority to replace Parliamentary Procedure at a Glance to Robert’s Rules of Order.*
5. *Link Bylaws Article VII- Duties of the Board of Trustees to the applicable [Nevada Revised Statute (NRS)].*
6. *If possible, link Library Bill of Rights, or make update to align with current version if linking is not possible within the policy.*
7. *Add the following sentence to the Personnel section, last paragraph: "All Carson City Library personnel will exercise prudent judgment and reasonably interpret policy in a way that upholds the intent of the General Library Objectives."*
8. *Remove Public Relations section from Policy.*
9. *Move Cooperation section to the Services of the Library Section.*
10. *Link to [American Library Association (ALA)] interpretation of Library-Initiated services.*

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11. Remove section on Youth and Family Storytime Programs and instead include in a staff procedure guide to be completed no later than March 1st, 2021.
12. Abolish the Premiere Library Card and transfer all privileges associated with the Premiere card to the regular card.
13. Remove the Selection of Library Materials section from the policy and instead develop a staff procedure guide which details the selection of library materials to be completed no later than March 1st, 2021.
14. Remove the Displays and Art Exhibits section from the policy and instead include in a staff procedure guide which details the displaying and exhibition of art at the library to be completed no later than March 1st, 2021.
15. Remove the following from the Unattended Children section: "When a Child is left at the library and the police are notified, the police will take the child into protective custody until the parents are notified."
16. Clarify use of the Library's Name and Address.
17. Grammar/Typos- allow staff to make any non-substantive grammatical/typographical corrections as they update the document.

Trustee Balderson indicated that recommendations #2 through #5 applied directly to the Bylaws, recommendations #7 through #16 applied directly to the Policy, and recommendation #17 applied to both the Policy and the Bylaws.

(5:30:03) – Chairperson Long entertained Trustee questions and discussion, and Trustee Balderson responded to clarifying questions. The Board also discussed the different library cards and the equipment related to obtaining a Premiere Library Card, during which Trustee Patton noted that some of the equipment is too expensive to be trusted with being handled by some people, which is one of the reasons why the Premiere Library Card was created. Access Services Manager Ermal Reinhart, Collection Development Manager Amy Lauder, and Ms. Baker clarified about the differences between the normal Library Card and the Premiere Library Card. Ms. Baker informed Chairperson Long that if a piece of equipment had not been returned to the Library by the person borrowing the equipment, a hold would be placed on their account until the item had been returned or the funds were recovered.

(5:51:46) – Chairperson Long was not comfortable with contributing to a decision to abolish the Premiere Library Card at this time and suggested removing recommendation #12 pending review of more information and discussion on the matter.

(5:52:28) – Vice Chairperson Cranston agreed with Chairperson Long's suggestion and noted that the Premiere Library Card helps prevent theft and damage of expensive Library property, though he also opposed denying visitors the use of Library materials. He proposed changing how the Premiere Library Card is issued, such as shorter waiting periods, having supervised equipment usage, or having periods during the week when people could access the equipment without a Premiere Library Card.

(6:05:39) – Chairperson Long believed that Board should focus on separating the Bylaws into its own document and noted that Article VIII of page #6 of the Policy appeared to be the last Bylaw. She wished to review a draft of the Bylaws separately for approval, and she was in favor of Trustee Balderson's recommendations other than recommendation #12. Chairperson Long recommended having deeper discussions on what is policy and what is procedure on a later date.

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(6:08:07) – Trustee Patton agreed with Chairperson Long regarding separating the Bylaws from the Policy and added that further discussion concerning the Library's collection of materials and the Premiere Library Card was necessary.

(6:15:02) – Chairperson Long noted that recommendation #16 should be clarified to make the Library's use of the name and address expressed, and she entertained a motion.

(6:15:57) – MOTION: Trustee Balderson moved to accept recommendations #1 through #11, #14, #15, #17, and #16 with the clarification of use to the Library. Trustee Lucas seconded the motion. Motion carried 5-0-0.

V.b INFORMATION ONLY – PRESENTATION, DISCUSSION AND POSSIBLE ACTION ON CARSON CITY LIBRARY CALENDAR 2021, WITH HOLIDAY AND STAFF DEVELOPMENT CLOSURES.

(6:17:46) – Chairperson Long introduced the item. Dr. Colegrove noted that on the proposed 2021 Library calendar, which is incorporated into the record, December 24 and 31, 2021 were mislabeled, as they were dates that the City would be observing the holidays on and would be considered holiday closures.

(6:22:31) – Chairperson Long entertained Trustee questions and changes to the proposed calendar and, when none were forthcoming, a motion.

(6:22:41) – MOTION: Vice Chairperson Cranston moved to approve the Carson City Library Calendar for 2021. Trustee Patton seconded the motion. Motion carried 5-0-0.

VI. INFORMATION ONLY – LIBRARY DIRECTOR REPRESENTATIVE ADMINISTRATIVE REPORTS

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

(6:23:15) – Chairperson Long introduced the item. Dr. Colegrove presented the budget, which included a snapshot of the FY 2021 dashboard and supporting details, all of which are incorporated into the record.

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

(6:31:57) – Chairperson Long introduced the item. Dr. Colegrove presented his report, which is incorporated into the record.

VII. INFORMATION ONLY – OTHER ADMINISTRATIVE REPORTS

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

(6:44:30) – Chairperson Long introduced the item. Ms. Baker presented her report, which is incorporated into the record, and responded to clarifying questions.

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).

(6:50:29) – Chairperson Long introduced the item. Access Services Manager Ermal Reinhart presented his 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.

(6:53:33) – 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.

VII.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.

(6:56:53) – Chairperson Long introduced the item. Creative Learning Manager Maria Klesta presented her reported, which is incorporated into the record,

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

(7:00:34) – Chairperson Long introduced the item and entertained Trustee announcements and requests for information. Vice Chairperson Cranston stated that he may not be able to attend the January 2021 LBOT meeting.

IX. PUBLIC COMMENT

(7:01:15) – Chairperson Long entertained public comments; however, none were forthcoming.

X. FOR POSSIBLE ACTION – ADJOURNMENT

(7:01:44) – Chairperson Long adjourned the meeting at 7:01 p.m.

The Minutes of the December 2, 2020 Carson City Library Board of Trustees meeting are so approved this 28th day

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of January, 2021.