

CARSON CITY LIBRARY BOARD OF TRUSTEES (LBOT)

Minutes of the March 25, 2021 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, March 25, 2021 online via WebEx.

PRESENT: Chairperson Amanda Long via WebEx
Vice Chair Nicholas Cranston via WebEx
Trustee Julie Balderson via WebEx
Trustee Phyllis Patton via WebEx

STAFF: Tod Colegrove, Library Director via WebEx
Joy Holt, 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

(5:16:06) – Chairperson Long called the meeting to order at 5:16 p.m. Roll was called, and a quorum was present.

II. PUBLIC COMMENT

(5:17:25) – 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 (FEBRUARY 25, 2021).

(5:17:38) – Chairperson Long introduced the item and entertained questions, comments, and/or a motion.

(5:19:18) – MOTION: Trustee Patton moved to approve the February 25, 2021 meeting minutes as presented. Trustee Balderson seconded the motion. Motion carried 4-0-0.

IV. INFORMATION ONLY – LIBRARY DIRECTOR REPRESENTATIVE ADMINISTRATIVE REPORTS

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

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(5:19:40) – Chairperson Long introduced the item. Dr. Colegrove presented the accompanying documents, all of which are incorporated into the record, and responded to clarifying questions. Per Chairperson Long's request, Ms. Holt offered to attach a legend to the documents going forward providing brief descriptions or descriptors of the items.

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

(5:25:37) – Dr. Colegrove presented his report, which is incorporated into the record, and responded to clarifying questions.

V. INFORMATION ONLY – OTHER ADMINISTRATIVE REPORTS

V.a 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.

(5:40:04) – Chairperson Long introduced the item. Creative Learning Manager Maria Klesta presented her report, which is incorporated into the record, and entertained Trustee questions; however, none were forthcoming.

V.b 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.

(5:46:17) – 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.

V.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).

(5:49:41) – Chairperson Long introduced the item. Access Services Manager Ermal Reinhart presented his report and the Digital Equipment Stats, both of which are incorporated into the record. No questions from the Trustees were forthcoming.

V.d INFORMATION ONLY – ADMINISTRATION UPDATE AND ACTIVITIES SINCE LAST REPORT. GRANTS AND ADMINISTRATION – PROVIDES INFORMATION REGARDING GRANTS AND LIBRARY PROJECTS, INCLUDING NARRATIVE REPORTS OF ACTIVITIES OF CURRENT, PAST AND UPCOMING GRANTS, AWARDS, AND PROJECTS.

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(5:55:02) – Chairperson Long introduced the item. Ms. Holt presented her report, which is incorporated into the record.

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

(5:59:38) – Chairperson Long entertained Trustee announcements and requests for information; however, none were forthcoming.

VII. PUBLIC COMMENT

(6:00:28) – Chairperson Long entertained public comments; however, none were forthcoming.

VIII. FOR POSSIBLE ACTION – ADJOURNMENT

(6:00:38) – Chairperson Long adjourned the meeting at 6:00 p.m.

The Minutes of the March 25, 2021 Carson City Library Board of Trustees meeting are so approved this 22nd day of April, 2021.