

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

### **Minutes of the April 22, 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, April 22, 2021 online via WebEx.

**PRESENT:** Chairperson Amanda Long via WebEx  
Vice Chair Nicholas Cranston via WebEx  
Trustee Beth Lucas 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](http://www.carson.org/minutes).

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

(5:18:35) – Chairperson Long called the meeting to order at 5:18 p.m. Roll was called, and a quorum was present. Trustee Balderson was not present at this meeting, and Trustee Patton had arrived at 5:30 p.m.

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

(5:19:00) – Chairperson Long entertained public comments; however, none were forthcoming.

#### **III. FOR POSSIBLE ACTION – APPROVAL OF MINUTES OF PREVIOUS MEETING**

##### **III.a FOR POSSIBLE ACTION – APPROVAL OF MINUTES OF PREVIOUS MEETING (MARCH 25, 2021).**

(5:19:14) – Chairperson Long introduced the item and entertained questions, comments, and/or a motion.

**(5:19:42) – MOTION:** Vice Chairperson Cranston moved to approve the March 25, 2021 meeting minutes as presented. Trustee Lucas seconded the motion. Motion carried 3-0-0.

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

##### **IV.a FOR POSSIBLE ACTION – DISCUSSION AND POSSIBLE ACTION CONCERNING THE CARSON CITY LIBRARY STRATEGIC PLAN SURVEY, UPDATED PER BOARD INPUT AT THE FEBRUARY 25, 2020 MEETING, TO BE USED TO COLLECT INPUT FROM THE COMMUNITY OF THE LIBRARY FOR THE REFRESH OF THE LIBRARY STRATEGIC PLAN. ADDITIONAL INPUT IS SOLICITED IN THIS AGENDA ITEM BEFORE USE TO COLLECT INPUT FROM THE COMMUNITIES SERVED.**

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(5:20:19) – Chairperson Long introduced the item and entertained Member discussion regarding the proposed changes (highlighted in yellow) to the Carson City Library Strategic Plan Survey, which is incorporated into the record. When no further Member discussion or comments were forthcoming, Chairperson Long entertained a motion.

**(5:22:16) – MOTION:** Vice Chairperson Cranston moved to accept the Survey as presented. Trustee Lucas seconded the motion. Motion carried 3-0-0.

#### **IV.b FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION TO APPROVE THE UNCLASSIFIED JOB PERFORMANCE APPRAISAL FOR THE LIBRARY DIRECTOR, TOD COLEGROVE.**

(5:22:59) – Chairperson Long introduced the item. Mr. Woodbury referenced his April 13, 2021 letter, which is incorporated into the record, regarding consideration of Dr. Colegrove's character, alleged misconduct, professional competence, or physical or mental health. He stated that a draft of the final written performance evaluation would be prepared between this time and the May 2021 LBOT meeting, and that draft would be considered and finalized during the May 2021 meeting. He also mentioned that he had been in communication with the Carson City Human Resources (HR) Department on behalf of the Board, and the HR Department had authorized the Board to submit the final evaluation as soon as possible after the May 2021 meeting.

(5:33:48) – Chairperson Long referenced the Employee Job Satisfaction and Engagement Survey Results, which is incorporated into the record, and entertained Trustee input and questions. She suggested that the Trustees review the survey results and the previous job performance review for Dr. Colegrove before providing Chairperson Long with their input to be compiled together for review and discussion at the next LBOT meeting, with which the Trustees agreed. No formal action was taken on this item.

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

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

(5:36:48) – Chairperson Long introduced the item, and Dr. Colegrove presented the agenda materials.

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

(5:42:26) – Dr. Colegrove presented his report, which is incorporated into the record. He entertained Trustee questions; however, none were forthcoming.

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

##### **VI.a INFORMATION ONLY – PRESENTATION, DISCUSSION AND UPDATE ON COLLECTION DEVELOPMENT ACTIVITIES SINCE THE PRESENTATION OF THE LAST REPORT,**

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**TO PROVIDE INFORMATION CONCERNING MATERIALS ADDED TO THE LIBRARY COLLECTION DURING THE PAST MONTH.**

(5:51:30) – Chairperson Long introduced the item. Collection Development Manager Amy Lauder presented her report, which is incorporated into the record. Chairperson Long entertained Trustee questions; however, none were forthcoming.

**VI.b 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.**

(5:56:03) – Chairperson Long introduced the item. Department Business Manager Joy Holt presented her report, which is incorporated into the record. She entertained Trustee questions; however, none were forthcoming.

**VI.c 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.**

(5:59:13) – Chairperson Long introduced the item. Creative Learning Manager Maria Klesta presented her report, which is incorporated into the record, and she referenced some of the positive statements she had received from participants of the weekly “virtual storytimes” throughout the month of April 2021.

**VI.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).**

(6:02:35) – Chairperson Long introduced the item. Access Services Manager Ermal Reinhart presented his report, which is incorporated into the record, and he and Ms. Klesta responded to clarifying questions.

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

(6:07:30) – Chairperson Long entertained Member announcements and requests for information; however, none were forthcoming.

**VIII. PUBLIC COMMENT**

(6:07:42) – Chairperson Long entertained public comments. Dr. Colegrove wished to ensure that each Trustee and members of the public that are interested as stakeholders are aware of the Build America’s Libraries Act funding and the American Rescue Plan Act (ARPA) funding as well as other opportunities because he counts on stakeholders of the Library “to make sure to bring me into the loop” for ideas of what the Library could be doing with funding.

**IX. FOR POSSIBLE ACTION – ADJOURNMENT**

(6:09:33) – Chairperson Long adjourned the meeting at 6:09 p.m.

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The Minutes of the April 22, 2021 Carson City Library Board of Trustees meeting are so approved this 27<sup>th</sup> day of May, 2021.