

CARSON CITY LIBRARY BOARD OF TRUSTEES (LBOT)

Minutes of the June 24, 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, June 24, 2021 in the Community Center Robert “Bob” Crowell Board Room, 851 East William Street, Carson City, Nevada.

PRESENT: Chairperson Amanda Long
Vice Chair Nicholas Cranston
Trustee Julie Balderson
Trustee Beth Lucas via WebEx

STAFF: Joy Holt, Department Business Manager
Ben Johnson, Deputy District Attorney
Danielle Howard, Public Meetings Clerk

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

(5:28:36) – Chairperson Long called the meeting to order at 5:28 p.m. Roll was called, and a quorum was present. Trustee Patton was absent for this meeting.

II. PUBLIC COMMENT

(5:29:06) – 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 (APRIL 22, 2021).

(5:29:20) – Chairperson Long introduced the item and entertained comments, changes, and/or a motion.

(5:29:41) – MOTION: Trustee Balderson moved to approve the May 27, 2021 meeting minutes as presented. Vice Chairperson Cranston seconded the motion. The motion carried 4-0-0.

IV. FOR POSSIBLE ACTION – FRIENDS OF THE CARSON CITY LIBRARY REPORT

IV.a INFORMATION ONLY – PRESENTATION OF THE REPORT FROM THE FRIENDS OF THE CARSON CITY LIBRARY (FRIENDS OF THE LIBRARY REPRESENTATIVE).

(5:30:03) – Chairperson Long introduced the item and entertained Trustee comments regarding the report, which is incorporated into the record; however, none were forthcoming.

V. FOR POSSIBLE ACTION – LIBRARY BOARD OF TRUSTEES BUSINESS

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V.a FOR POSSIBLE ACTION: PRESENTATION, DISCUSSION, AND POSSIBLE ADOPTION OF THE CARSON CITY LIBRARY POLICY, AS AMENDED IN ACCORDANCE WITH RECOMMENDATIONS DISCUSSED BY THE BOARD AT THE DECEMBER 2, 2020 MEETING.

(5:31:17) – Chairperson Long introduced the item, and she and Trustee Balderson referenced the revised Carson City Library Policy and the revised Carson City Library Board Bylaws, both of which are incorporated into the record. Mr. Johnson confirmed that Carson City District Attorney Jason Woodbury had reviewed the Policy and Bylaws and made some grammatical and typographical changes to the Policy and Bylaws. Chairperson Long entertained a motion.

(5:35:07) – MOTION: Trustee Lucas moved to adopt the Carson City Library Policy as revised April 2021 as well as the Carson City Library Board Bylaws also updated April 2021. Trustee Balderson seconded the motion. The motion carried 4-0-0.

V.b FOR POSSIBLE ACTION: PRESENTATION, DISCUSSION, AND POSSIBLE ADOPTION OF THE CARSON CITY LIBRARY BOARD BYLAWS, AS AMENDED IN ACCORDANCE WITH RECOMMENDATIONS DISCUSSED BY THE BOARD AT THE DECEMBER 2, 2020 MEETING.

This item was briefly discussed during Item V.a, and a motion had been made during Item V.a for this item.

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).

(5:36:06) – Chairperson Long introduced the item. Ms. Holt entertained Trustee questions regarding the agenda materials; however, none were forthcoming.

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

(5:36:59) – Ms. Holt presented the report, which is incorporated into the record. She stated that Dr. Colegrove wished to extend his heartfelt gratitude on behalf of all of the Library Staff for Chairperson Long's dedicated service with LBOT and presented Chairperson Long with a flower. She mentioned that Staff also had something for Trustee Patton to thank her for her service as a LBOT Trustee and noted the importance in recognizing Trustee Patton's "long-time, heartfelt, deep commitment to the promulgation and support of the Library." She commented that it would be a serious loss to "all of us here" at the Library due to Trustee Patton having been "such an integral part to the success and promotion of the Library." Ms. Holt also welcomed Sarena Nichols and Dr. Elizabeth (Betts) Markle as the two new LBOT Trustees.

VII. INFORMATION ONLY – OTHER ADMINISTRATIVE REPORTS

VII.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.

(5:41:20) – Chairperson Long introduced the item. Collection Development Manager Amy Lauder presented her report, which is incorporated into the record, and responded to clarifying questions.

VII.b 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.

(5:19:12) – Chairperson Long introduced the item. Creative Learning Manager Maria Klesta presented her report, which is incorporated into the record, and she and Ms. Holt responded to clarifying questions.

VII.c 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.

(5:55:33) – Chairperson Long introduced the item. Ms. Holt presented her report, which is incorporated into the record, and responded to clarifying questions.

VII.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).

(6:05:43) – Chairperson Long introduced the item. Access Services Manager Ermal Reinhart presented his report, which is incorporated into the record, and responded to clarifying questions.

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

(6:15:17) – Chairperson Long entertained Member announcements and requests for information. She announced that this was her last meeting and commented that it has been “really awesome to be working with you guys for the last five years,” but she believed that she was leaving the Board “in capable hands.” She was honored for having been a part of the Board, as she believed that Carson City has one of the best libraries in the State. She hoped that having come out of the COVID-19 pandemic, getting people back to the Library, refreshing the Strategic Plan, and conducting the survey would help “take the Library even further.” Chairperson Long requested that Staff include a brief summary of their department in their reports at the next LBOT meeting to help pass the information along to the new Trustees.

IX. PUBLIC COMMENT

(6:20:07) – Chairperson Long entertained public comments; however, none were forthcoming.

X. FOR POSSIBLE ACTION – ADJOURNMENT

(6:20:25) – Chairperson Long adjourned the meeting at 6:20 p.m.

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The Minutes of the June 24, 2021 Carson City Library Board of Trustees meeting are so approved this 22nd day of July, 2021.