

**CARSON CITY LIBRARY BOARD OF TRUSTEES (LBOT)**  
**Minutes of the July 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, July 22, 2021 in the Community Center Robert “Bob” Crowell Board Room, 851 East William Street, Carson City, Nevada.

**PRESENT:** Chairperson Julie Balderson  
Vice Chair Nicholas Cranston  
Trustee Beth Lucas  
Trustee Elizabeth Markle  
Trustee Sarena Nichols

**STAFF:** Joy Holt, Department Business Manager  
Maria Klesta, Creative Learning Manager  
Amy Lauder, Collection Development Manager  
Ermal Reinhart, Access Services Manager  
Jason Woodbury, 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](http://www.carson.org/minutes).

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

(5:15:12) – Vice Chairperson Cranston called the meeting to order at 5:15 p.m. Roll was called, and a quorum was present.

**II. PUBLIC COMMENT**

(5:16:03) – Vice Chairperson Cranston entertained public comments; however, none were forthcoming. Dr. Colegrove read into the record the following letter from the Friends of the Carson City Library:

*As of July 22, 2021, July has been another banner month for donations to the Book Store. Weather did not keep the volunteers from working very hard to stock all the shelves and keep the store neat and tidy. To reward the hardworking etiquette of volunteers and show them our appreciation, plans are in the work for something special to happen in September. The volunteers would like to thank Vice President Joe Modarelli for his donation of the ice maker. It was much appreciated. Those who do a lot of their work outside are really thankful for shade shelter that was recently put up. It does not make it cooler air-wise, but it does make it seem cooler because the sun is not beating directly on you. We’re still recommending the volunteers do not work outdoors midday. These next two weeks, the volunteers will be busy getting ready for a special combination offer event and a book sale. Mark your calendar: Saturday, July 31, we will have author Monica Marcinko who wrote the book I Want to be an Elf. She will be inside the store selling books and talking about the Christmas elf from 10 a.m. until 1 p.m., meanwhile outside in the parking lot, a children’s book sale will be going on. Children’s books will be 25 cents each or five for \$1, cash only. This sale is from 9:30 a.m. until 4 p.m. and only applies to the books in the parking lot. CHRISTMAS IN JULY! A good place to*

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*start your Christmas shopping! If you would like to be a part of all this hard work and special event – join the Friends of the Carson City Library today!*

Dr. Colegrove mentioned having received an email from the Director of the American Library Association requesting that those “interested in helping build and repair America’s libraries” make five to 10 targeted phone calls to two of Nevada’s Representatives, Representative Susie Lee and Representative Steven Horsford. If the Build America’s Libraries Act funding is approved, Nevada would see an estimated \$48.5 million to fix buildings, expand buildings, and serve under certain communities “in ways that are sorely needed.”

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

**III.a FOR POSSIBLE ACTION – APPROVAL OF MINUTES OF PREVIOUS MEETING (JUNE 24, 2021).**

(5:19:36) – Vice Chairperson Cranston introduced the item and entertained comments, changes, and/or a motion. The consensus among the Board, with Mr. Woodbury’s input, was to incorporate Ms. Lauder, Ms. Klesta, and Mr. Reinhart into the “Staff” section of the future meeting minutes from this point going forward.

**(5:24:04) – MOTION: Trustee Balderson moved to approve the June 24, 2021 meeting minutes as presented. Trustee Lucas seconded the motion. The motion carried 5-0-0.**

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

**IV.a FOR POSSIBLE ACTION – DISCUSSION AND POSSIBLE ACTION REGARDING ELECTION OF BOARD OFFICERS.**

(5:24:27) – Vice Chairperson Cranston introduced the item and entertained nominations for LBOT Chair and Vice Chair.

**(5:25:12) – Vice Chairperson Cranston moved to nominate Julie Balderson to the position of LBOT Chair. Trustee Lucas seconded the motion. Vice Chairperson Cranston entertained additional nominations and, when none were forthcoming, called for a vote. The motion carried 5-0-0.**

**(5:26:38) – Trustee Balderson moved to nominate Nicholas Cranston to the position of LBOT Vice Chair. Trustee Lucas seconded the motion. There were no additional nominations. The motion carried 5-0-0.**

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

(5:28:00) – Based on Vice Chairperson Cranston’s suggestion, this item was moved to the end of the meeting.

(7:22:00) – Chairperson Balderson introduced the item. Dr. Colegrove announced that Ms. Klesta and Ms. Lauder had recently received their five-year certificates from the City for their five years of service. The Board gathered with Ms. Klesta and Ms. Lauder for a commemorative photograph.

**IV.c FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION TO DIRECT THE LIBRARY DIRECTOR TO REPLACE THE BANNER CURRENTLY ON THE EXTERIOR SOUTH-**

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**FACING WALL OF THE CARSON CITY LIBRARY WITH A BANNER HIGHLIGHTING THE NATIONAL COVER STORY ARTICLE AND THE LIBRARY'S WORKFORCE DEVELOPMENT.**

(5:28:40) – Chairperson Balderson introduced the item. Dr. Colegrove provided background on the item and referenced the *Computers in Libraries* magazine cover, which was of and featured an article about the Carson City Library's bionics camps, as he believed "that would be a pretty sweet cover on the side of the building and an opportunity to shine even more light on the good work that this team is doing." He added that if the Board was comfortable with going along with this broad concept for the banner, he would reach out to RAD Marketing to draft up some prototypes and work with Chairperson Balderson "to bring it in to a couple of things that the Board might consider, and we can decide is it A or is it B." Dr. Colegrove, Ms. Holt, and Ms. Lauder also responded to clarifying questions

(5:31:23) – Trustee Markle agreed with replacing the banner.

(5:31:45) – In response to Chairperson Balderson's and Vice Chairperson Cranston's inquiries about the cost, Dr. Colegrove stated that the Library has a large format printer that is capable of printing on vinyl that could be considered as an option, and he estimated that the cost from a professional sign printing shop would be between \$500 to \$1,000.

(5:34:34) – Chairperson Balderson was in favor of using Library resources to make materials for the Library. Dr. Colegrove assured Chairperson Balderson and Vice Chairperson Cranston that he would explore both ideas and bring back two options for the Board to consider.

(5:35:18) – Trustee Nichols commented that, though she also was in favor of making the banner using Library resources, the Stewart Indian School Cultural Center and Museum and the Nevada Indian Commission have made several banners with a lot of signs and had made some large ones for the new museum. She added that there are two companies in the City that have "really competitive prices."

(5:37:18) – Discussion ensued regarding the current banner, and Dr. Colegrove indicated that he could look into recycling the banner somehow as a possibility. 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).**

(5:40:03) – Chairperson Balderson introduced the item. Dr. Colegrove presented the agenda materials, and Ms. Holt responded to clarifying questions.

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

(5:43:26) – Dr. Colegrove presented his report, which is incorporated into the record, and he and Mr. Woodbury responded to clarifying questions.

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(6:02:13) – Chairperson Balderson offered to sit in on behalf of the Board for the Staff development meeting, and she cautioned Dr. Colegrove about being mindful about who he is contracting with and avoiding impropriety or the appearance of impropriety in terms of third-party vendors.

(6:04:30) – Discussion ensued regarding involvement with and building a float for the Nevada Day Parade, during which Vice Chairperson Cranston suggested tabling the item, and Staff could provide some feedback during the next meeting. Chairperson Balderson requested that Trustee Markle engage on behalf of the Board with the Friends of the Carson City Library.

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

**VI.a 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.**

(6:24:15) – Chairperson Balderson introduced the item. Ms. Holt provided a synopsis of her duties as Department Business Manager and presented her report, which is incorporated into the record.

**VI.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.**

(6:52:24) – Chairperson Balderson introduced the item. Ms. Lauder presented her report, which is incorporated into the record, and 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.**

(7:05:11) – Chairperson Balderson introduced the item. Ms. Klesta presented her report, which is incorporated into the record, and entertained Trustee questions.

(7:11:37) – Chairperson Balderson inquired about the percentages for overall card holders/patrons as well as how often people are using their cards.

**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).**

(7:19:12) – Chairperson Balderson introduced the item. Dr. Colegrove referenced the report, which is incorporated into the record.

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

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(7:21:32) – Chairperson Balderson introduced the item. Vice Chairperson Cranston informed the Board that he would be absent for the next LBOT meeting.

**VIII. PUBLIC COMMENT**

(7:27:22) – Chairperson Balderson entertained public comments. Ms. Lauder informed the Board that there is a “Meet the Board” section on the Library’s website, and she requested that the Trustees email her a brief biography with how each would like his/her name presented and a preferred headshot.

**I X. FOR POSSIBLE ACTION – ADJOURNMENT**

**(7:28:17) – Chairperson Balderson adjourned the meeting at 7:28 p.m.**

The Minutes of the July 22, 2021 Carson City Library Board of Trustees meeting are so approved this 26<sup>th</sup> day of August, 2021.