

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

### **Minutes of the January 27, 2022 Regular Meeting**

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A regular meeting of the Carson City Library Board of Trustees was scheduled for 5:30 p.m. on Thursday, January 27, 2022 in the Community Center Robert “Bob” Crowell Board Room, 851 East William Street, Carson City, Nevada.

**PRESENT:** Chairperson Julie Knight  
Vice Chair Nicholas Cranston (via WebEx)  
Trustee Beth Lucas  
Trustee Elizabeth Markle  
Trustee Sarena Nichols

**STAFF:** Tod Colegrove, Library Director  
Jason Woodbury, 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**

(5:39:15) – Chairperson Knight called the meeting to order at 5:39 p.m. Roll was called; a quorum was present.

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

(5:41:47) – Chairperson Knight 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 (DECEMBER 1, 2021).**

(5:42:06) – Chairperson Knight introduced the item and entertained comments and/or a motion.

**(5:42:31) – MOTION:** Trustee Markle moved to approve the December 1, 2021 meeting minutes as presented. Trustee Lucas seconded the motion. The motion carried 4-0-1 with Trustee Nichols abstaining, as she was not present at the December 1, 2021 meeting.

#### **IV. INFORMATION ONLY – LIBRARY BOARD OF TRUSTEES BUSINESS**

##### **IV.a FOR POSSIBLE ACTION: PRESENTATION OF COMMENTS BY THE CHAIRPERSON, DISCUSSION AND POSSIBLE ACTION REGARDING RECOGNITION OF FORMER CARSON CITY LIBRARY BOARD TRUSTEE PHYLLIS PATTON.**

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(5:40:13) – Chairperson Knight wished to take a moment to mark the passing of long-time advocate for libraries and former LBOT Trustee Phyllis Patton, who passed away on December 7, 2021. She noted that “those of you who had worked for Phyllis in any capacity know how much she meant to our Library” and called for a moment of silence.

**IV.b FOR POSSIBLE ACTION – PRESENTATION, DISCUSSION AND POSSIBLE ACTION REGARDING THE APPROVED CARSON CITY LIBRARY CALENDAR 2022 AND RECOGNIZED LIBRARY CELEBRATION WEEKS AND PROMOTIONAL EVENTS**

(5:43:15) – Chairperson Knight introduced the item, and Dr. Colegrove, referencing the agenda materials, indicated that Staff would be “more than happy” to put together proclamations to try to present to the Carson City Board of Supervisors (BOS) for any of the events that the Trustees believe the Library should reflect more publicly. No formal action was taken on this item.

**IV.c FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION CONCERNING THE PROCESS BY WHICH THE ANNUAL UNCLASSIFIED JOB PERFORMANCE APPRAISAL AND EVALUATION WILL BE COMPLETED FOR THE LIBRARY DIRECTOR AND THE INFORMATION AND ASSESSMENT TOOLS TO BE GATHERED AND UTILIZED IN ADVANCE OF THE APPRAISAL AND EVALUATION, INCLUDING, WITHOUT LIMITATION, SURVEYS TO BE COMPLETED BY LIBRARY PERSONNEL.**

(5:45:47) – Chairperson Knight introduced the item and provided some background regarding the annual job performance appraisal and evaluation, during which she noted that the Trustees have used a 360 evaluation in previous years for the Library Director’s job performance. She recommended using the existing resources offered through the Carson City Human Resources (HR) Department and the methods that have already been established and work for other departments. She entertained Trustee feedback and questions on the matter and responded to clarifying questions.

(5:49:04) – Trustee Lucas wished to have the 360 evaluation performed, and Trustees Nichols and Markle agreed. Chairperson Knight stated that she would communicate with HR and return next month with an update. Trustee Markle was concerned about there being several significant Library staff vacancies, and she believed the Trustees may wish to time the 360 evaluation to give the new employees an opportunity to fully understand the organization and the structure. She suggested waiting until May 2022 to start the evaluation process.

(5:51:16) – Chairperson Knight entertained suggestions for inclusions to the survey, and Trustee Nichols wished to have an assessment of leadership skills addressed in the survey.

No formal action was taken on this item.

**IV.d FOR POSSIBLE ACTION – PRELIMINARY DISCUSSION AND POSSIBLE ACTION REGARDING NEXT STEPS TO IMPLEMENT THE LIBRARY STRATEGIC PLAN.**

(5:54:04) – Chairperson Knight introduced the item. Dr. Colegrove referenced the agenda materials and mentioned potentially reclassifying some Library positions, including the Access Services Manager and the Creative Learning Manager.

(6:24:31) – Chairperson Knight entertained Trustee discussion and questions, and Dr. Colegrove responded to clarifying questions. Trustee Markle commented that “a lot of this seems pretty doable in some ways,” and while

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she believed there were many technology-based details that are “very important,” there were opportunities that the Library may be missing, as the Library could allow such activities as “Story Hours” or a “Family Pajama Story Hour.” She noted that there was not a diverse list of opportunities included on the Library website. Trustee Markle wished to see the Library engaged in “a lot of activities that are not necessarily how to use your phone or how to access the internet” because she believed many opportunities for people’s quality of life involve engagement with one another in the community as well as interactions within the Library. She suggested providing a “Virtual Story Hour” for families that are unable to physically visit the Library and strongly believed that “you have to build your audience because if you have people who continue to use the Library when they’re 25, they have got to have used it when they’re five, … so the number of opportunities needs to be broad.” She wished to have a chart prepared that would indicate specific goals, what they relate to in terms of the strategic goals, and when they can be accomplished with a fairly firm date and possibly a column that states who is responsible for ensuring each goal is accomplished.

(6:30:55) – While Trustee Nichols believed that the security software is “very important” and understood the need for free Wi-Fi and the laptops, she also agreed with Trustee Markle’s points. She added, “if you don’t make spaces for them to use the technology, why are we concerning ourselves with technology,” and she believed that the Board needed to discuss where to include space in the Library. Trustee Nichols inquired about the Library using or developing a YouTube channel, noting her own YouTube use during the COVID-19 pandemic as well as the Carson City Parks, Recreation, and Open Space Department’s virtual yoga. She proposed offering a “Virtual Story Hour” through YouTube as a way of introducing the Library to a new group of people. She also offered to volunteer for special programming on the weekend and commended Dr. Colegrove and Library staff for “doing an amazing job with what you have.”

(6:35:05) – Trustee Markle believed that the lack of the makerspace in the Library “is just a huge hole” and noted that Library staff would need to get people enthused about the makerspace again by involving outreach and promotion. She supported libraries with librarian staff and believed that professional librarians “bring their professional expertise to the table that someone who has worked in the library for 10 years doesn’t have.” She did not believe the Library would reach the “heights that we want it to” unless it has some additional professional library input. She also believed it could be beneficial to employ someone with the Library who has a different perspective and experience in a different background, and she noted that it can be a great opportunity to promote the right person or move that person from a part-time to a full-time position. Dr. Colegrove agreed with Trustee Markle and stated that he is “a long-time advocate and firm believer in professional development.” He also informed the Trustees that Storytime has been taking place every week as well as Lego Club, and the Book Club was meeting at the Library the night of this meeting for the first time together in person. He added that there was a possibility for virtual participation in the Book Club. Dr. Colegrove referenced Trustee Nichols’ input regarding a Library YouTube channel and noted that even though the Library could be more inclusive in a way that the Library has never been able to in the past through virtual access with technology, “part of what’s challenging it right now is we just don’t have it together yet; we’re operating with … between a third to a half of our staffing.” He expected to have substantially more resources opening up over the course of the next two to four weeks and “even more” over the next three months.

(6:49:07) – Referencing the incorporated charts, Chairperson Knight noted that the Trustees were “looking for more specific with a firm-ish date and who’s going to be the leader of the project,” which would provide the Managers and Dr. Colegrove the opportunity to make more appropriate work assignments for the Library staff so “everybody has some piece that they own.” Dr. Colegrove agreed with Chairperson Knight’s input and indicated that the next All-Staff Development Workshop would be taking place in less than two weeks to work on the next steps after

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receiving input from the Trustees. While Chairperson Knight supported outreach efforts to engage the K-12 population, she wished to also address transportation for the K-12 population to bring that population into the Library because traveling to the Library may not always be feasible for parents, especially for working parents. She suggested including an English practice club and contacting Western Nevada College (WNC) to inquire about how the telephone conversation program was done.

(6:56:13) – Trustee Markle wished to have a report for if the Parks, Recreation, and Open Space Department is contacted regarding a picnic table, which she emphasized should be further from the Library doors in the grassy area, as well as a chessboard table.

(6:59:26) – Chairperson Knight pointed out that certain age groups are allotted screentime in childcare facilities, for which the Library could provide access to recordings, such as links of recordings, for virtual engagement activities and could also be used for a community-building piece by potentially providing the opportunity for children from different facilities and with something in common to meet later in school, and discussion ensued. In response to Chairperson Knight’s question, Dr. Colegrove indicated that the virtual access to Storytime may be completed within a one- to three-month timeframe, while the component of engaging with parents and the community members to get them to begin accessing the virtual channel would “take some time.” He also pointed out that there would need to be releases from participants, including the authors of the books for the stories used, for when the Library begins to record for a YouTube channel, though the Library may be able to address the software issues “through the lens of fair use” by limiting access to the videos for those who own a Library Card. He added that the Library could have an interactive live participation “up and running sooner rather than later, … ideally within six months, then it’s pretty streamlined.” Trustee Lucas added that it would be “a little challenging” making a virtual Storytime something that people would want to view, as it would be difficult to translate an in-person Storytime to a digital/remote format, and she pointed out the issue of the pictures in the book being a “critical piece of the story,” which could show up as “a small blob in the larger TV screen,” as well as finding a reader who is animated and interesting. Trustee Markle commented about how there are ideas that different libraries have explored and suggested assessing what a smaller library in Washoe County has been doing, since that library has managed to accomplish some ideas, to figure out how to implement some seemingly complicated tasks.

(7:07:43) – In response to Chairperson Knight’s question, Dr. Colegrove indicated that Library staff were already addressing the security concerns by renewing and reapplying the licensing for Faronics Deep Freeze software and working with the Carson City Information Technology (IT) Department to address how to implement the new features on the workstations being introduced to the Library. He was also in the process of trying to get permission through the City to hire an employee from the City IT Department as “a manpower employee to really focus on nailing down a lot of the nitty-gritty critical path details” within a two- to three-month timeframe. He stated that staff were in the process of reintroducing the makerspace equipment “to the extent that we can for right now” along with a new Cricut machine within the next month and more than one of the 3D printers as well as working with an employee who is skilled with the equipment to ensure that the other staff are also getting comfortable with the equipment. Regarding the task of making the Library a more welcoming space to visitors, Dr. Colegrove stated that “relatively nominal” aspects involving moving the portable displays and the sound booth would be done over the next three months while the process of unbolting shelves, moving multiple shelf ranges, and potentially adding new shelves would be considered prior to obtaining price quotes and timing estimates. Trustee Nichols suggested engaging the community by providing printed samples of different space plans and allowing community members to give feedback on the possible layouts. Dr. Colegrove supported Trustee Nichols’ suggestion.

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(7:20:53) – Chairperson Knight requested developing a work list that would include specifics on tasks, a timeline, who would be leading the tasks, the effort, and indicating “what complete means” for the tasks. Dr. Colegrove expected to have completed a finalized Strategic Implementation Plan and Strategic Plan by July 2022 for additional revisions, and he mentioned that the Library was in the process of employing a consultant, possibly in a month, that is skilled in identifying tasks and working with Library management and staff “to pull these strings together and make sure the iterations are there.” Chairperson Knight requested a draft to review at the next meeting, and Trustee Markle requested adding three to four benchmarks to the draft that can be accomplished before July 1, 2022.

(7:36:27) – Trustee Markle believed there was a need for an employee that is focused on outreach and noted that may be accomplished through a Library Deputy/Assistant Director position. Chairperson Knight commented that outreach should be a part of every staff member’s job, and the City has at least one person employed to focus on government or public affairs, which “should be a resource that can be tapped.” Dr. Colegrove agreed with Trustee Markle’s input and added that outreach was largely the Library Director’s role; however, he noted that there may be a need to “repurpose parts of another person.” He added that the Library requires its leadership to be “100 percent on its game in the community and within the City,” and his goal was to ensure that every member of Library staff is aware that a fundamental part of their role is ambassador. Dr. Colegrove informed Chairperson Knight that the Library should be able to finalize and publish a job description for a Technology Coordinator position in one to two months, while a Workforce Development/Social Services position may be prioritized behind the Technology Coordinator position. He indicated that the Library Deputy/Assistant Director position would be required to go through the existing budgetary process before a person could be hired for the position after July 1, 2022.

(7:51:49) – Trustee Markle suggested exploring a Community Engagement Librarian position as another option “if that can work itself into a social worker or a social work-oriented person” and noted that community engagement can involve collection development and outreach.

No formal action was taken on this item.

**IV.e FOR POSSIBLE ACTION: PRESENTATION, DISCUSSION AND POSSIBLE ACTION REGARDING A DRAFT LETTER TO THE STATE LIBRARY ADMINISTRATOR AND STATE DEPARTMENT OF ADMINISTRATION REQUESTING THE GOVERNOR CONSIDER RECOMMENDING MORE FULLY FUNDING THE LIBRARY COLLECTION DEVELOPMENT GRANT-IN-AID PROGRAM.**

(7:55:04) – Chairperson Knight introduced the item, and she and Dr. Colegrove referenced the agenda materials as well as the Nevada State Library, Archives, and Public Records (NSLAPR) budget detail for the most recent Legislatively Approved Budget. Chairperson Knight believed that communication needed to be delivered in some version of an in-person meeting with the incorporated letter addressed to the NSLAPR Division Administrator, Michael Strom, and she entertained Trustee input on the matter. Trustee Nichols agreed with Chairperson Knight’s input and added that Governor Sisolak and his staff respond well when the matter is framed around education. She also believed that librarians from schools should write letters on behalf of public libraries to address how important it is to fund libraries because schools and public libraries “work hand in hand.” Trustee Markle stated that Mr. Strom reports to Nevada Department Administration Director Laura Freed, who reports to the State Governor, and she believed that advancing from Mr. Strom to the Governor’s Office would be “missing a step.” Dr. Colegrove believed it would be beneficial for Mr. Strom, Director Freed, and Governor Sisolak to all be involved in the matter.

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(8:14:22) – Chairperson Knight indicated that she planned to conduct research in preparation for a meeting to discuss the matter, with the letter acting as a “conversation starter.” Trustees Lucas, Nichols, and Markle agreed with Chairperson Knight’s idea. Trustee Markle mentioned how the Nevada Library Association has been active with working towards increasing the State Collection Development Grant-In-Aid allocated amount, and the Nevada Legislature was able to add approximately \$450,000 to the overall budget on the last day of a Legislative Session before.

**(8:19:49) – MOTION:** Trustee Lucas moved to approve the letter addressed to Michael Strom, the Division Administrator, as written. Trustee Nichols seconded the motion. The motion carried 5-0-0.

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

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

(8:20:19) – Chairperson Knight introduced the item, and Dr. Colegrove presented on the agenda materials. No questions were forthcoming.

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

(8:29:48) – Chairperson Knight entertained Trustee announcements and requests for information. Trustee Nichols indicated that she had just heard about the passing of former Trustee Phyllis Patton during the meeting, and she wished to do something in her memory in the future. She stated that Phyllis Patton was her introduction to Carson City, the Library, and volunteering with the Library, and she used to work with Phyllis Patton often. She added that Phyllis Patton would be greatly missed.

### **VII. PUBLIC COMMENT**

(8:30:56) – Chairperson Knight entertained public comments. Dr. Colegrove thanked Trustee Nichols for sharing her sentiments regarding Phyllis Patton, and he stated that Phyllis Patton was also his first introduction to the Library system when she had gotten Dr. Colegrove involved as a support to the Manufacturing Technology Level 1 (MT1) program. He added that she was “also the first one to grab me by the short hairs and say, ‘we’re going to go get a coffee, and we’re going to talk about how we do this right.’” Dr. Colegrove informed the Board and members of the public that there is a Phyllis Patton Memorial Fund that the Friends of the Carson City Library are curating, for which the Friends of the Carson City Library have received \$600, and he invited members of the public to join him in contributing to the fund.

### **VIII. FOR POSSIBLE ACTION – ADJOURNMENT**

**(8:32:36) – Chairperson Knight adjourned the meeting at 8:32 p.m.**

The Minutes of the January 27, 2022 Carson City Library Board of Trustees meeting are so approved this 24<sup>th</sup> day of March 2022.