

**CARSON CITY CONSOLIDATED MUNICIPALITY  
NOTICE OF MEETING OF THE  
LIBRARY BOARD OF TRUSTEES**

**Day:** Thursday  
**Date:** July 28, 2022  
**Time:** Beginning at 5:30 pm  
**Location:** Community Center, Robert 'Bob' Crowell Board Room  
851 East William Street  
Carson City, Nevada

**AGENDA**

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Reasonable efforts will be made to assist and accommodate physically disabled persons attending the meeting. Please notify the Carson City Library Administrative office in advance so that arrangements may be made. Requests may be made in writing and addressed to the office at 900 N. Roop St., Carson City NV 89701, or by calling 775-887-2244, ext. 7554.

NOTE: Below is an agenda of all items scheduled to be considered. Notice is hereby provided that items on the agenda may be taken out of order, two or more agenda items may be combined for consideration and an agenda item may be removed from the agenda or discussion relating to an item on the agenda may be delayed at any time. \*\*

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**I. Call to Order - Roll Call**

**II. Public Comment**

Members of the public who wish to address the Library Board of Trustees may come forward and speak on any topic that is relevant to or within the authority of the Library Board. The Board respects the right of citizens to present differing opinions and views. Comments may be limited to three minutes per person. If you believe your item requires extended discussion or action, you may ask a member of the Board to place it on the Board's agenda for a future meeting. No action may be taken on a matter raised under this item of the agenda unless the matter is noticed on a Board agenda as an item on which action may be taken. In accordance with the Open Meeting Law, the Chairperson may prohibit public comment if the person speaking is willfully disruptive of the meeting by being irrelevant, repetitious, slanderous, offensive, inflammatory, irrational or amounting to personal attacks or interfering with the rights of other speakers.

**III. FOR POSSIBLE ACTION – Approval of Minutes of previous meeting.**

III.a FOR POSSIBLE ACTION - Approval of minutes of previous meeting (June 23, 2022).

**IV. FOR POSSIBLE ACTION – Library Board of Trustees Business.**

IV.a FOR POSSIBLE ACTION -

Review and possible approval of updated Library Director job description.

IV.b FOR POSSIBLE ACTION - Discussion and possible action regarding next steps to fill Library Director position.

IV.c FOR POSSIBLE ACTION - Discussion and possible action regarding election of a Board Chairperson and Vice Chairperson.

Staff Summary: Per Article III of the Library Bylaws, Board Officers shall be elected from the Trustees at the first regular board meeting of the fiscal year, serve a term of one year in such office, and may be reelected in subsequent years. Board officers shall be as follows: Chairperson and Vice Chairperson. Should either of the Board Officer positions be vacated, the Board shall elect a new officer at the next meeting.

[Carson City Library Board Bylaws April 2021 updated 042021.pdf](#)

**V. INFORMATION ONLY - Library Director's Report.**

V.a INFORMATION ONLY - Presentation and discussion of reports concerning activities and operations of the Library since the presentation of the last report.

[Acting Director Report 07282022.pdf](#)

[101 GENERAL FUND BOARD REPORT JULY 2022.pdf](#)

[230 GIFT FUND BOARD REPORT JULY 2022.pdf](#)

[275 GRANTS BOARD REPORT JULY 2022.pdf](#)

**VI. INFORMATION ONLY - Board Member Announcements & Request for Information.**

**VII. Public Comment**

Members of the public who wish to address the Library Board of Trustees may come forward and speak on any topic that is relevant to or within the authority of the Library Board. The Board respects the right of citizens to present differing opinions and views. Comments may be limited to three minutes per person. If you believe your item requires extended discussion or action, you may ask a member of the Board to place it on the Board's agenda for a future meeting. No action may be taken on a matter raised under this item of the agenda unless the matter is noticed on a Board agenda as an item on which action may be taken. In

accordance with the Open Meeting Law, the Chairperson may prohibit public comment if the person speaking is willfully disruptive of the meeting by being irrelevant, repetitious, slanderous, offensive, inflammatory, irrational or amounting to personal attacks or interfering with the rights of other speakers.

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

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\*\* Copies of the reference material and any additional supporting material will be made available at the Carson City Library, located at 900 N. Roop St., Carson City, NV 89701 or by contacting Tod Colegrove, Library Director at 775- 283-7591 or [tcolegrove@carson.org](mailto:tcolegrove@carson.org). Copies of any such materials will also be made available at the meeting site.

**\*\* In accordance with NRS 241.020, this agenda has been posted before 9:00 a.m. three working days before the day of the meeting at the following locations:**

Carson City Library, 900 N. Roop St., Carson City, NV 89701 ; Carson City Library Website: <http://www.carsoncitylibrary.org/about/board/meetings-and-notice> ; Nevada Public Notice Website: <https://notice.nv.gov>

## Library Board of Trustees Agenda Item Report

Meeting Date: July 28, 2022

Submitted by: Kris Klug

Submitting Department: Library

Item Type: Formal Action / Motion

Agenda Section:

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**Subject:**

FOR POSSIBLE ACTION - Approval of minutes of previous meeting (June 23, 2022).

**Suggested Action:**

I move to approve the minutes of the June 23, 2022, meeting.

**Attachments:**

[6-23-2022 DRAFT Minutes.pdf](#)

**CARSON CITY LIBRARY BOARD OF TRUSTEES (LBOT)**  
**Draft Minutes of the June 23, 2022 Regular Meeting**  
**Page 1**

A regular meeting of the Carson City Library Board of Trustees was scheduled for 5:30 p.m. on Thursday, June 23, 2022 in the Community Center Robert “Bob” Crowell Board Room, 851 East William Street, Carson City, Nevada.

**PRESENT:** Chairperson Julie Knight  
Trustee Beth Lucas  
Trustee Elizabeth Markle  
Trustee Sarena Nichols

**STAFF:** Tod Colegrove, Library Director (via WebEx)  
Joy Holt, Department Business Manager  
Jason Woodbury, District Attorney (via WebEx)  
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**

(5:31:44) – Chairperson Knight called the meeting to order at 5:31 p.m. Roll was called; a quorum was present.

**II. PUBLIC COMMENT**

(5:32:17) – 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 (APRIL 28, 2022).**

(5:32:49) – Chairperson Knight introduced the item and entertained modifications and/or a motion.

**(5:33:18) – MOTION: Trustee Nichols moved to approve the April 28, 2022 meeting minutes as presented. Trustee Lucas seconded the motion. The motion carried 4-0-0.**

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

**IV.a FOR POSSIBLE ACTION - DISCUSSION AND POSSIBLE ACTION REGARDING ELECTION OF A BOARD VICE CHAIRPERSON.**

(5:33:36) – Chairperson Knight introduced the item and entertained nominations

**(5:34:15) – Trustee Markle moved to nominate Beth Lucas to the position of LBOT Vice Chair. Trustee Lucas accepted the nomination. Trustee Nichols seconded the motion. The motion carried 4-0-0.**

**IV.b FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION TO DESIGNATE JOY HOLT, DEPARTMENT BUSINESS MANAGER AND DEPUTY DIRECTOR, TO ACT AS DIRECTOR IN**

**CARSON CITY LIBRARY BOARD OF TRUSTEES (LBOT)**  
**Draft Minutes of the June 23, 2022 Regular Meeting**  
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**THE LIBRARY DIRECTOR'S ABSENCE, AND TO FURTHER APPOINT MS. HOLT AS INTERIM LIBRARY DIRECTOR EFFECTIVE OCTOBER 1, 2022.**

(5:35:26) – Chairperson Knight introduced the item and entertained discussion relating to the agenda materials. Dr. Colegrove, Mr. Woodbury, and Carson City Director of Human Resources (HR) Melanie Bruketta also responded to clarifying questions throughout the discussion. Dr. Colegrove and Mr. Woodbury clarified that Ms. Holt was anticipated to assume the position of Deputy Library Director effective July 1, 2022, and Mr. Woodbury suggested Board action to formally designate the Deputy Library Director role. Ms. Bruketta added that the Carson City HR Department staff would set the guidelines for the recruitment process depending on the Trustees' direction. She briefly outlined the process from the last recruitment. She stated that “looking at a significant time period before the recruitment because if you post it for 60 days, and we can post it as early as tomorrow at your direction, you’re going to have a 60-day time period, then you’re going to have to decide as a group if you want to have a special meeting, or if you want to vet it at your regularly-scheduled meeting.” She also did not believe that the position would be filled before October 1, 2022.

(5:52:10) – Chairperson Knight noted that the LBOT recognized a need for the Deputy Library Director position again for the Library as “a backup person.”

**(5:57:43) – MOTION: Trustee Markle moved to accept Dr. Colegrove’s resignation effective September 30, 2022. Trustee Nichols seconded the motion. The motion carried 4-0-0.**

**(6:03:47) – MOTION: Vice Chairperson Lucas moved to designate Ms. Holt, Department Business Manager and Deputy Library Director as of July 1, 2022, to act as Library Director in the Library Director’s absence and to further appoint Ms. Holt as Interim Library Director effective October 1, 2022 in the event that [the LBOT has] not appointed a new permanent Library Director at that time. Trustee Markle seconded the motion. The motion carried 4-0-0.**

(6:04:29) – Chairperson Knight thanked Dr. Colegrove and commented that he should be proud of the work that he had done for the Library.

**IV.c FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION TO CONDUCT THE ANNUAL UNCLASSIFIED JOB PERFORMANCE APPRAISAL AND EVALUATION OF THE LIBRARY DIRECTOR.**

(6:04:36) – Chairperson Knight introduced the item.

(6:09:35) – Chairperson Knight called for a recess.

(6:32:20) – Chairperson Knight reconvened the meeting. The Trustees reported on the results from the Carson City Library Management Feedback Survey and the Unclassified Job Performance Appraisal, both of which are incorporated into the record as Late Material. Chairperson Knight entertained additions to the Unclassified Job Performance Appraisal.

(7:01:35) – Under the “Major Job Responsibilities” section of the Appraisal, the Trustees marked “yes” for both “*has the employee obtained all the required certificates, licenses, and registrations as set forth in the job description for this review period?*” and “*are all required certificates, licenses and registrations active?*” as Ms. Holt indicated that Dr. Colegrove had completed the required training and provided Ms. Holt with those training certificates. Trustee Nichols commented that “I find it amazing what [Dr. Colegrove] and the staff have done during COVID” and noted that Dr. Colegrove was “fairly new at the job,” which COVID had made “that much harder.” She

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appreciated everything that Dr. Colegrove had done as Library Director. The Trustees agreed with rating Dr. Colegrove's job performance under the "Major Job Responsibilities" section as "above expectations."

(7:04:57) – Referencing the "Objectives" section of the Appraisal, Trustee Markle believed that Dr. Colegrove had done "a very good job" and noted how challenging the COVID environment and staff environment were. She mentioned how Dr. Colegrove had to "really take a hard look at what was going on and the people involved and the managers resigning; it's difficult to pull all that back together in a way that the staff appreciates." The Trustees agreed with rating Dr. Colegrove's job performance under the "Objectives" section as "above expectations."

(7:06:37) – Regarding the "Impact of Unanticipated Events/Conditions" section of the Appraisal, Trustee Lucas stated that she would vote for "above expectations" if not "outstanding" for the rating due to the COVID pandemic and staffing changes being "quite the forces to be reckoned with."

(7:07:20) – Trustee Nichols pointed out how the Library staff had responded so positively in the feedback regarding Dr. Colegrove's performance, and she noted how Dr. Colegrove "opened up a line of communication and made them feel valued." She mentioned Dr. Colegrove having followed up with a member of Library staff on a personal issue, so she believed that Dr. Colegrove's "Overall Rating" of the Appraisal should be "outstanding" because of all the changes facilitated by Dr. Colegrove as well as the positive impact from his work. Ms. Bruketta clarified that the "Overall Rating" is essentially the average between the previous two ratings; therefore, the Trustees agreed to rate Dr. Colegrove's job performance under the "Overall Rating" section as "above expectations."

(7:10:13) – Dr. Colegrove expressed that he "deeply appreciate[d] how clearly the Board has seen the work that this team has been doing," and he thanked the Trustees on the Library staff's behalf. Addressing the Trustees, Dr. Colegrove commented that he had "no doubt that the Library has a bright, bright future ahead of it, in part because of your leadership, and also in part because this team is now cohesive, [and] we can do a great deal with that combination."

(7:10:56) – Based on Mr. Woodbury's recommendation, Chairperson Knight entertained a motion.

**(7:11:23) – MOTION: Trustee Nichols moved to approve the evaluation as discussed. Trustee Markle seconded the motion. The motion carried 4-0-0.**

**IV.d FOR POSSIBLE ACTION: PRESENTATION, DISCUSSION, AND POSSIBLE ACTION TO REVISE THE JOB DESCRIPTION FOR THE POSITION OF LIBRARY DIRECTOR, INCLUDING SALARY RANGE, AND TO ESTABLISH A POTENTIAL RECRUITMENT PERIOD AND THE METHOD AND LOCATION OF JOB POSTING.**

(7:11:47) – Chairperson Knight introduced the item. Carson City HR Recruitment Analyst Megan McCarthy stated that she was involved with the previous Library Director recruitment process, during which Dr. Colegrove was selected for the position, and she would be assisting the LBOT in recruiting for the Library Director position. Chairperson Knight entertained discussion and revisions to the Library Director Job Description, which is incorporated into the record, and Ms. Holt and Ms. McCarthy responded to clarifying questions.

(7:13:57) – Ms. Holt explained that the Library's affiliation with the Adams Hub of Innovation was dissolved in early 2019, so Chairperson Knight indicated that the language in the Job Description stating, "*the Special Library Services program for Economic Development at the Adams Hub for Innovation*" should be removed.

(7:15:33) – Vice Chairperson Lucas was uncertain about if she was prepared to "completely redo or adequately evaluate this Job Description tonight as well as decide when we're going to post or if we're going to post," and she

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was uncertain if the Trustees had the necessary information to directly nominate an individual if the Trustees were to choose to do so. In response to Vice Chairperson Lucas' inquiry, Ms. McCarthy stated that the Trustees have the option to delay posting the Job Description, or if the Trustees had an individual in mind that they wished to have apply for the position, the Trustees may handle that without posting a recruitment accepting open applications. She added that the City has had the Board Chair act as the liaison between the Board and HR so the Chairperson independently had the authority to make decisions for routine decisions regarding the recruitment, which eliminated the need to hold as many public meetings. Trustee Nichols wished to have more time to review the Job Description. She supported an open recruitment, though she also was in favor of the Trustees being able to appoint an individual. Ms. McCarthy also advised that the Trustees were not required to run a 60-day recruitment, which had been done previously, as the unclassified resolution does not require any minimum posting period, and the Trustees had the liberty to post for any amount of time that they see fit. Discussion ensued regarding potentially tabling the item or aspects of the item, and the Trustees agreed to continue discussing the Job Description.

(7:22:45) – Based on the Library staff's feedback, Trustee Nichols wished to "soften" the language of the bullet point under "Essential Functions" stating, "*confers and works closely with the management team to provide direction and leadership, problem solve, and make policy exceptions and changes as required for effective service delivery*" by removing "management" from the term "management team" because she wished to find a candidate who would know that working with and conferring with a staff "is very important." Chairperson Knight noted that the Library had formerly manager positions that were being "repurposed ... in a more positive way," and she agreed with removing the word "management."

(7:24:19) – Referencing the bullet point under "Essential Functions" stating, "*works with Friends of the Library, Library Foundation, various advisory boards and commissions, citizen groups and City management to formulate policies and plans,*" Vice Chairperson Lucas believed that "Library Foundation" should be removed, since it had been dissolved and, therefore, "is not true now." Trustee Markle pointed out that there were not various advisory boards and commissions, either, in the context of the referenced bullet point. She agreed with Ms. Holt that it would be appropriate to add the Nevada State Council on Libraries and Literacy because of the importance of that entity among the State libraries. During discussion on the matter, Ms. McCarthy expressed that she was uncertain if it was necessary to identify every specific group that the Library Director would be interacting with and suggested "lumping" the groups into a more general statement, using such language as "various boards, groups, commissions." Chairperson Knight wished for applicants to have an indication of what the State puts emphasis on, such as the Friends of the Carson City Library. She also did not wish to give any applicant the wrong impression that the position would be the same as it would be in a different state.

(7:35:04) – In response to Trustee Nichols' question, Dr. Colegrove suggested for the Board to direct Staff to "do the homework that we've done for the positions that we were reclassifying." He commented that the Job Description was effective, though he believed that it "could probably get better" if the Trustees used some examples of other Library Director job descriptions to help the Trustees devise some modifications to the Job Description during a special meeting in two weeks or during the next regular LBOT meeting.

(7:37:37) – As discussed, Chairperson Knight noted that "the Special Library Services Program for Economic Development," "Adams Hub for Innovation," "Library Foundation," and "management" would be removed from the Job Description. She entertained further input from the Trustees, and Trustees Markle and Nichols supported the idea to review other Library Director job descriptions. Ms. McCarthy suggested directing Staff to work with the HR Department in developing a proposed Job Description that the Trustees could review and amend and/or adopt during the next regular LBOT meeting. Ms. Holt added that she, Ms. McCarthy, and Dr. Colegrove have a lot of experience with developing job descriptions. Trustee Markle requested providing the proposed Job Description to the Trustees in advance of when the minutes and the agenda are provided to the Trustees for the meeting in order to

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allow time to review the Job Description. Mr. Woodbury indicated that the draft could not be provided in advance of posting the meeting agenda if it would be the subject of a discussion at a meeting, and he stated that nothing would prevent the Board from posting the agenda any amount of time in advance.

(7:40:48) – Ms. McCarthy offered to organize a draft timeline on the recruitment process, possibly with her suggestions, so the Trustees could have “a starting off point” for discussion on what the Board believed would be appropriate. In response to Trustee Markle’s request, Ms. McCarthy agreed to add suggested locations for where the job opening would be posted. No formal action was taken on this item, as the Trustees agreed to table the item until the next regular LBOT meeting.

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

(7:43:01) – Chairperson Knight introduced the item. Trustee Nichols mentioned that *Kindle* had a “Summer Reading Challenge,” and there was a feature on the *Libby* application that provided reading choices that Trustee Nichols “would never think of.” She encouraged anyone who did not know what to read to click the “random” option on the application.

(7:44:39) – In response to Trustee Markle’s inquiry, Ms. Holt indicated that there were two applications for a new Trustee on the LBOT, for which the interview process would take place during the mid-July 2022 Carson City Board of Supervisors (BOS) meeting agenda.

(7:46:41) – Chairperson Knight informed the Board that she contacted the [Joint] Interim [Standing] Committee on Government Affairs to ask if the Committee had prioritizing for or could prioritize the possible State law to “help reel in potentially the costs” of electronic library materials, and Chairperson Knight was asked to give a presentation on the matter. She stated that the video with the presentation could be viewed, and she believed that the Committee could put together its interim recommendations or a report for a potential bill. She added that there seemed to be some interest among the Committee Members to pursue a legislative remedy to the cost of electronic library materials; however, she also noted some “snags” in other states depending on the strategy. Dr. Colegrove offered for Staff to send out a link of the presentation and the discussion led by Chairperson Knight during the Committee meeting, and he encouraged the rest of the Trustees to view the presentation and discussion. He mentioned that Chairperson Knight was on the front cover of the *Nevada Appeal* due to the presentation as well as commented that Chairperson Knight’s arguments were “solid” and “cogent.” He indicated that, while watching the presentation and discussion, he saw potential stakeholders from the Senate and the Assembly sides of the Nevada Legislature as well as the Committee Chair wishing to advocate for a bill concerning the costs of electronic library materials. Dr. Colegrove added that “the more input we can have from our colleagues on the [Committee], the better.” He also stated that he had an extended meeting with the Dean of Libraries at the University of Las Vegas (UNLV) during the previous day to brief her on the topic of the costs of electronic library materials, and the Dean of Libraries was “beside herself.” Trustee Nichols believed that it was “a good time to be doing this” because of a campaign against Congress assessing such large companies as Amazon as well as reviewing technology that is “hurting people.”

(7:55:50) – Chairperson Knight mentioned that she and her daughter had “such a nice time” at the Summer Learning Challenge “kick-off” event, and she complimented library staff for the event. Ms. Holt noted that the interactive mechanical squid sculpture, “Mechateuthis,” was “a huge hit,” and stated that the library staff were “invigorated.” She added that the Library’s Teen Library Council had an in-person escape room that it had been working on, which Ms. Holt and another Library staff member would be testing out. She indicated that the Library’s Storytime hit a record with 50 attendees, and she mentioned that the Carson Sierra Spinners and Weavers contacted Staff and would be visiting the Library the second Saturday of every month to spin and weave. Ms. Holt also mentioned that a mom

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**Draft Minutes of the June 23, 2022 Regular Meeting**

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from the Library's Baby Bookworms Storytime contacted Staff to ask if she could participate and lead the Library's Bilingual Storytime, with the language being American Sign Language (ASL).

**VI. PUBLIC COMMENT**

(7:59:02) – Chairperson Knight entertained public comments; however, none were forthcoming.

**VII. FOR POSSIBLE ACTION – ADJOURNMENT**

**(7:59:23) – Chairperson Knight adjourned the meeting at 7:59 p.m.**

The Minutes of the June 23, 2022 Carson City Library Board of Trustees meeting are so approved this 28<sup>rd</sup> day of July 2022.

## **Library Board of Trustees Agenda Item Report**

Meeting Date: July 28, 2022

Submitted by: Joy Holt

Submitting Department: Library

Item Type: Formal Action / Motion

Agenda Section:

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**Subject:**

FOR POSSIBLE ACTION -

Review and possible approval of updated Library Director job description.

**Suggested Action:**

**Attachments:**

## **Library Board of Trustees Agenda Item Report**

Meeting Date: July 28, 2022

Submitted by: Joy Holt

Submitting Department: Library

Item Type: Formal Action / Motion

Agenda Section:

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**Subject:**

FOR POSSIBLE ACTION - Discussion and possible action regarding next steps to fill Library Director position.

**Suggested Action:**

**Attachments:**

## Library Board of Trustees Agenda Item Report

Meeting Date: July 28, 2022

Submitted by: Joy Holt

Submitting Department: Library

Item Type: Formal Action / Motion

Agenda Section:

---

**Subject:**

FOR POSSIBLE ACTION - Discussion and possible action regarding election of a Board Chairperson and Vice Chairperson.

Staff Summary: Per Article III of the Library Bylaws, Board Officers shall be elected from the Trustees at the first regular board meeting of the fiscal year, serve a term of one year in such office, and may be reelected in subsequent years. Board officers shall be as follows: Chairperson and Vice Chairperson. Should either of the Board Officer positions be vacated, the Board shall elect a new officer at the next meeting.

**Suggested Action:**

**Attachments:**

[Carson City Library Board Bylaws\\_April 2021\\_updated 042021.pdf](#)

# Carson City Library Board Bylaws

Carson City Library  
900 N. Roop Street  
Carson City, NV 89701

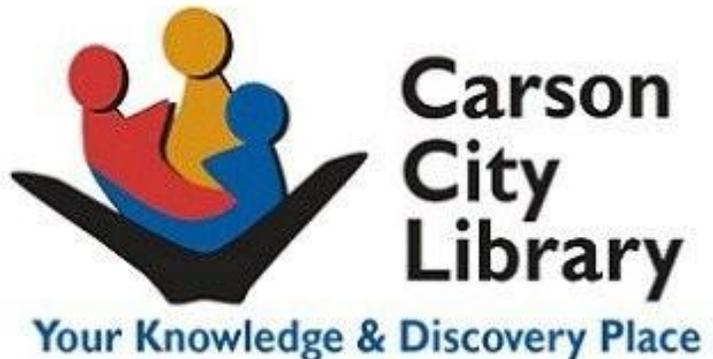
Phone: 775-887-2244

Fax: 775-887-2273

[www.carsoncitylibrary.org](http://www.carsoncitylibrary.org)

revised: April 2021

approved:



# **Bylaws of the Carson City Library Board of Trustees**

## Article I – Name & Authorization

This organization shall be called “The Board of Trustees of the Carson City Library,” existing by virtue of the provision of Chapter 379 of the Nevada Revised Statutes and exercising the powers and authority and assuming the responsibilities delegated to it under the said statute. ([NRS 379.025](#)).

## Article II – Purpose

The purpose of the Board of Trustees of the Carson City Library is to represent the library both to the people and to the governing officials, and to provide the people and the governing officials a well-run library.

## Article III – Officers

Board officers shall be as follows: Chairperson and Vice Chairperson, who shall be elected from the trustees at the first regular board meeting of the fiscal year, serve a term of one year in such office, and may be reelected in subsequent years.

Should either office be vacated, the members shall elect a new officer at the next meeting.

The board Chairperson shall preside at all meetings, certify all actions approved by the board, authorize calls for any special meetings, and generally perform the duties of a presiding officer.

In the absence of the Chairperson, the Vice Chairperson shall perform all duties authorized for the Chairperson. The members in attendance will appoint a Vice Chairperson as needed.

The Library Director shall act as executive secretary to the board. The secretary shall keep a true and accurate account of all proceedings of the board meetings; issue notices of all proceeding of the board meeting; issue notices of all regular meetings and, on the authorization of the Chairperson, of all special meetings; and have custody of the minutes and the other records of the board.

Article IV – Terms, Vacancies, Etc.

Section 1. – Term of Office – The term of office of trustees shall be four years. No trustee shall serve more than two full consecutive terms. If a member is appointed to serve an unexpired term of office and serves more than half of the term, it shall be considered a full term of office. (NRS 379.0200)

Each vacancy occurring on the Library Board of Trustees will be filled through the following procedure:

- 1) Carson City Personnel Department will be advised of each vacancy occurring on the Carson City Library Board of Trustees; will advertise for qualified applicants; and will forward applications of all qualified persons to the Carson City Board of Supervisors.
- 2) Carson City Board of Supervisors will conduct formal interviews of all qualified applicants; will select, by vote, one applicant for each vacancy and will forward to the Carson City Library Board of Trustees.

Section 2. – Disqualifications, Vacancies – When any trustee fails to attend three consecutive regular meetings of the board, or at least half of the regular scheduled meetings in any given fiscal year, it shall be the duty of the Chairperson to notify the appointing officials. (NRS 379.020, Section 5)

Article V – Meetings

All meetings of the Carson City Library Board of Trustees shall comply with the provisions of the Nevada Open Meeting Law.

Section 1. Annual Meeting – An annual meeting shall be the first meeting of the fiscal year for election and appointment of officers.

Section 2. Special Meetings – Special meetings may be called by the Chairperson or upon the written request of three members for the transaction of business stated in the call for the meeting.

Section 3. Quorum – A quorum for transaction of business shall consist of a simple majority of board members.

Section 4. Order of Business – The order of business at regular meetings shall comply with the provisions of the Nevada Open Meeting Law.

Section 5. Parliamentary Authority – Robert's Rules of Order – Henry Martyn Robert, Hachette Book Group, 12<sup>th</sup> edition, 2020, shall govern the parliamentary procedure of the meetings.

#### Article VI – Library Director

The Library Director shall be appointed by the Board and is the Board's executive officer and shall have charge of administration of the library. The Library Director shall be responsible for employing and directing the staff, for appointing a recorder to attend board meetings and act as recording secretary, for selecting library materials, for the care of the buildings and equipment, for the efficiency of the library's service to the public, and for operating the library under the financial conditions set forth in the annual budget. The Library Director or a designee shall attend all board meetings.

#### Article VII – Duties of the Board of Trustees

1. Set, appoint and evaluate the professional performance of the library director. (NRS 379.025)
2. Determine the policy of the library to allow development of the highest possible degree of operating efficiency in the library.
3. Submit the annual budget and work to secure adequate funds to finance the requested library services.
4. Through the library director, supervise and maintain buildings and grounds, as well as regularly review various physical and building needs to see that they met the requirements of the total library program.
5. Study and support legislation which will bring about the greatest good to the library.
6. Cooperate with other public officials and boards to promote the services of the library and participate in maintaining vital public relations.
7. Other duties as set forth under NRS 379.025.

#### Article VIII – Amendments

These bylaws may be amended by a simple majority of the members of the board, provided the amendment was stated in the agenda for the meeting.

## Library Board of Trustees Agenda Item Report

Meeting Date: July 28, 2022

Submitted by: Joy Holt

Submitting Department: Library

Item Type: Formal Action / Motion

Agenda Section:

---

**Subject:**

INFORMATION ONLY - Presentation and discussion of reports concerning activities and operations of the Library since the presentation of the last report.

**Suggested Action:**

**Attachments:**

[Acting Director Report\\_07282022.pdf](#)

[101 GENERAL FUND BOARD REPORT\\_JULY\\_2022.pdf](#)

[230 GIFT FUND BOARD REPORT\\_JULY 2022.pdf](#)

[275 GRANTS BOARD REPORT\\_JULY 2022.pdf](#)

# Acting Library Director's Report

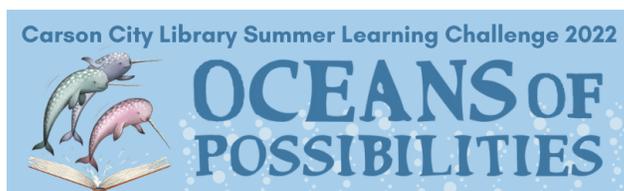
Acting Director: Joy Holt  
Library Board of Trustees Meeting: July 28, 2022



## Updates:

### Staffing:

- Senior Library Assistant position has been filled. Kelly Robertson will start on 08/09/2022.
- Library Assistant position has been filled. Kris Klug was promoted from part-time Administrative Clerk and began working full-time on 07/15/2022.
- 1 part-time Library Clerk position and 2 part-time Shelver positions have been posted.



### Programming:

- The Summer Learning Challenge is still underway.
- With three weeks remaining until the end of the program, participants have read a combined total of 329,000 minutes and steadily climbing toward the overall goal of 400,000 minutes read. Completion prizes will be distributed at a wrap-up party 08/06/2022.
  - ◆ Programs have included:
    - ◇ SLC themed Storytimes: Attendance at these programs continues to increase and exceed program attendance numbers pre-COVID.
    - ◇ Crochet a Sea Creature: This program was for All-Ages and had a larger than expected turnout and received requests to continue the program.
    - ◇ Submarine Escape Room: This program was planned, assembled and facilitated by the Teen Library Council. So far, each program has been nearly full.

### Grants:

- Final report for the 2022 State Collection Development grant is underway.
- Spending of the \$15K Surfacing Unmet Needs ARPA grant began on July 1, 2022 and will be used to purchase electronic materials.

### Works in Progress:

- 3 Unclassified positions are still posted and receiving interest.
- Strategic Plan Implementation:
  - ◆ At Staff Development Day on 08/08/2022, Team will analyze accomplishment of goals and discuss questions received from Dr. Steinmann.

**101 GENERAL FUND FY22**

**AS OF**

**7/19/2022**

Org	Object	Description	Original Budget	Revised Budget	YTD Expenses	Encumbrances	Remaining Budget	% Used
1016200	500101	SALARIES	919,837.00	919,837.00	642,933.21	0.00	276,903.79	70%
1016200	500102	HOURLY/SEASONAL	60,000.00	60,000.00	62,835.46	0.00	-2,835.46	105%
1016200	500103	ADMINISTRATIVE PAY	0.00	0.00	0.00	0.00	0.00	
1016200	500106	MANAGEMENT LEAVE PAY	0.00	0.00	16,158.59	0.00	-16,158.59	
1016200	500107	ANNUAL LEAVE PAYOFF	0.00	0.00	21,236.70	0.00	-21,236.70	
1016200	500108	SICK LEAVE PAY	0.00	0.00	0.00	0.00	0.00	
1016200	500111	OVERTIME	0.00	0.00	573.07	0.00	-573.07	
1016200	500114	F L S A	0.00	0.00	0.29	0.00	-0.29	
1016200	500116	HOLIDAY PAY	0.00	0.00	0.00	0.00	0.00	
1016200	500125	TEMPORARY STAFFING	37,000.00	37,000.00	660.98	14,912.57	21,426.45	2%
1016200	500225	MEDICARE	14,104.00	14,104.00	10,573.54	0.00	3,530.46	75%
1016200	500230	RETIREMENT	231,115.00	231,115.00	166,329.18	0.00	64,785.82	72%
1016200	500240	GROUP INSURANCE	118,826.00	118,826.00	96,348.41	0.00	22,477.59	81%
1016200	500241	CITY HSA CONTRIBUTION	4,286.00	4,286.00	12,968.62	0.00	-8,682.62	303%
1016200	500250	WORKERS' COMPENSATION	24,084.00	24,084.00	15,852.57	0.00	8,231.43	66%
1016200	500260	EDUCATION INCENTIVE	3,000.00	3,000.00	1,750.00	0.00	1,250.00	58%
1016200	500271	PHONE ALLOWANCE	0.00	0.00	0.00	0.00	0.00	
1016200	500309	PROFESSIONAL SERVICES	20,000.00	20,000.00	5,617.00	12,170.00	2,213.00	28%
1016200	500330	TRAINING	8,000.00	8,000.00	1,915.78	0.00	6,084.22	24%
1016200	500346	FACILITY CONTRACT	950.00	950.00	0.00	0.00	950.00	0%
1016200	500349	CONTRACTUAL SERVICES	77,991.00	59,752.00	38,583.27	0.00	21,168.73	65%
1016200	500430	EQUIPMENT REPAIR & MAINT	890.00	890.00	0.00	0.00	890.00	0%
1016200	500433	SOFTWARE MAINTENANCE COST	36,073.00	36,073.00	29,274.08	0.00	6,798.92	81%
1016200	500434	BUILDING REPAIR & MAINT	471.00	471.00	0.00	0.00	471.00	0%
1016200	500444	OFFICE EQUIPMENT RENTAL	2,575.00	2,575.00	1,758.91	0.00	816.09	68%
1016200	500540	PUBLICITY/SPECIAL EVENTS	5,640.00	5,640.00	4,006.77	0.00	1,633.23	71%
1016200	500542	PRINTING/ADVERTISING	5,000.00	5,000.00	4,313.33	0.00	686.67	86%
1016200	500545	MEMBERSHIP / PUBLICATIONS	1,500.00	1,500.00	0.00	0.00	1,500.00	0%
1016200	500580	TRAVEL	3,500.00	3,500.00	6.16	0.00	3,493.84	0%
1016200	500601	OFFICE SUPPLIES	8,000.00	8,000.00	3,919.49	0.00	4,080.51	49%
1016200	500602	POSTAGE/SHIPPING	12,000.00	12,000.00	5,122.08	0.00	6,877.92	43%

**101 GENERAL FUND FY22**

**AS OF**

**7/19/2022**

Org	Object	Description	Original Budget	Revised Budget	YTD Expenses	Encumbrances	Remaining Budget	% Used
1016200	500625	OPERATING SUPPLIES	22,688.00	37,688.00	24,386.30	7,405.43	5,896.27	65%
1016200	500643	JANITORIAL SUPPLIES	4,800.00	4,800.00	1,615.13	0.00	3,184.87	34%
1016200	500645	BOOKS/ PERIODICALS/ PUBLICATIO	183,340.00	186,579.00	182,464.78	23,376.89	-19,262.67	98%
1016200	500660	VEHICLE FUEL/OIL	420.00	420.00	0.00	0.00	420.00	0%
1016200	500675	SMALL FURNISHINGS	5,500.00	5,500.00	0.00	0.00	5,500.00	0%
1016200	500680	GIFTS & DONATIONS	0.00	932.00	0.00	0.00	932.00	0%
1016200	500710	TELEPHONE	17,411.00	17,411.00	12,950.79	0.00	4,460.21	74%
1016200	500712	POWER	23,000.00	23,000.00	17,811.11	0.00	5,188.89	77%
1016200	500713	HEATING	10,730.00	10,730.00	6,564.73	0.00	4,165.27	61%
1016200	500950	ISC: FLEET MANAGEMENT	2,316.00	2,316.00	2,316.00	0.00	0.00	100%
1016200	502450	CASH SHORT/OVER	0.00	0.00	0.30	0.00	-0.30	
1016200	507743	FURNITURE & FIXTURES	0.00	0.00	0.00	0.00	0.00	
1016200	507745	POOL SLIDE REFURBISHING	0.00	0.00	0.00	0.00	0.00	
<b>TOTALS</b>			<b>1,865,047.00</b>	<b>1,865,979.00</b>	<b>1,390,846.63</b>	<b>57,864.89</b>	<b>417,267.48</b>	<b>75%</b>

**230 GIFT FUND FY22**

Org	Object	Description	Original Budget	AS OF 7/19/2022		YTD Expenses	Encumbrances	Remaining Budget	% Used
				Revised Budget					
2306200	500102	HOURLY/SEASONAL	0.00	460.00		459.63	0.00	0.37	100%
2306200	500111	OVERTIME	0.00	0.00		0.00	0.00	0.00	
2306200	500125	TEMPORARY STAFFING	0.00	0.00		0.00	0.00	0.00	
2306200	500225	MEDICARE	0.00	0.00		6.63	0.00	-6.63	
2306200	500250	WORKERS' COMPENSATION	0.00	0.00		18.02	0.00	-18.02	
2306200	500309	PROFESSIONAL SERVICES	0.00	0.00		0.00	0.00	0.00	
2306200	500570	CC DOWNTOWN FLOWERS	0.00	0.00		0.00	0.00	0.00	
2306200	500571	FACILITY FFE NON-CAPITAL	0.00	0.00		0.00	0.00	0.00	
2306200	500573	FACILITY FF FRIENDS NON-CAP	0.00	0.00		0.00	0.00	0.00	
2306200	500580	TRAVEL	0.00	0.00		0.00	0.00	0.00	
2306200	500618	COMMUNITY PROGRAMMING	2,500.00	2,500.00		1,361.63	2,240.03	-1,101.66	54%
2306200	500623	COLLECTION - FOL	4,000.00	4,000.00		0.00	0.00	4,000.00	0%
2306200	500625	OPERATING SUPPLIES	10,500.00	34,966.00		10,606.53	6,392.00	17,967.47	30%
2306200	500630	CUSTODIAL SUPPLIES	0.00	0.00		0.00	0.00	0.00	
2306200	500631	YOUTH PROGRAMMING	0.00	0.00		0.00	0.00	0.00	
2306200	500632	NATIONAL LIBRARY WEEK	0.00	0.00		0.00	0.00	0.00	
2306200	500635	NOD \$5 INDIGENT LEGAL SERVICE	0.00	0.00		0.00	0.00	0.00	
2306200	500636	LABORATORY EXPENSES	0.00	0.00		0.00	0.00	0.00	
2306200	500639	MOBILE MAKERSPACE - MATCH	0.00	0.00		0.00	0.00	0.00	
2306200	500645	BOOKS/ PERIODICALS/ PUBLICATIO	3,043.00	9,661.00		4,787.42	1,527.85	3,345.73	50%
2306200	500685	OPERATING HARDWARE/SOFTWARE	0.00	0.00		0.00	0.00	0.00	
2306200	500699	UNDESIGNATED AMOUNTS	0.00	0.00		0.00	0.00	0.00	
2306200	501225	GRANT - OPERATING SUPPLIES	0.00	0.00		0.00	0.00	0.00	
2306200	501240	MAKEIT@TWO	0.00	0.00		0.00	0.00	0.00	
2306200	501241	PLAYAWAY AUDIO COLLECTION	0.00	0.00		0.00	0.00	0.00	
2306200	501242	ITS PI TIME	0.00	0.00		0.00	0.00	0.00	
2306200	501475	SUMMER LEARNING PROGRAM	0.00	10,000.00		2,149.82	0.00	7,850.18	21%
2306200	502450	CASH SHORT/OVER	0.00	0.00		0.00	0.00	0.00	
2306200	507743	FURNITURE & FIXTURES	0.00	0.00		0.00	0.00	0.00	
2306200	593000	UNRESERVED FUND BALANCE	2,270.00	2,270.00		0.00	0.00	2,270.00	0%
		<b>TOTALS</b>	<b>22,313.00</b>	<b>63,857.00</b>		<b>19,389.68</b>	<b>10,159.88</b>	<b>34,307.44</b>	<b>30%</b>

**275 GRANTS FY22**

**AS OF 7/19/2022**

Org	Object	Description	Original Budget	Revised Budget	YTD Expenses	Encumbrances	Remaining Budget	% Used
2756200	500101	SALARIES	0.00	0.00	0.00	0.00	0.00	0.00
2756200	500102	HOURLY/SEASONAL	0.00	0.00	0.00	0.00	0.00	0.00
2756200	500111	OVERTIME	0.00	0.00	0.00	0.00	0.00	0.00
2756200	500225	MEDICARE	0.00	0.00	0.00	0.00	0.00	0.00
2756200	500230	RETIREMENT	0.00	0.00	0.00	0.00	0.00	0.00
2756200	500240	GROUP INSURANCE	0.00	0.00	0.00	0.00	0.00	0.00
2756200	500250	WORKERS' COMPENSATION	0.00	0.00	0.00	0.00	0.00	0.00
2756200	501201	GRANT - SALARIES	0.00	0.00	0.00	0.00	0.00	0.00
2756200	501202	GRANT - BENEFITS	0.00	0.00	0.00	0.00	0.00	0.00
2756200	501225	GRANT - OPERATING SUPPLIES	0.00	35,177.00	28,057.00	7,763.00	-643.00	101.83
2756200	507010	CAPITAL IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTALS</b>				<b>35,177.00</b>	<b>28,057.00</b>	<b>7,763.00</b>	<b>-643.00</b>	<b>101.83</b>