

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

## **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)**

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

**Page 2**

**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

## CARSON CITY LIBRARY BOARD OF TRUSTEES (LBOT)

### Minutes of the June 23, 2022 Regular Meeting

Page 3

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

## CARSON CITY LIBRARY BOARD OF TRUSTEES (LBOT)

### Minutes of the June 23, 2022 Regular Meeting

Page 4

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

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

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

**Page 5**

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

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

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

**Page 6**

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.