

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

### **Minutes of the July 28, 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, July 28, 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  
Trustee Jonathon Olivas

**STAFF:** Joy Holt, Deputy 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**

(5:31:06) – Chairperson Knight called the meeting to order at 5:31 p.m. Roll was called; a quorum was present.

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

(5:31:33) – 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 (JUNE 23, 2022).**

(5:32:19) – Chairperson Knight introduced the item and entertained modifications and/or a motion.

**(5:32:43) – MOTION:** Trustee Nichols moved to approve the June 23, 2022 meeting minutes as presented. Trustee Markle seconded the motion. The motion carried 4-0-1 with Trustee Olivas abstaining from the vote, as he was not present during the June 23, 2022 meeting.

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

##### **IV.a FOR POSSIBLE ACTION - REVIEW AND POSSIBLE APPROVAL OF UPDATED LIBRARY DIRECTOR JOB DESCRIPTION.**

(5:37:43) – Chairperson Knight introduced the item and entertained discussion relating to the Library Director Job Description, which is incorporated into the record as Late Materials. Carson City Human Resources (HR) Recruitment Analyst Megan McCarthy and Ms. Holt also responded to clarifying questions.

(3:38:22) – Trustee Nichols commented that she was “kind of embarrassed” when she read the Job Description, as there were many grammatical mistakes and formatting issues that she pointed out, and she did not wish to publish the Job Description as presented. In response to Trustee Nichols’ feedback regarding the “Supervision Received

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and Exercised" section on page #4 of the Job Description, Ms. McCarthy clarified that the referenced section was "a standard blurb" that the City uses for all job descriptions at the indicated level, and she indicated that the grammar errors could be corrected. During discussion on the matter, Ms. McCarthy confirmed that the section was intended to be applicable to multiple job applications and a general group of employees, which was why it referred to multiple incumbents and used the word "they." She stated that, based on a discussion involving herself, Ms. Holt, and Dr. Colegrove, the formatting would be "cleaned up" once the content of the Job Description had been finalized, and she indicated that the Job Description being presented to the Trustees was a draft. In response to Trustee Nichols' question, Ms. McCarthy stated that the Trustees could review the finalized Job Description before it is published. No formal action was taken on this item.

#### **IV.b FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING NEXT STEPS TO FILL LIBRARY DIRECTOR POSITION.**

(5:46:05) – Chairperson Knight introduced the item, and Ms. McCarthy referenced the Recruitment Proposed Timelines and Advertising Options, which are incorporated into the record as Late Materials. She, Ms. Holt, and Mr. Woodbury also responded to clarifying questions.

(5:50:25) – Chairperson Knight entertained Trustee discussion. Vice Chairperson Lucas believed that if the Board was going to post the Library Director Job Description for an open recruitment, the Board should "probably push it out pretty far," and she noted that most job markets do not have many excess candidates. She was in favor of the longer version ("Option 2") and involving a wider search for if the Board chooses an open recruitment. Ms. McCarthy agreed that the job market was currently "tough" and added that there roughly were between 20 percent and 30 percent fewer applicants compared to this time during the previous year. She could not guarantee that the Board would get "fabulous" candidates applying for the position, and the recruitment process could "take quite a while." Chairperson Knight agreed with Vice Chairperson Lucas' input. She believed that the time and energy spent toward an open recruitment were worth considering when the Trustees were already leaning towards appointing a specific person, such as Ms. Holt; however, she also pointed out that "if we fill that, we might find something far and beyond what our existing internal pool may look like."

(5:57:44) – In response to Trustee Markle's question, Mr. Woodbury stated that the Trustees could have the opportunity to interview Ms. Holt for the Library Director position, and he believed that an item could be agendized for possible action to appoint Ms. Holt as the Library Director and proceed however the Trustees wish to in terms of useful materials for Ms. Holt to submit in advance of the meeting for the Trustees' review. He added that an interview of Ms. Holt could be conducted during the meeting. Ms. McCarthy agreed with Mr. Woodbury and did not see any reason why the Trustees could not interview Ms. Holt at a public meeting. Chairperson Knight outlined the previous Library Director public interview process, and Ms. McCarthy stated that a meet-and-greet event could also be an option, during which the community or Library employees may pose questions, which has been done in the past.

(6:04:33) – Responding to Trustee Nichols' question, Ms. McCarthy stated that she did not see a problem with the Trustees viewing a performance review if Ms. Holt was comfortable with the performance review's release, since it would become public record and available to the public. Ms. McCarthy also noted that the performance review could be attached to the resume.

(6:09:40) – The Trustees agreed with pursuing an internal recruitment for the Library Director position, and Chairperson Knight entertained a motion.

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**(6:10:03) – MOTION:** Vice Chairperson Lucas moved to open an internal recruitment for the current employees of the Carson City Library for the Library Director position, with applicants to be interviewed at the next regular LBOT meeting. Trustee Markle seconded the motion. The motion carried 5-0-0.

#### IV.c FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING ELECTION OF A BOARD CHAIRPERSON AND VICE CHAIRPERSON.

(5:33:23) – Chairperson Knight introduced the item and entertained nominations.

**(5:34:41) – Vice Chairperson Lucas moved to nominate Julie Knight to the position of LBOT Chair.** Chairperson Knight accepted the nomination, and with no additional nominations, Chairperson Knight closed nominations for LBOT Chair.

**(5:35:28) – MOTION:** Trustee Nichols moved to appoint Julie Knight to the position of LBOT Chair. Vice Chairperson Lucas seconded the motion. The motion carried 5-0-0.

**(5:36:21) – Chairperson Knight moved to nominate Beth Lucas to the position of LBOT Vice Chair.** Trustee Lucas accepted the nomination, and with no additional nominations, Chairperson Knight closed nominations for LBOT Vice Chair.

**(5:36:55) – MOTION:** Trustee Markle moved to appoint Beth Lucas to the position of LBOT Vice Chair. Trustee Olivas seconded the motion. The motion carried 5-0-0.

#### 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.

(6:10:40) – Chairperson Knight introduced the item. Ms. Holt referenced the agenda materials and responded to clarifying questions.

#### VI. INFORMATION ONLY – BOARD MEMBER ANNOUNCEMENTS & REQUEST FOR INFORMATION

(6:45:23) – Chairperson Knight introduced the item and reminded the other Trustees of the link to an overview of Open Meeting Law and public records on the Boards, Committees and Commissions page for the City's website, <https://www.carson.org/>. Regarding an action initiated by the Board to draft a letter addressed to the State Library, Archives, and Public Records (NSLAPR), Chairperson Knight informed the Board that she delivered the letter to the NSLAPR, and she had met with NSLAPR Administrator Mike Strom a couple times. She announced that the Board had received a response letter from Mr. Strom stating the following:

*“Thank you for your letter in May regarding Code 27 of Budget 2891. After discussing the issue with Director Freed and Deputy Director Tuma, they encouraged me to draft a Budget Enhancement Proposal to restore Code 27 to a level more consistent with what it was pre-pandemic. I drafted the proposal and included a copy of your letter as supporting documentation. On review, Director Freed signaled her support and moved the proposal onto the next phase of the budget build process. I’m currently working with my staff to determine the amount we can propose and defend based on the calculations written in NRS 378.087. Thank you for bringing this to my attention. Being in this position since just last May, my institutional knowledge is recent at best. There is still a long way to go in the process and no guarantees, but it is rewarding to be*

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*taking action that may benefit Nevada's public libraries and their users. Thank you for your support of libraries and for your service to Carson City libraries.*

Chairperson Knight noted that the Board would continue to watch the budget as well as watch for the agency request and the Governor's recommended budget. She also entertained additional Trustee announcements and requests for information.

(6:49:54) – Trustee Markle stated that she had attended a Friends of the Carson City Library meeting, and because there was no quorum due to possible miscommunication, the meeting could not continue.

(6:51:20) – Trustee Nichols informed Ms. Holt about how the Children's Museum of Northern Nevada would remain closed for a while, and she inquired about whether the Library would be impacted by the closure. Ms. Holt noted that there may be an uptick in Library programs' attendance due to the closure, and the Library was currently at the point that Library staff may need to establish two Big Kid Butterflies Storytimes due to the increased attendance. Chairperson Knight pointed out that Library programming was something that could be considered going forward, which Ms. Holt stated would be discussed during Staff Development days.

### **VII. PUBLIC COMMENT**

(6:53:54) – Chairperson Knight entertained public comments; however, none were forthcoming.

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

**(6:54:24) – Chairperson Knight adjourned the meeting at 6:54 p.m.**

The Minutes of the July 28, 2022 Carson City Library Board of Trustees meeting are so approved this 25<sup>th</sup> day of August 2022.