

CARSON CITY LIBRARY BOARD OF TRUSTEES (LBOT)

Minutes of the August 25, 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, August 25, 2022 in the Community Center Robert “Bob” Crowell Board Room, 851 East William Street, Carson City, Nevada.

PRESENT: Chairperson Julie Knight
Vice Chair 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.

I. CALL TO ORDER - ROLL CALL

(5:39:01) – Chairperson Knight called the meeting to order at 5:39 p.m. Roll was called; a quorum was present.

II. PUBLIC COMMENT

(5:39:31) – Chairperson Knight entertained public comments. Deni French wished to appreciate the Library and thank Library staff. He noted that the number of people that Library staff assist every day could average to 300 or more, and the number of materials to keep track of “are amazingly, incredibly amazing.” He commented that the fact that Library staff has individuals like himself visiting the Library “through the range and scope of humanness ... should be really considered [a] very special skill, people that can handle such a diverse community and in circumstances that we’ve been in.” Mr. French appreciated that Library staff show up at the Library seven days a week with smiles and prepared, and he added that the Library had become more important than he thought a Library ever could.

(5:41:22) – Carson City Human Resources (HR) Recruitment Analyst Megan McCarthy indicated that two letters were submitted by employees in regards to item III.a, both of which are incorporated into the minutes as Exhibits A and B.

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

III.a FOR POSSIBLE ACTION – APPROVAL OF MINUTES OF PREVIOUS MEETING (JUNE 23, 2022).

(5:42:29) – Chairperson Knight introduced the item and entertained modifications and/or a motion.

(5:42:49) – MOTION: Trustee Markle moved to approve the July 28, 2022 meeting minutes as presented. Trustee Nichols seconded the motion. The motion carried 5-0-0.

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IV. FOR POSSIBLE ACTION – LIBRARY BOARD OF TRUSTEES BUSINESS

IV.a FOR POSSIBLE ACTION - REVIEW AND POSSIBLE SELECTION OF NEW LIBRARY DIRECTOR.

(5:43:54) – Chairperson Knight introduced the item. Ms. McCarthy provided each of the Trustees with a prepared Library Director interview packet, which included the interview questions as well as the scoring matrix for the numerical scoring of each interview question based on the performance category that most closely described Ms. Holt's response to the interview questions. Mr. Woodbury brought to the Trustees' attention that space was provided in the packets for the Trustees to write notes and a numerical score to award for each interview question of the following possible scores: one point to reflect an “unsatisfactory” response, two points to reflect a response that “needs improvement,” three points to reflect a response that “meets expectations,” four points to reflect a response that “exceeds expectations,” and five points to reflect an “outstanding” response. Additionally, Mr. Woodbury noted that the packets would be submitted to the HR Department and potentially be a public record. Ms. Holt's cover letter, resume, professional references, and Unclassified Job Performance Appraisal for the position of Department Business Manager are incorporated into the record as supporting materials.

(5:46:36) – The following questions were delivered by the Trustees and assigned to Ms. Holt:

1. “Tell us about your experience as it relates to this position, and why you are interested in Carson City’s Library Director position.”
2. “What is your vision of a public library’s purpose and role in society?”
3. “Tell us about a time when you got results against the odds.”
4. “Describe a time you had to develop a strategy from scratch to implementation.”
5. “Describe a time when you made a major decision and were really pleased with the outcome.”
6. “Think about a team project you managed or worked on. How did you communicate with your team members?”
7. “Tell us about a time you worked with someone whose background, experiences, and way of life were different than yours.”
8. “Tell us about a time you communicated a new direction for a group or business.”
9. “Tell us about a time when you gained approval for something by being politically savvy.”
10. “Do you have any questions for us, or anything you would like to add that didn’t come out in the interview?”

(6:19:21) – In response to Ms. Holt's question regarding the Trustees' “vision” and idea of the purpose for a public library, Chairperson Knight called libraries “the palaces for the people” and believed that public libraries fit into the structure of society by upholding democracy by keeping access to reliable information readily and freely available to anyone. Trustee Markle believed that libraries were all about education, commented that libraries were a place for learning, and noted that libraries were important because “you can start with infants” and work with children and young adults through different stages in their lives and with different needs, such as assisting with science projects and searching for scholarships. She stated that libraries can provide programs that engage the community and

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opportunities for learning. She commented that “the more learning that can go on in a library, I think the more successful that library, and that community, is because if people in the community are learning, they’re going to be able to make good citizenship decisions, they’re going to be able to make good parenting decisions, they’re going to be able to make good life decisions.” Trustee Nichols stated that, having grown up in a smaller town, the library was “a lifeline as a kid,” and the library had “opened a lot of doors” as well as taught her a lot about different cultures and people, which she believed was how she “kind of escaped the narrowmindedness” of her community. She also stated that she earned a master’s degree in early modern English and a bachelor’s degree in history because the library taught her “a love of learning about everything.”

(6:24:39) – Ms. Holt thanked the Board for the opportunity to talk about the Library and “the good work that we’re doing,” and she commented that she “love[d]” the Library.

(6:25:17) – Ms. McCarthy provided direction on a possible motion, and Mr. Woodbury indicated that an employment offer letter should include a start date for employment and a compensation amount. He added that while the scope of the agenda item permitted discussion on the start date and compensation amount, the Trustees may consider establishing a start date if an offer is extended and authorizing Chairperson Knight to negotiate with the HR Department and Ms. Holt regarding a compensation amount within the range that is applicable to the Library Director position, which Trustees Nichols and Olivas supported. In response to Chairperson Knight’s question regarding a potential start date, Ms. McCarthy stated that there may not be two individuals filling in the one position, so the start date would need to be after Dr. Tod Colegrove’s end date. Mr. Woodbury advised of another option to proceed with offering the position with the compensation amount to be discussed during a future LBOT meeting. Ms. Holt informed the Trustees that the Library had received approval from the Internal Finance Committee regarding what the cap on the salary could be before Dr. Colegrove’s departure.

(6:31:02) – MOTION: Trustee Markle moved to authorize the LBOT Chair to offer the position of Library Director to Joy Holt with a start date of October 1, 2022 and a salary to be negotiated with the LBOT Chair and the HR Department. Trustee Olivas seconded the motion. The motion carried 5-0-0.

(6:31:51) – Trustee Markle commented that she was “so impressed” with Ms. Holt’s resume and complimented how “nicely formatted and clearly written with a lot of information” Ms. Holt’s resume was. She believed that Ms. Holt would make a “great” Library Director partially because of her willingness to learn about the job, the community, and the people because Ms. Holt is “a learner.” She added that the community was “lucky to have” Ms. Holt.

V. INFORMATION ONLY – LIBRARY DIRECTOR REPRESENTATIVE ADMINISTRATIVE REPORTS

(6:33:42) – Chairperson Knight introduced the item. Ms. Holt reported on the following:

- Data from research showed that the Library’s Makerspace, since its inception, has not had a lot of attendance, with an average of two people per program from 2018 to the outbreak of COVID-19, and Ms. Holt was considering with Library staff how best to reinvigorate the Makerspace “with intention and sustainability in mind.” Ms. Holt wished to continue working with Library staff to collect their input, and she believed that the equipment would need to be moved to make the equipment more visible. Ms. Holt noted that the equipment was aging; however, Library staff used the 3D printers to make toys as well as the heat press for canvas bags, so the Makerspace equipment was being used “with the intention of folks seeing what they can do with that equipment.” Ms. Holt proposed a soft opening with projects completed using the Makerspace equipment, and she wished to “build up interest” to ensure that the events are “well attended.”

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- Jean-Marie Naylor, who has been affiliated with the Library for three years, was promoted from the position of Library Senior Library Assistant to the Library Programming and Outreach Coordinator position, and Ms. Holt complimented Ms. Naylor for being well-liked by Library staff, talented, “incredibly approachable,” and having “already hit the ground running” with participating in outreach. Ms. Holt believed that Ms. Naylor was an “excellent choice” for the position and noted that she was new enough in programming and outreach to “not necessarily have an idea of what that should mean from a traditional perspective,” which Ms. Holt commented was “interesting” because that meant that outreach and programming “could be whatever.”
- The Library had vacancies for the Workforce Development and Social Services Coordinator position, the Technology Coordinator position, two Library Clerk positions, a Library Shelver position, and a Senior Library Assistant position, although a Library staff member informed Ms. Holt that she had an “exciting” possible candidate who expressed an interest in the vacant Senior Library Assistant position.
- The Library was \$1,000 under budget for the Summer Learning Challenge.

Ms. Holt also responded to clarifying questions.

(6:36:51) – Chairperson Knight pointed out that the Library’s Strategic Plan included rearranging items in the Library to better fit the needs of patrons and the “flow,” and she mentioned having a gentleman, Gerd Poppinga with Vineburg Machining Inc, at one of the LBOT meetings who voiced his interest with supporting the effort in getting children excited about technology. Ms. Holt indicated that she was in contact with Mr. Poppinga, who was “super interested” in partnering with the Library, as he was “a huge supporter” of the Library. Ms. Holt stated that there were employers of middle-class jobs that were unable to find skilled workers, despite paying well, and Mr. Poppinga saw “the incredible potential” that the Library has “to help fill that gap.” Ms. Holt explained that she and Library staff understood how important those middle-class jobs were and mentioned being unable to acquire new racks for new books at the Library because there were not enough people employed in the field to produce the racks.

(6:43:44) – Trustee Markle reminded Ms. Holt that the Library Deputy Director position would also need to be filled.

(6:44:03) – Trustee Nichols referenced a book titled *The End of the World is Just the Beginning: Mapping the Collapse of Globalization* by Peter Zeihan and suggested extending older individuals’ minds, quality of life, and skills through the Makerspace, as many of the residents of senior centers do not have a lot of outings. Ms. Holt stated that Senior Library Assistant Rachel March visits the Carson City Senior Center on behalf of the Library and commented that “she’s great.”

VI. INFORMATION ONLY – OTHER ADMINISTRATIVE REPORTS

(6:53:47) – Chairperson Knight introduced the item, and there were no additional reports.

VII. INFORMATION ONLY – BOARD MEMBER ANNOUNCEMENTS & REQUEST FOR INFORMATION

(6:55:07) – Chairperson Knight entertained Trustee announcements and requests for information; however, none were forthcoming.

VIII. PUBLIC COMMENT

(6:55:30) – Chairperson Knight entertained public comments. Mr. French commented that Ms. Holt’s resume was “impressive,” and he believed that the Board had “a great choice here” for the Library Director position. He noted

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having met Trustee Olivas and having expressed his appreciation for Library staff. He hoped that the Trustees would have the opportunity to see Library staff “in action because they’ve held up through all sorts of issues,” and he believed that the Trustees would not take Library staff “as seriously and as thoughtfully as you should because you already have been taking them personally as people and their contributions that you’ve been able to appreciate as individuals.” Mr. French added that Library staff were “a talented bunch of individuals” with many individual qualities, abilities, and talents. He also hoped that the Trustees would help Library staff acquire the funding, as he had the opportunity to volunteer with the Friends of the Carson City Library and understood how difficult it was to get the funding. He thanked the Board for allowing him to have the opportunity to thank the Board and Library staff.

(6:58:33) – Tammy Westergard introduced herself as the incoming Nevada Library Association President, a former employee of the Library’s system, and a former State librarian. She thanked the Trustees for their leadership and noted that selecting a new Library Director was “among the most significant decisions that a Library Board is statutorily authorized to make.” She stated that the decision regarding leadership was “just so critical” and commented that she “really enjoyed” the Trustees’ comments about why the Library matters. Ms. Westergard recommended reading the book titled *Human Work in the Age of Smart Machines* by Jamie Merisotis, which she indicated discusses the role of automation in the workforce and how automation could be a counterbalance to some of the aspects that may have been addressed in the book referenced by Trustee Nichols, *The End of the World is Just the Beginning: Mapping the Collapse of Globalization*, and the Trustees’ comments. She noted that “we indeed live in interesting times, and the role of the Library is critical to the quality of life in our community and all of the things that you guys mentioned.”

IX. FOR POSSIBLE ACTION – ADJOURNMENT

(7:00:24) – Chairperson Knight adjourned the meeting at 7:00 p.m.

The Minutes of the August 25, 2022 Carson City Library Board of Trustees meeting are so approved this 22nd day of September 2022.

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EXHIBIT A

Jean-Marie Naylor
Senior Library Assistant
Carson City Library
900 N Roop St.
Carson City, NV 89703

August 23, 2022

Carson City Library Board of Trustees
Community Center Robert "Bob" Crowell Board Room
851 East William Street
Carson City, Nevada 89701

Dear Members of the Carson City Library Board of Trustees,

The purpose of this letter to the board is to formally request that Joy Holt be appointed the Library Director for the Carson City Library. There are many reasons why Ms. Holt is the perfect candidate for this position; but for the sake of time and clarity, I will address only what I feel are the most pertinent qualities.

- Ms. Holt already works at the Carson City Library and has been at the forefront of the Carson City Library's community outreach efforts ever since she became our Business Manager/ Deputy Director. For example, not only has she provided the backbone for our library to have a professional relationship with organizations such as the Senior Center and the Carson City School District, but also she has herself manned booths at Carson High School and attended various community events to establish better visibility for the library.
- Ms. Holt already has an open door policy for all staff of the Carson City Library and has been essential in the professional development of everyone who works here. An example of this is her natural ability to keep asking questions to get to the right solutions. For me personally, she kept asking me about what my passions are and why I am so invested in them until I realized that my passions weren't exactly what I thought they were. She has also encouraged me to step outside my comfort zone and try new things such as hosting a crochet program and coordinating the Summer Learning Challenge kick-off party. Ms. Holt doesn't pigeonhole staff into categories.
- Ms. Holt has her Masters in Library Science, but she also has a Juris Doctor degree. This is especially helpful when dealing with tricky situations that may have legal repercussions. For instance, she is instrumental in helping staff realize what should and should not be posted by us on social media platforms or sent by us, even to each other, through work communication avenues.

Joy Holt is an excellent mentor and colleague who is not only needed, but wanted and well respected at the Carson City Library by staff and patrons alike. Please don't pass this opportunity to make full use of all Joy Holt has to offer as our new Library Director. She is a unicorn.

Thank you for your time and attention.

Jean-Marie Naylor

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EXHIBIT B

To the Carson City Library Board of Trustees:

8/25/2022

I'm writing to express my support for Joy Holt's application for Library Director of the Carson City Library. I've worked with Ms. Holt for several years now as first a co-worker and now as a direct report. In the time I've known her, she has proven herself more than qualified for this position in addition to the many qualifications, gifts and talents with which she arrived. I've also never ceased to be impressed by her professional tenacity and singular focus on compassionate public library service.

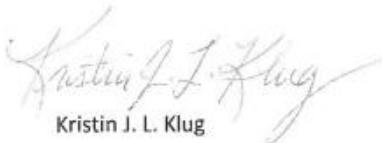
To summarize just a few of her successes as Business Manager/Deputy Library Director, both individually and with Director Colegrove:

- Corrected innumerable internal policy, procedural, and process inefficiencies,
- Eliminated barriers to excellent programming
- Established a healthy rapport with our devoted and professional staff, and helping to create the open and agreeable work environment we enjoy today,
- Instituted improved and more responsible, transparent financial management practices,
- Led the Library through and out of a historic pandemic with a reasoned approach to an ever changing situation,
- Recognized and rewarded the successes of staff and gave us a voice,
- Successfully removed the artificial wall that existed between the Library and the City to the benefit of all,
- Welcomed everyone entering the library with an open minded and compassionate view toward access.

This is only a rough summary of Ms. Holt accomplishments here at the Carson City Library, and I have no doubt the library can only continue to improve under her leadership. As a current library employee, I highly recommend her for the Library Director position, and look forward to working under her in that capacity.

Yours,

Kris Klug



Kristin J. L. Klug