

CARSON CITY LIBRARY BOARD OF TRUSTEES (LBOT)

Minutes of the

May 11, 2023 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, May 11, 2023 in the Carson City Community Center Bonanza Room, 851 East William Street, Carson City, Nevada 89701.

PRESENT: Chairperson Julie Knight
Vice Chair Beth Lucas
Trustee Elizabeth Markle
Trustee Sarena Nichols
Trustee Jonathon Olivas

STAFF: Joy Holt, 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

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

II. PUBLIC COMMENT

(5:31:28) – Chairperson Knight entertained public comments. Sergio Arteaga introduced himself. He described an experience at the Library involving his three-year-old child, who was in the process of being potty trained, and, when Mr. Arteaga was attempting to change his child's diaper, Mr. Arteaga had learned that the Library's men's restroom did not have a changing area for young children. Because a diaper changing area was located in the women's restroom, Mr. Arteaga stated that he had to wait for a woman to leave the women's restroom and for a Library staff member to escort him into the women's restroom in order for him to change his child's diaper. Mr. Arteaga indicated that he has discussed the matter with other parents and had received signatures from several members of the community in regards to the matter. He noted that many male parents have experienced the same issue involving there being a lack of diaper changing areas for men to access with their children. He suggested installing a diaper changing station in the men's restroom in the Library, as he believed doing so could help the community and help many families in the future. Mr. Arteaga added that "rushing outside" to change a child could be an inconvenience, especially in poor weather conditions, and he pointed out how women are often expected to assume the role of changing their child's diaper. Because he had some background with working for Western Nevada College (WNC) and fundraising, he offered to assist with fundraising if there was an issue with acquiring the funds to resolve the matter.

(5:51:23) – Chairperson Knight entertained additional 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 13, 2023).

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(5:51:35) – Chairperson Knight introduced the item and entertained changes, comments, and a motion.

(5:51:53) – MOTION: Vice Chairperson Lucas moved to approve the April 13, 2023 meeting minutes as presented. The motion was seconded by Trustee Nichols. The motion carried 5-0-0.

IV. FOR POSSIBLE ACTION - LIBRARY BOARD OF TRUSTEE BUSINESS

(5:37:57) – Chairperson Knight introduced the item. Discussion ensued regarding the matter brought to the Board's attention by Mr. Arteaga's public comment, during which Vice Chairperson Lucas inquired about researching the cost of purchasing and installing a diaper changing station in the men's restroom. Ms. Holt stated that Staff would need to speak with the owner of the building and review diaper changing stations that would fit in the location within the men's restroom. She did not believe that the cost to purchase and install a diaper changing station would be "prohibitive." She noted that the City was about to enter into the new fiscal year, and she was aware that there would be excess funds that may be used based on the Library's budget, though a budget transfer may need to be performed. Ms. Holt added that Staff would not need to request a capital improvement project (CIP) if the cost for a diaper changing station project was under \$5,000, and she stated that the Board had access to the Gift Fund that could be used upon BOS approval if the Board was unable to use budget funds. Mr. Arteaga indicated that, based on his research, the smaller diaper changing stations costed around \$600. Ms. Holt pointed out that the Board needed to confirm that the diaper changing station would not cause structural damage or impact the integrity of the structure when being fixed to the wall in the men's restroom. She also suggested that the Board wait until the start of the next fiscal year in July 2023 to consider the purchase and installation of the diaper changing station since the current fiscal year would be ending soon.

V. INFORMATION ONLY - LIBRARY DIRECTOR REPRESENTATIVE ADMINISTRATIVE REPORTS

V.a INFORMATION ONLY - ADMINISTRATIVE REPORTS OF LIBRARY DIRECTOR CONSISTING OF REPORTS CONCERNING GENERAL FUND, GIFT FUND, GRANTS, STAFFING UPDATES, PROGRAMMING AND OUTREACH EVENTS FOR APRIL 2023, AND UPDATES ON CARSON CITY LIBRARY ADMINISTRATIVE ACTIVITIES SINCE THE PREVIOUS REPORTS.

(5:57:20) – Chairperson Knight introduced the item. Ms. Holt referenced the fiscal year (FY) 2023 Library General Fund, Gift Fund, and Grants Board Reports as well as her report, all of which are incorporated into the record. She also responded to clarifying questions.

VI. INFORMATION ONLY - BOARD MEMBER ANNOUNCEMENTS & REQUEST FOR INFORMATION

(5:47:40) – Chairperson Knight directed Ms. Holt to provide follow-up information on the diaper changing station matter, such as the cost, during the next LBOT meeting.

(5:53:02) – Chairperson Knight entertained Trustee announcements and reports. She informed the Board that the Job Performance Appraisal and Evaluation for the Library Director was currently in progress. Additionally, Library staff members would be completing a 360 Survey, and Chairperson Knight would send the Trustees a link via email to provide feedback for the evaluation.

(6:22:10) – Chairperson Knight requested information on staff training and professional development days to be presented during the Director's Report of the next LBOT meeting.

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VII. PUBLIC COMMENT

(6:25:15) – Chairperson Knight entertained public comments; however, none were forthcoming.

VIII. FOR POSSIBLE ACTION – ADJOURNMENT

(6:25:32) – Chairperson Knight adjourned the meeting at 6:25 p.m.

The Minutes of the May 11, 2023 Carson City Library Board of Trustees meeting are so approved this 8th day of June 2023.