

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

**Minutes of the**

**November 9, 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, November 9, 2023 in the Carson City Community Center Robert “Bob” Crowell Board Room, 851 East William Street, Carson City, Nevada 89701.

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

**STAFF:** Joy Holt, Library Director  
Mihaela Neagos, Deputy District Attorney  
Briana Munoz, 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**

(5:32:13) – Chairperson Knight called the meeting to order at 5:32 p.m. Roll was called; a quorum was present. Vice Chair Olivas was absent from this meeting.

## **II. PUBLIC COMMENT**

(5:32:39) – 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 (OCTOBER 12, 2023).**

(5:33:48) – Chairperson Knight introduced the item and entertained changes, comments, and a motion.

**(5:34:15) – MOTION:** Trustee Lucas moved to approve the October 12, 2023 meeting minutes as presented. Trustee Markle seconded the motion. The motion carried 4-0-0.

## **IV. INFORMATION ONLY - LIBRARY DIRECTOR REPRESENTATIVE ADMINISTRATIVE REPORTS**

### **IV.a. FOR DISCUSSION ONLY- ADMINISTRATIVE REPORTS OF LIBRARY DIRECTOR CONSISTING OF REPORTS CONCERNING GENERAL FUND, GIFT FUND, GRANTS, STAFFING UPDATES, PROGRAMMING AND OUTREACH EVENTS FOR NOVEMBER 2023, AND UPDATES ON CARSON CITY LIBRARY ADMINISTRATIVE ACTIVITIES SINCE THE PREVIOUS REPORTS.**

(5:34:37) – Chairperson Knight introduced the item. Ms. Holt referenced the Staff Report and the General Fund and Gift Fund reports for November 2023, all of which are incorporated into the record. She also responded to clarifying questions.

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(5:41:34) – Ms. Holt announced that Chairperson Knight received the Trustee of the Year award at the Nevada Library’s Association Annual Conference and thanked Trustee Lucas and Trustee Markle for attending the event’s welcome reception on Sunday, November 5, 2023.

(5:43:55) – Ms. Holt reported that Senior Library Assistant Sara Matel was promoted to Circulation Supervisor and will be responsible for Library volunteers and part-time staff. She noted that the second round of Library Clerk interviews were still pending. Ms. Holt added that the Senior Library Assistant position was open and the hiring of a Deputy Library Director was pending.

(5:47:03) – In response to Chairperson Knight’s question on a potential interview panel for the Deputy Library Director position, Ms. Holt stated that former Deputy Library Director Tammy Westergard would participate in the interviews. She asked if any of the Commissioners were interested in taking part in the interviews and Trustee Markle volunteered. Ms. Holt noted that the interviews would likely take place in early spring of 2024.

(5:50:48) – Ms. Holt reported that a National Button Day Craft was scheduled for Thursday, November 16, 2023 and a Winter in a Jar Craft for National Mason Jar Day was scheduled for Thursday, November 30, 2023. She also announced that special themed story times will be held throughout the month.

(5:52:04) – Ms. Holt reported that BOOnanza was a success and that the Library’s tent was “a hit” with approximately 2,600 people visiting the tent.

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

(5:54:16) – Chairperson Knight introduced the item. Trustee Markle inquired about the possibility of placing a banner on the east side of the Library and asked if there were any updates on the idea. Ms. Holt said she would revisit the proposal to consider the sizes and costs of a banner. Chairperson Knight requested that the proposal for a banner be placed on a future meeting agenda.

(5:57:46) – Trustee Nichols said she helped out at BOOnanza and noted that Library Staff were “great”, “kind” and “compassionate.”

(5:59:59) – Chairperson Knight expressed gratitude for her recognition as Trustee of the Year at the Nevada Library’s Association Annual Conference.

**VI. PUBLIC COMMENT**

(6:00:10) – Chairperson Knight entertained public comments; however, none were forthcoming.

**VII. FOR POSSIBLE ACTION – ADJOURNMENT**

**(6:00:31) – Chairperson Knight adjourned the meeting at 6:00 p.m.**

The Minutes of the November 9, 2023, Carson City Library Board of Trustees meeting are so approved this 14<sup>th</sup> day of December 2023.