

CARSON CITY LIBRARY BOARD OF TRUSTEES

Minutes of the April 26, 2018 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, April 26, 2018 in the Community Center Sierra Room, 851 East William Street, Carson City Nevada.

PRESENT: Chairperson Jeremey Hays
Vice Chair Amanda Long
Trustee Phyllis Patton
Trustee Dianne Solinger

STAFF: Sena Loyd, Executive Director
Iris Yowell, Deputy District Attorney
Tamar Warren, Deputy 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 Recording Secretaries 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

(5:32:21) – Chairperson Hays called the meeting to order at 5:32 p.m. Roll was called and a quorum was present. Trustee Liveratti was absent as excused.

II. PUBLIC COMMENT

(5:32:52) – Chairperson Hays entertained public comment; however, none were forthcoming.

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

a. APPROVAL OF MINUTES OF THE MARCH 22, 2018 REGULAR MEETING

(5:33:02) – Chairperson Hays introduced the item. There were no changes or corrections to the minutes. **Trustee Patton moved to approve the March 22, 2018 meeting minutes as written. Trustee Solinger seconded the motion. Motion carried 4-0-0.**

IV. INFORMATION ONLY - FRIENDS OF THE CARSON CITY LIBRARY REPORT

a. FRIENDS OF THE CARSON CITY LIBRARY REPORT

(5:33:28) – Chairperson Hays introduced this item. Trustee Patton referenced the Friends of the Carson City Library report, which is incorporated into the record and noted that on Tuesday, May 1, 2018 at 6:30 p.m. author of the month Sandy Lanae, Intuitive Psychic, will present her new book, *Weird Carson City*, at the Browser's Corner.

V. FOR POSSIBLE ACTION – LIBRARY BOARD OF TRUSTEES BUSINESS

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V.A FOR POSSIBLE ACTION - DISCUSSION AND POSSIBLE ACTION TO APPROVE TRAVEL FUNDS FOR THE LIBRARY GIFT FUND FOR THE LIBRARY DIRECTOR AND COMMUNITY MEMBER TO REPRESENT THE CARSON CITY LIBRARY AT THE NATIONAL MEDAL CEREMONY IF THE LIBRARY IS SELECTED. NOT TO EXCEED \$3,500.

(5:34:07) – Chairperson Hays introduced the item. Ms. Loyd presented the agenda materials and requested the funds, if the Library wins the award, to invite a community member to accompany her to the National Medal ceremony. She also noted that the community member had been identified and that she would present a video about him during the Director’s Report agenda item.

(5:35:55) – Vice Chair Long moved to approve the \$3,500 for travel [funds] for the Library Director and a community member [from the Gift Fund]. Trustee Patton seconded the motion. Motion carried 4-0-0.

(5:36:33) – Ms. Loyd suggested hearing agenda item V.d at this time, and chairperson Hays agreed.

V.b FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION ON LIBRARY DIRECTOR UNCLASSIFIED JOB PERFORMANCE APPRAISAL REVIEW PROCESS.

(5:48:32) – Chairperson Hays introduced the item. Ms. Loyd requested to set a tentative second Library Board of Trustees meeting date in case the Library wins the National Medal, adding that the award ceremony would coincide with the next Library Board of Trustees Meeting. She also referenced the enclosed agenda materials including the background information for the performance appraisal such as a blank 360 review form, the Director’s job description, a blank performance appraisal, her last performance appraisal, and the communication consulting project which will be implemented for next year. Ms. Loyd proposed several potential meeting dates and the Trustees agreed to May 29, 2018 as a tentative date. No members of the public were present to comment. Chairperson Hays entertained a motion.

(5:51:22) – Trustee Patton moved to tentatively set May 29, 2018 as the Library Board of Trustees meeting date, if the Library wins the National Medal. The motion was seconded by Vice Chair Long. The motion carried 4-0-0.

V.C FOR POSSIBLE ACTION - DISCUSSION AND POSSIBLE ACTION ON SPECIAL MEETING RE: BOARD RETREAT DATES FOR BOARD TRAINING, LIBRARY POLICY REVIEW AND LIBRARY STRATEGIC PLAN REVIEW. POSSIBLE DATES: SUNDAY JUNE 3RD, SATURDAY JUNE 9TH, SUNDAY JUNE 10TH, AND SATURDAY JUNE 16TH OR OTHER.

(5:51:48) – Chairperson Hays introduced the item. Ms. Loyd gave background and expected the proposed special meeting to take up to six hours. The trustees agreed to hold the event on June 3, 2018 and Chairperson Hays entertained a motion.

(5:54:21) – Vice Chair Long moved to hold the trustee retreat on Sunday, June 3, 2018. Trustee Patton seconded the motion. Motion carried 4-0-0.

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V.D INFORMATION ONLY - PRESENTATION ON NEA BIG READ GRANT IN PARTNERSHIP WITH CARSON CITY CULTURAL COMMISSION AND CARSON CITY CULTURE AND TOURISM AUTHORITY.

(5:37:15) – Chairperson Hays introduced the item and invited Carson City Art and Culture Coordinator Mark Salinas to present. Mr. Salinas delivered a PowerPoint presentation, incorporated into the record, on the National Endowment for the Arts’ Big Read award received by Carson City. Trustee Patton offered to help provide books for the Little Free Library kiosks. Chairperson Hays thanked Mr. Salinas for his presentation.

VI. INFORMATION ONLY – LIBRARY DIRECTOR REPRESENTATIVE ADMINISTRATIVE REPORTS

VI.a INFORMATION ONLY - LIBRARY DIRECTOR ADMINISTRATIVE REPORTS REPORT CONCERNING THE CONDITION OF THE CITY FY BUDGET (101), GIFT FUND (230) AND GRANT FUNDS (275).

(5:54:44) – Chairperson Hays introduced the item. Ms. Loyd presented the budget packet which is incorporated into the record, and responded to clarifying questions by the trustees.

VI.B INFORMATION ONLY - PRESENTATION OF THE #SHAREYOURSTORY CAMPAIGN FOR THE INSTITUTE OF MUSEUM AND LIBRARY SERVICES (IMLS) NATIONAL MEDAL.

(5:59:06) – Ms. Loyd shared the video, mentioned earlier, about the community member who credited the Carson City Library for patent and design research using the Library’s printed materials.

VII. INFORMATION ONLY – OTHER ADMINISTRATIVE REPORTS

VII.A INFORMATION ONLY – GRANTS ADMINISTRATION PROVIDES INFORMATION REGARDING GRANTS, INCLUDING NARRATIVE REPORTS OF ACTIVITIES OF CURRENT, PAST AND UPCOMING GRANTS, AWARDS, AND PROJECTS.

(6:03:52) – Ms. Loyd noted that Diane Baker, Department Business Manager, could not be present; however, her report was included in the agenda packets. She also offered to answer any questions by the trustees.

VII.B INFORMATION ONLY – ACCESS SERVICES UPDATE AND ACTIVITIES SINCE LAST REPORT. ACCESS SERVICES CATALOGS AND PROCESSES ALL PHYSICAL RESOURCES IN THE LIBRARY AND FACILITATES CIRCULATION OF RESOURCES (CHECK IN AND OUT).

(6:04:14) – Kathy Rush, Access Services Manager, presented her report which is incorporated into the record.

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VII.C INFORMATION ONLY - COLLECTION DEVELOPMENT UPDATE AND ACTIVITIES SINCE LAST REPORT. PURCHASING AND FORMAT REPORT OF THE MATERIALS ADDED TO THE LIBRARY COLLECTION DURING THE PAST MONTH.

(6:07:11) – Amy Lauder, Collection Development Manager, presented her report which is incorporated into the record and highlighted the Library’s first bilingual community read.

VIII. INFORMATION ONLY – BOARD MEMBERS’ ANNOUNCEMENTS & REQUEST FOR INFORMATION.

(6:10:07) – Chairperson Hays introduced the item. There were no trustee announcements. Ms. Loyd reminded the Board that a special Board of Trustees meeting would be held on Thursday, May 3, 2018, regarding the Adams Hub donation. Ms. Loyd explained that the agenda materials would be posted on Friday, April 27, 2018 and encouraged members to read the agreement and the supporting materials which would be sent to them.

IX. PUBLIC COMMENT

(6:10:58) – Chairperson Hays entertained public comments; however, none were forthcoming.

X. FOR POSSIBLE ACTION – ADJOURNMENT

(6:11:13) – **Trustee Patton moved to adjourn.** Chairperson Hays adjourned the meeting at 6:11 p.m.

The Minutes of the April 26, 2018 Carson City Library Board of Trustees meeting are so approved this 24th day of May, 2018.

JEREMEY HAYS, Chair