

CARSON CITY LIBRARY BOARD OF TRUSTEES
Minutes of the December 9, 2019 Regular Meeting
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A regular meeting of the Carson City Library Board of Trustees was scheduled for 5:00 p.m. on Thursday, December 9, 2019 in the Community Center Sierra Room, 851 East William Street, Carson City Nevada.

PRESENT: Chairperson Amanda Long
Vice Chair Nicholas Cranston
Trustee Julie Balderson
Trustee Beth Lucas
Trustee Phyllis Patton

STAFF: Tod Colegrove, Library Director
Diane Baker, Department Business Manager
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

(5:06:43) – Chairperson Long called the meeting to order at 5:06 p.m. Roll was called, and a quorum was present.

II. PUBLIC COMMENT

(5:07:16) – Chairperson Long entertained public comments; however, none were forthcoming.

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

III.a FOR POSSIBLE ACTION - APPROVAL OF MINUTES OF PREVIOUS MEETING (October 24, 2019).

(5:08:03) – Chairperson Long introduced the item and entertained questions, comments, and/or a motion.

(5:08:25) – MOTION: Trustee Patton moved to approve the October 24, 2019 meeting minutes. Trustee Balderson seconded the motion. Motion carried 5-0-0.

IV. FOR POSSIBLE ACTION - LIBRARY BOARD OF TRUSTEES BUSINESS

IV.a FOR POSSIBLE ACTION – PRESENTATION, DISCUSSION AND POSSIBLE ACTION ON CARSON CITY LIBRARY CALENDAR 2019, WITH HOLIDAY AND STAFF DEVELOPMENT CLOSURES.

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(5:09:01) – Chairperson Long introduced the item and noted that there was an error in the item title, as the item should be regarding the Carson City Library 2020 Calendar, which is incorporated into the record. Mr. Woodbury stated that despite the intent to discuss the 2020 Calendar and not the 2019 Calendar, “under the rules of the Open Meeting Law (OML) ... each Agenda title has to be viewed as separate from any supporting material,” and the inaccurate title indicating action on the 2019 Calendar could have dissuaded any member of the public from attending the meeting who may have had a comment on the 2020 Calendar. He advised deferring any action on the item until a future meeting, and he stated that the Trustees could discuss the item and “give feedback to Staff.” He also informed the Trustees that there could be no “deliberation toward an action and take any sort of action to approve or revise the Calendar other than direction to Staff [if] you have an individual concern.” The Trustees agreed with Mr. Woodbury’s recommendation.

(5:11:09) – Chairperson Long entertained questions and/or comments from the Board. In response to Collection Development Manager Amy Lauder’s question, Ms. Baker responded that on the updated version, “minor issues” had been found that “didn’t change any of the days off.” Ms. Lauder pointed out that Thanksgiving was marked on the Calendar incorrectly.

(5:12:27) – Dr. Colegrove noted that “the difference over last year with the corrected version is a net of 19 hours more” and remarked that “we’re moving in the right direction.”

(5:12:56) – Discussion ensued regarding the proposed meeting dates indicated on the proposed 2020 Calendar. Mr. Woodbury clarified that “in reviewing the bylaws and the statutes, I do believe that the Library Director has independent authority to ... implement a calendar,” and it’s “not legally required” to have the Board approve the 2020 Calendar. He stated that “pending the approval of the 2020 Calendar, I would expect the Library Director to be able to administer that.” Dr. Colegrove assured that he would be “comfortable operating” with the 2020 Calendar as it stands “until the Board can go forward [if at the] next meeting.”

V. INFORMATION ONLY – LIBRARY DIRECTOR REPRESENTATIVE ADMINISTRATIVE REPORTS

V.a INFORMATION ONLY – PRESENTATION AND DISCUSSION OF A REPORT CONCERNING CONDITION OF THE CITY FY BUDGET (101), GIFT FUND (230), ADAMS HUB FUND (232), AND GRANT FUND (275).

(5:14:30) – Chairperson Long introduced the item. Ms. Baker presented the budget, which included a snapshot of the FY 2020 dashboard and supporting detail that are all incorporated into the record, and responded to clarifying questions from the Trustees.

V.b INFORMATION ONLY – PRESENTATION AND DISCUSSION OF A REPORT CONCERNING ACTIVITIES AND OPERATIONS OF THE LIBRARY SINCE THE PRESENTATION OF THE LAST REPORT.

(5:21:23) – Chairperson Long introduced the item. Dr. Colegrove presented the agenda materials, which are incorporated into the record, and he and Ms. Baker responded to clarifying questions from the Board. No public was available to comment.

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(5:37:46) – Chairperson Long inquired about the Library’s involvement in such robotics programs as the First LEGO League, and Creative Learning Manager Maria Klesta stated that after attending the Nevada Science, Technology, Engineering, Arts, and Mathematics (STEAM) Conference at the Nevada Museum of Art, she would be “open to partnering” if that could be possible, although she had not yet figured out how to do so. Discussion took place regarding the matter. Ms. Baker informed Chairperson Long that through the Library Services Technology Act (LSTA) grant proposal, “we may be able to expand some of the things that you’ve mentioned.”

(5:44:32) – In response to Trustee Balderson’s question regarding the enforceability of roommate agreements referenced in the agenda materials, Mr. Woodbury stated that the District Attorney’s office “would never advise this Board to get into an agreement that was not legally enforceable;” however, it could have value in establishing expectations. Trustee Balderson commented that while she “love[d] the idea,” she was in favor of establishing expectations. She recommended proceeding with caution. Dr. Colegrove remarked that he was willing to do what he could for an “opportunity to help our community in a more directed way and potentially access additional funds that would help both the Library and the community.”

VI. INFORMATION ONLY – OTHER ADMINISTRATIVE REPORTS

VI.a INFORMATION ONLY – PRESENTATION, DISCUSSION AND UPDATE ON CREATIVE LEARNING ACTIVITIES SINCE THE PRESENTATION OF THE LAST REPORT, TO PROVIDE INFORMATION CONCERNING PROGRAMMING AND SERVICES FOR PERSONS OF ALL AGES.

(5:49:27) – Chairperson Long introduced the item. Creative Learning Manager Maria Klesta presented her report, which is incorporated into the record, and responded to the clarifying questions from the Board. Ms. Klesta clarified that “elementary” referred to ages five to 12 years, and “teen” referred to ages 13 to 17 years. No public was available to comment.

VI.b INFORMATION ONLY – ADMINISTRATIVE UPDATE AND ACTIVITIES SINCE LAST REPORT. GRANTS ADMINISTRATION PROVIDES INFORMATION REGARDING GRANTS, INCLUDING NARRATIVE REPORTS OF ACTIVITIES OF CURRENT, PAST AND UPCOMING GRANTS, AWARDS, AND PROJECTS.

(5:54:28) – Chairperson Long introduced the item. Ms. Baker presented her report, which is incorporated into the record, and entertained questions from the Board; however, none were forthcoming. No public was available to comment.

VI.c INFORMATION ONLY – PRESENTATION, DISCUSSION AND UPDATE ON ACCESS SERVICES ACTIVITIES SINCE THE PRESENTATION OF THE LAST REPORT, TO PROVIDE INFORMATION CONCERNING THE CATALOGING AND PROCESSING OF ALL PHYSICAL RESOURCES IN THE LIBRARY AND THE CIRCULATION OF RESOURCES (CHECK IN AND OUT).

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(5:59:02) – Chairperson Long introduced the item. Access Services Manager Ermal Reinhart presented his report, which is incorporated into the record, and responded to clarifying questions from the Board. No public was available to comment.

VI.d INFORMATION ONLY – PRESENTATION, DISCUSSION AND UPDATE ON COLLECTION DEVELOPMENT ACTIVITIES SINCE THE PRESENTATION OF THE LAST REPORT, TO PROVIDE INFORMATION CONCERNING MATERIALS ADDED TO THE LIBRARY COLLECTION DURING THE PAST MONTH.

(6:04:22) – Chairperson Long introduced the item. Collection Development Manager Amy Lauder presented her report, which is incorporated into the record, and responded to clarifying questions from the Board. She also presented the Library’s online “Reading Rooms,” which are accessible through <https://silverstarcoop.overdrive.com> and include “Kids,” “Teens,” and “Spanish” collections. No public was available to comment.

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

(6:13:44) – Chairperson Long introduced the item. Vice Chairperson Cranston announced that he would most likely not attend the February 2020 Board meeting. Discussion ensued regarding changing the meeting time from 5:00 p.m. to 5:15 p.m. There was consensus to move the meeting time to 5:15 p.m. moving forward.

(6:15:38) – Trustee Balderson requested a Board training meeting. Ms. Baker recommended possibly consulting with the Nevada State Library Development team to bring some additional training, and Mr. Colegrove stated that he could do so.

VIII. PUBLIC COMMENT

No public was available to comment.

IX. FOR POSSIBLE ACTION – ADJOURNMENT

(6:17:41) – Vice Chairperson Cranston moved to adjourn. Chairperson Long adjourned the meeting at 6:17 p.m.

The Minutes of the December 9, 2019 Carson City Library Board of Trustees meeting are so approved this 23rd day of January, 2020.