

CARSON CITY LIBRARY BOARD OF TRUSTEES

Minutes of the April 28, 2016 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 28, 2016, in the Carson City Library Digitorium, 900 North Roop Street, Carson City, Nevada.

PRESENT: Chairperson Jeremy Hays
Vice Chairperson Dianne Solinger
Trustee Pamela Graber
Trustee Phyllis Patton
Trustee John Liveratti

STAFF: Sena Loyd, Library 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.

1. CALL TO ORDER AND ROLL CALL (5:31:49) - Chairperson Hays called the meeting to order at 5:31 p.m. Ms. Warren called the roll; a quorum was present.

2. PUBLIC COMMENT (5:32:12) - Chairperson Hays entertained public comment; however, none was forthcoming.

3 - 4. POSSIBLE ACTION ON APPROVAL OF MINUTES - February 25, 2016 and March 24, 2016 (5:32:23) - Chairperson Hays entertained suggested revisions to the February 25, 2016 meeting minutes and, when none were forthcoming, a motion. **Trustee Liveratti moved to approve the minutes. Vice Chairperson Solinger seconded the motion. Motion carried 5-0.** Chairperson Hays entertained suggested revisions to the March 24, 2016 meeting minutes and, when none were forthcoming, a motion. **Trustee Graber moved to approve the minutes. Vice Chairperson Solinger seconded the motion. Motion carried 5-0.**

5. INFORMATION ONLY - FRIENDS OF THE CARSON CITY LIBRARY REPORT (5:34:10) - Chairperson Hays introduced this item, and Trustee Patton referenced the report included in the agenda materials. Trustee Patton further reported that last Saturday's author event "was very good," and that a half-off sale is in progress at the Browser's Corner.

6. LIBRARY BOARD OF TRUSTEES BUSINESS

6(A) DISCUSSION AND POSSIBLE ACTION TO APPROVE THE REMAINING AMOUNT IN THE LIBRARY GIFT, FF&E (\$1,561.33) AND DIGITORIUM (\$4,624.54) BUDGETS BE RETURNED INTO THE REGULAR GIFT FUND BUDGET (5:34:55) - Chairperson Hays introduced this item. Ms. Loyd provided background information and reviewed the agenda materials. Trustee Graber expressed appreciation for the "judicious expenditure of money." Chairperson Hays entertained a motion. **Trustee Patton moved to return the remaining funds, from both the Digitorium and the FF&E, to the general gift fund with no restrictions. Trustee Liveratti seconded the motion.** Chairperson Hays called for a vote on the pending motion.

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RESULT: Approved [5 - 0]
MOVER: Trustee Phyllis Patton
SECOND: Trustee John Liveratti
AYES: Trustees Patton, Liveratti, Graber, Vice Chair Solinger, Chair Hays
NAYS: None
ABSENT: None
ABSTAIN: None

6(B) DISCUSSION AND POSSIBLE ACTION TO CHANGE THE JUNE STAFF DEVELOPMENT DAY FROM JUNE 8TH TO JUNE 15TH SO THAT STAFF CAN COMPLETE A KAIZEN (LEAN TRAINING TO CONTINUE IMPROVEMENT OF PROCESSES) EVENT WITH FACILITATOR / BUSINESS DEVELOPMENT MANAGER MICHAEL SALOGGA (5:38:37) - Chairperson Hays introduced this item. Ms. Loyd reviewed the agenda materials, and responded to questions of clarification. Chairperson Hays entertained discussion and, when none was forthcoming, a motion. **Trustee Patton moved to change the date from June 8th to June 15th. Vice Chairperson Solinger seconded the motion.** Chairperson Hays called for a vote on the pending motion.

RESULT: Approved [5 - 0]
MOVER: Trustee Phyllis Patton
SECOND: Vice Chair Dianne Solinger
AYES: Trustee Patton, Vice Chair Solinger, Trustees Liveratti, Graber, Chair Hays
NAYS: None
ABSENT: None
ABSTAIN: None

6(C) DISCUSSION AND POSSIBLE ACTION ON MATCHING FUNDS FROM THE FRIENDS OF THE CARSON CITY LIBRARY FOR FIRST LEVEL BACK STAFF ROOM IMPROVEMENTS, IN THE AMOUNT OF \$14,500, FOR STAFF AND LIBRARY VOLUNTEERS; IMPROVEMENTS WILL BE MOBILE (5:41:09) - Chairperson Hays introduced this item. Ms. Loyd provided background information, reviewed the agenda materials, and responded to questions of clarification. **Trustee Liveratti moved to use the gift fund to match the Friends of the Library.** Ms. Loyd reviewed the gift fund balance. **Vice Chairperson Solinger seconded the motion.** Chairperson Hays called for a vote on the pending motion.

RESULT: Approved [5 - 0]
MOVER: Trustee John Liveratti
SECOND: Vice Chair Dianne Solinger
AYES: Trustee Liveratti, Vice Chair Solinger, Trustees Graber, Patton, Chair Hays
NAYS: None
ABSENT: None
ABSTAIN: None

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7. LIBRARY DIRECTOR ADMINISTRATIVE REPORTS

7(A) REPORT CONCERNING THE CONDITION OF THE CITY FY BUDGET (101) AND GIFT FUND (230) (5:46:56) - Chairperson Hays introduced this item, and Ms. Loyd reviewed the agenda materials. In response to a question, she advised that the Library budget was submitted to the Board of Supervisors in April. Ms. Loyd advised that supplemental requests will be heard at the next Board of Supervisors meeting, and that a capital improvement project was submitted to for flooring.

7(B) REPORT CONCERNING ACTIVITIES AND OPERATIONS OF THE LIBRARY SINCE LAST REPORT (5:50:39) - Ms. Loyd presented her report in conjunction with displayed slides. She introduced Digitarium Coordinator / Senior Library Assistant Kim Babcock. (5:52:29) Ms. Babcock provided background information on her library experience. Ms. Loyd advised that the recruitment periods have closed for the Librarian and Creative Learning Manager positions, and that interviews are scheduled for the second week in May. She welcomed the Board members' participation in the interview process.

8. OTHER ADMINISTRATIVE REPORTS

8(A) ADULT SERVICES UPDATE AND ACTIVITIES SINCE LAST REPORT (5:53:54) - Chairperson Hays introduced this item. Ms. Loyd reviewed the agenda materials, and responded to questions of clarification.

8(B) ACCESS SERVICES UPDATE AND ACTIVITIES SINCE LAST REPORT (5:58:25) - Chairperson Hays introduced this item, and Access Services Manager Kathy Rush reviewed the agenda materials.

8(C) YOUTH SERVICES UPDATE AND ACTIVITIES SINCE LAST REPORT (6:01:01) - Chairperson Hays introduced this item, and Library Assistant Aubrey White presented the report.

8(D) YOUTH LIAISON BOARD OF TRUSTEES UPDATE AND ACTIVITIES SINCE LAST REPORT (6:09:24) - Chairperson Hays introduced this item, and Ms. Loyd reviewed the agenda materials.

9. BOARD MEMBERS' ANNOUNCEMENTS AND REQUESTS FOR INFORMATION (6:10:55) - Chairperson Hays introduced this item. Trustee Patton announced an author event scheduled for 6:30 p.m. on Tuesday, May 3rd at the Browser's Corner Bookstore.

10. PUBLIC COMMENT (6:11:41) - Chairperson Hays entertained public comment; however, none was forthcoming.

11. ACTION TO ADJOURN (6:11:54) - Trustee Patton moved to adjourn the meeting at 6:11 p.m. Vice Chairperson Solinger seconded the motion. Motion carried 5-0.

The Minutes of the April 28, 2016 Carson City Library Board of Trustees meeting are so approved this 26th day of May, 2016.

JEREMEY HAYS, Chair