

**CARSON CITY LIBRARY BOARD OF TRUSTEES**

**Minutes of the September 22, 2016 Meeting**

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A regular meeting of the Carson City Library Board of Trustees was scheduled for 5:30 pm on Thursday, September 22, 2016 in the Library Digitorium, 900 North Roop Street, Carson City Nevada.

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

**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](http://www.carson.org/minutes).

**I. CALL TO ORDER - ROLL CALL (5:30:10)** – Vice Chairperson Solinger called the meeting to order at 5:30 p.m. Roll was called; a quorum was present. Chairperson Hays' absence was excused. (5:31:28) Vice Chairperson Solinger advised that her absence from the August 25, 2016 meeting was also excused.

**II. PUBLIC COMMENT (5:30:36)** – Vice Chairperson Solinger entertained public comment; however, none was forthcoming.

**III. FOR POSSIBLE ACTION: APPROVAL OF MINUTES OF PREVIOUS MEETING – (August 25, 2016 REGULAR MEETING) (5:30:41)** – Vice Chairperson Solinger introduced this item and entertained suggested revisions to the August 25, 2016 meeting minutes. (5:31:40) Vice Chairperson Solinger entertained a motion to approve the minutes. **Trustee Graber moved to approve the August 25, 2016 meeting minutes, as presented. Trustee Patton seconded the motion. Motion carried 4-0.**

**IV. INFORMATION ONLY - FRIENDS OF THE CARSON CITY LIBRARY REPORT (5:32:04)** – Vice Chairperson Solinger introduced this item, and Trustee Patton reviewed the report which was included in the agenda materials.

**V. FOR POSSIBLE ACTION – LIBRARY BOARD OF TRUSTEES BUSINESS (5:30:59)** – N/A.

**VI. INFORMATION ONLY - LIBRARY DIRECTOR REPRESENTATIVE ADMINISTRATIVE REPORTS.**

**a. REPORT CONCERNING THE CONDITION OF THE CITY FY BUDGET (101) AND GIFT FUND (230) (5:32:58)** – Vice Chairperson Solinger introduced this item. Ms. Loyd reviewed the agenda materials in conjunction with displayed slides, and responded to questions of clarification.

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**b. REPORT CONCERNING ACTIVITIES AND OPERATIONS OF LIBRARY SINCE LAST REPORT** (5:43:00) – Vice Chairperson Solinger introduced this item, and Ms. Loyd reviewed the agenda materials. Ms. Loyd responded to questions of clarification, and encouraged the Trustees to visit the back room. (5:59:05) Ms. Loyd advised that the previously-approved hours of operation change will be implemented on October 20<sup>th</sup>. With regard to relocating the Board of Trustees meetings to the Sierra Room, Ms. Loyd anticipates the change will be implemented in December or January. In response to a question, Ms. Loyd reviewed publicity efforts for the hours of operation change.

**VII. INFORMATION ONLY – OTHER ADMINISTRATIVE REPORTS.**

**a. GRANTS ADMINISTRATION UPDATE AND ACTIVITIES SINCE LAST REPORT** (5:46:12) – Vice Chairperson Solinger introduced this item, and Department Business Manager Diane Baker presented her report which was included in the agenda materials. Ms. Baker presented a video on Nevada's Working Capital. In response to a question, Ms. Baker advised that staff is working to make the video available in as many venues as possible. Ms. Loyd provided additional clarification.

**b. CREATIVE LEARNING UPDATE AND ACTIVITIES SINCE LAST REPORT** (5:51:05) – Creative Learning Manager Natalie Wood reviewed her report which was included in the agenda materials. Ms. Wood responded to questions regarding the age ranges for the free books made available by the Northern Nevada Literacy Council.

**c. ACCESS SERVICES UPDATE AND ACTIVITIES SINCE LAST REPORT** (5:53:31) – Access Services Manager Kathy Rush presented her report which was included in the agenda materials. She commended the AV volunteers, and responded to questions of clarification.

**d. COLLECTION DEVELOPMENT UPDATE AND ACTIVITIES SINCE LAST REPORT** (5:56:28) – Collection Development Manager Amy Lauder presented her report which was included in the agenda materials. Vice Chairperson Solinger thanked Ms. Lauder for her report.

**e. YOUTH LIAISON BOARD OF TRUSTEES UPDATE AND ACTIVITIES SINCE LAST REPORT** (6:01:45) – Collection Development Manager Amy Lauder introduced Youth Liaison Cameron Rudy, who reviewed the report which had been provided to the Board members and staff prior to the start of the meeting. The Board members thanked Mr. Rudy for his report.

**VIII. INFORMATION ONLY – BOARD MEMBER ANNOUNCEMENTS AND REQUESTS FOR INFORMATION** (6:03:38) – Vice Chairperson Solinger entertained trustee comments or announcements. Trustee Liveratti advised that he has assumed the responsibility for developing the Gift Catalog for the Friends of the Carson City Library. He discussed details of plans for making the catalog available, and requested the Board members to provide their wish lists. Trustee Patton advised that a committee, comprised of several community members, will be appointed “to come in and talk with us about the finances and the gifting ... and this will be a big part of it. And then we can kick it off really strongly by late January, early February.” Vice Chairperson Solinger entertained additional Board member announcements. Trustee Patton announced that Todd Borg will be at the Browser's Corner Bookstore on Tuesday, September 27<sup>th</sup> at 6:15 p.m.

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**IX. PUBLIC COMMENT** (6:09:43) – Vice Chairperson Solinger entertained public comments; however none were forthcoming.

**X. ACTION TO ADJOURN** (6:09:49) – Trustee Liveratti moved to adjourn the meeting at 6:09 p.m. Trustee Patton seconded the motion. Motion carried 4-0.

The Minutes of the September 22, 2016 Carson City Library Board of Trustees meeting are so approved this 27<sup>th</sup> day of October, 2016.

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DIANNE SOLINGER, Vice Chair