

**CARSON CITY LIBRARY  
MINUTES OF MEETING  
OF THE BOARD OF TRUSTEES  
October 27, 2011**

**\*Item I:**        **Call to Order of the Carson City Library Board of Trustees** Chairperson Sandy Foley called the meeting to order at 5:30 p.m., Thursday, October 27, 2011.

**\*Item II:**        **For possible action - Roll Call of Board Members and Determination of Quorum**

\*Chairperson Sandy Foley; Vice-Chairperson Drew Simmons; Board Member Robin Williamson; Board Member Robert Kennedy; Board Member Maxine Nietz  
Quorum Established

\*Chairperson Sandy Foley: Are there any comments from our general public?  
No Comments

**a.) Consideration of any absences of Trustees** (Action)

None

**\*Item III:**        **General Public Comment:**

Chairperson Sandy Foley: Is there any member of the public that wishes come forward at this time and address the Library Board of Trustees and speak on any topic that is relevant to our meeting?

\*None

**Item IV:**        **For possible action - Minutes of previous meeting for approval/amendment. (Action)**

**a.** September 22, 2011 (Regular Meeting)

\*Motion: Board Member Robin Williamson moved to accept the Minutes of the September 22, 2011 meeting as written.

\*Second: Board Member Robert Kennedy

\*Result: Passed (Unanimous)

**\*Item V:**        **Notice - Modification to agenda (Action)**

\* None

**\*Item VI:**        **Disclosures**

Chairperson Sandy Foley: Is there any member of the Library Board of Trustees who may wish to explain any contact with the public regarding an item on the agenda or business of the Board of Trustees?

\*Comment: Board Member Maxine Nietz: The other day, I ran into a friend named Bill at the Library and he was grumbling about building a new library. My response to him was to check this place out in about one (1) hour when there will be no parking spaces outside and there will be no seats left inside.

\*Comment: Chairperson Sandy Foley: I think that anyone who goes to the library knows that there is a line to get in by 10:00 a.m. and that everyone in the line gets in by 10:15 a.m. and fills up the place. It's amazing. I think that your answer was perfect. You can just look around and see what we need.

**\*Item VII:**        **Carson City Library Foundation Report** (Discussion only)

(See attached report)

**a.) Fund generation and activities since the last report.**

Planning and Development Deputy Director Tammy Westergard: Madame Chair, since the last Carson City Library Board of Trustees Meeting the Library Foundation has been active in the silent phase of the capital campaign, wherein one or more lead gifts are being sought. As of the last general board meeting which was held on September 29, 2011, our activities included:

\*Updating the Board of Trustees about the projects and the outcomes from the September 15, 2011, Board of Supervisors meeting. There is Board process, acceptance and understanding of the total amount that the Foundation is seeking to raise, which is \$21,500,000.00 (twenty one point five million dollars); what it will be used for, when we will need it, how we're going to get it and a gift acceptance policy. The Board of Supervisors has reviewed their case statement and does understand the gift chart. The strategy, tools and timeline are all very clear and they are ready to accept the great privilege and responsibility for this task. They are confident that money follows good ideas.

\*They are also clear about what is required of a successful Board Member embarking upon a capital campaign like this.

\*They were relieved to hear that the Foundation Box has been repaired after the unfortunate break-in at the library.

\*Their next general meeting will be held on November 10, 2011 which is also the same day as the annual meeting. The nominating committee has a full slate of officers. We had one Board Member resign and certainly thank her for her exemplary service over the last year as well as her advocacy for the Knowledge and Discovery Center.

Questions invited:

No questions

\*Chairperson Sandy Foley: Thank you. Are there any questions

No questions.

**\*Item VIII: Friends of the Carson City Library report (Discussion only)**

**a.) Fund generation and activities since the last report.**

Phyllis Patton, Vice-President Friends of the Carson City Library reported. (See attached report)

Since our last meeting the September Harvest Book Sale took place. In fact, it was held that very evening that our meeting took place and through that weekend. They brought in a total of \$4,029.85 (Four thousand, twenty nine dollars & eight five cents) over the preview night and the Friday and Saturday that it ran. I think a good portion of that figure came from the preview night and Friday. On Saturday we were up against the Genoa Candy Dance and proceeds were not quite as good that day. However, a receipt of over \$4,000.00 (four thousand dollars) is a very good book sale. It took a lot of hard work from volunteers to get those books ready for sale. It took a lot of donations from the community to have books for sale and so we thank everybody for their efforts.

\*The week of October 16, 2011 to October 22, 2011 was National Friends of the Library Week and to celebrate, the Friends had a table set up inside the library from Monday, October 17, 2011, to Friday, October 22, 2011, where they had membership brochures, flyers about the next book sale and a conceptual picture of the new library on display as well as a packet of information about the new library. There were fifty (50) packets on the table and when I was in there on Thursday there were only two (2) left. So clearly there was a lot of interest regarding the new library and that was really good. They also passed out Halloween candy for all of us who have a sweet tooth.

\*We just passed out flyers for the upcoming Holiday Book Sale which will take place with a 'members only' preview night on Thursday, November 17, 2011, from 5:30 p.m. to 7:00 p.m. The public sale will be held on Friday, November 18, 2011, from 10:00 a.m.

to 5:00 p.m. and also on Saturday, November 19, 2011, from 10:00 a.m. to 4:00 p.m. There will be a lot of holiday-type books and good things available for sale, so please come in and check it out. For those who are not members, you could come in on that 'preview night' and join that night if you want to come in on Thursday night.

Questions invited:

No questions

**\*Item IX: For possible action - Library Board of Trustees Business**

**a.) Discussion and action on Board of Trustees Meetings for November (regular scheduled meeting is Thanksgiving day-November 24, 2011) and December (regular scheduled meeting is December 22, 2011). (Action)**

i.) November 17 meeting at 5:30 p.m. at the BRIC, 108 E. Proctor

ii.) No December meeting

\*Chairperson Sandy Foley: I decided that our November meeting, which is scheduled for Thanksgiving Day, would not be a good day for our meeting. Also our December meeting is very close to Christmas Day.

I have considered some scenarios. I have some ideas to suggest to you to see what you might think and to have a discussion on what you think about having our November meeting on Thursday, November 17, 2011, at 5:30 p.m. at the BRIC. Although we would not be able to have a broadcast of the meeting, we would be able to have a recorded session. Isn't that right, Sara?

\*Answer: Library Director Jones: Yes, we are required to audio record our meetings and, of course, we would do that.

\*Response: Chairperson Sandy Foley: Alright good. I would also like to suggest and discuss that we do not have a meeting in December 2011, but, instead, make up for it with a 'monster' meeting in January 2012.

\*Question: Board Member Maxine Nietz: Madame Chair, does that Thursday, November 17, 2011 meeting present a problem for the Friends of Carson City Holiday preview Book Sale that starts that night?

\*Question: Vice-Chairperson Drew Simmons: Is that the preview night?

\*Response: Board Member Maxine Nietz: Yes, is that going to cause any conflict?

\*Response: Friends of Carson City Library, Vice-president Phyllis Patton: No, that shouldn't cause a conflict. Your last meeting took place during the preview night and we got out early enough to go over there before it was over. We will also have the sale on Friday and Saturday.

\*Chairperson: Are there any other questions?

\*Motion: Board Member Robin Williamson: I move that we have our November meeting on Thursday, November 17, 2011, and that we do not have a meeting in December 2011 for the Library Board of Trustees.

\*Second: Board Member Maxine Nietz

\*Result: Passed: (Unanimous)

**b.) Discussion of Carson City Library staff and trustee participation in the Nevada Library Association Conference, October 7, 2011**

\*Library Director Sara Jones: I have wanted to do this for a couple of reasons. You made a good decision to close the Carson City Library for a day. We do understand how that did inconvenience some folks; however, it was good for our entire staff to be able to attend the Library Association Conference that day. Immediately after the conference, one of our staff members sent a 'thank you' email mentioning what they learned and stating why it was important that they were able to go. I thought you might want to hear the input from the staff who did attend so I put together a Power Point presentation for

you. There is a fair amount of language in here and I don't intend to read all of it because you do have a print copy. I hope you can take that with you and read it and digest the comments from the staff. Almost all the staff reported back. What I think is really important about this is that in most professions, conferences are very often attended by management and professional staff. It isn't common that part-time people working twenty (20) hours a week doing check-in, shelving and maintenance attend; however, every one of them attended and they were able to choose the sessions they wanted to attend.

\*In Conference Details, at the end of the day, the whole statewide conference, about one hundred and thirty (130) participants were here. That included, not only Nevada library workers and librarians from all over the state, but we had speakers from all over the country. Speakers included Susan Hildreth, Director Institute of Museum and Library Services and Kenley Neufield, Library Director Santa Barbara City College. You will see that lots of people attended his keynote address and were really impressed with that. We had John Huber, J. Huber & Associates who has written a book and has done a lot of consulting on lean library management. Lots of people were excited to see Richard Moreno back in town.

\*Presentation: This is a picture that we orchestrated at the very first part of the conference on Friday morning. The whole staff came together in a room with just the Carson City Library staff and heard a special presentation from Mr. Huber about lean libraries. Afterwards we called for a group photo shot and there is your library staff in the shot. That is everyone who works in some capacity for the library. We included part-time folks, those who only work on Saturdays, and those people who fill in for us. We made a huge stir with our gear! Our team-wear. We are the only library in the state that has logo wear that they wear each and every day and I don't think there was one of us who wasn't asked about it or commented about it being cool. That was fun.

\*So here is some of the feedback. There was a presentation on cloud computing that people said a lot of great things about. Then, as you can imagine, a lot of the presentation focused on technology and not just cutting edge technology. This first quote is from one of our newer part-time staffers, Yadhira. The next is from Anne Moriarty, who has been with the library for quite some time, and she indicated that there are many libraries from Nevada that are reading this friendly fallout as a community read. That was one of the things she said she got a lot out of. Something important that she said was *'it just is not that normal for a part-timer who only works eighteen (18) hours a week to be able to attend professional conferences'*.

\*Susan Antipa's comment at the top says that the most interesting thing she heard about was Resource Description Access. That is the new evolution in cataloging. We are not only cataloging print formats and books; we are also cataloging all sorts of media. The cataloging world is a world that is very rigid. It moves slowly. A brand new way to look at it would be that it is a huge paradigm shift.

\*Elaine Werlinger wrote that she was glad the whole staff attended.

\*Elisa Seiler stated that she learned some really good things about how we can provide better library service. I think that is the hope here; that you get life-long learning. Training all the time means that you get better skills and better knowledge to perform your job better.

\*A lot of people said a lot of good things about the graphic novel presentation. Youth Librarian Amber Sady and a good portion of the staff attended the presentation about graphic novels. What I think is great about that is, you saw Youth Librarian Amber Sady and Abbey Murray, who both work primarily in the youth department, but you also saw the same responses from many people who cycled in from other departments. Graphic novels are a very big deal. Kids love them and to know more about them and to know how to use them more effectively is very important. They were very excited about that.

\*Planning and Development Deputy Director Tammy Westergard included a picture of Mr. Huber. The photo was taken at the American Library Association. That was a very effective hour that we spent with him. His presentation was really powerful. What he says in *Lean Library Management* is to get rid of waste which works in any environment whether it's a library or a manufacturing firm or any place where you try to get rid of road blocks or anything in between you and your customer. His analogy is '*do you want the Snake River with all the problems of twists and turns and rapids, or do you want a clean, straight-flowing river as a concept for your service delivery chain?*' He challenged us in a lot of ways regarding change and I think that the staff felt a variety of way about it. Basically, he said '*Change is going to happen to you*'. The evolution from the print format to the e-book format is here. It's coming faster and faster and although we have folks who want to hold on to the old way, they must hold on tight because the new is here. Mr. Huber was challenging, interesting and quite entertaining and we had a really good time with him. I thought it was great that he spent that time exclusively with the library staff. He did a ten (10) minute session later on and I think he felt that if he was coming all the way from Oklahoma he wanted to make sure he made a good delivery on his knowledge and skills.

\*One of the things that was said quite often was '*staff at all levels deal with some kind of vendor*'. EBSCO is a vendor that we use quite often for both databases and for actual magazine materials that are delivered at the door. Staff got to meet someone from EBSCO and make contact with a vendor that they work with regularly in a person-to-person way. Many of them said really good things about that.

\*A lot of people were glad to see Rich Moreno back in Carson City talking about Nevada books. I know he's really quite missed since he moved to Illinois.

\*Mary Lambert went to the graphic novel presentation. Mary does not work in the children's department that often and she mentioned that getting the information from that session was useful.

\*This is a good response from one of our staff members, Sandy DeVaney. She said she got all kinds of great information, but she did feel a little bit of technology overload. I think we all feel like that when we go to a conference and there are a million things you can learn. You see so many different ways to use technology. But now that's a fact of life and I think it's really great that we were there. I'm not sure I know what an Opad is; I think that might just be Sandy being funny! She's really good at that! (Laughter)

\*Rachel March went to the keynote presentation. I was not able to attend because I was helping solve a computer problem, but people were really impressed with Kenley Neufeld. He is the Director of Santa Barbara College. Once he came, he joined the Carson City Library's Facebook page and has said a number of things on our Facebook page. Many people said that he was invigorating, inspiring and helpful in making people want to continue in this path that we're on.

\*Kathy Rush and Elaine Werlinger did a presentation for people on our RFID process because we are only the second public library in Nevada to have implemented our RFID, so it is still very new. That presentation was really very helpful and Kathy was impressed with the amount of information that was presented. She was the one who sent the first thank you and created the impetus for me to provide this report for you. She mentioned that learned from the video slide show application and how great it would be for us to have a variety of slide shows in the library that shows patrons how to do things and how that might make it easier and much more friendly.

\*Maxine Cotton had a similar sentiment. She was glad we enabled the whole staff to go at one time so everyone could benefit from this training at the same time.

\*Youth Librarian Amber Sady indicated the excellence of the session on the graphic novels. She mentioned that the dinner was wonderful and included a photo of the Friends

of Carson City Library Vice-president Phyllis Patton being honored as the Nevada Library Association's Trustee of the Year. (Applause) That was an incredibly impressive award that Phyllis received. It was a gold pan with a big piece of gold that we didn't ask her to chip off and give to the capital campaign! (Laughter) We are really proud of Phyllis. It is a big honor. It is a competition that every Trustee in the entire state can be considered for so we are really honored that Phyllis won it. We completely surprised her. Her husband was a cohort of ours so right up to the moment she won it; she thought she was just having a really great dinner with her friends at the National Library Association. \*That is the presentation. You have the full comments in your paper presentation. I think this was valuable. I do recognize that it did create some inconvenience for some people but at the end of the day we can not be great unless we continue to learn. If we are going to be an institution of life-long learning we have to walk that walk and I think everyone thought it was a great investment and they all thanked you very much for approving that to happen.

\*I am happy to answer any questions and staff would be happy to answer questions as well.

No Questions

\*Comment: Chairperson Sandy Foley: Vice-Chairperson Drew Simmons and I went to the Open Meeting Law session and, like many things legal, it was like a minefield. But I came away learning to ask frequently whether or not there is any public comment from any one at any time. I know that for a lot of meetings that can be quite an issue. Fortunately, we have a friendly audience.

\*Comment: Vice-Chairperson Drew Simmons: I just want to reiterate what you just said. It was an awesome opportunity and for one hundred thirty (130) people to come to our community to participate was awesome. The buzz was there, the vibes were there, and all the workshops were will attended. I attended another meeting after the Open Meeting Workshop I got to watch Deputy Director Tammy Westergard and Library Director Sara Jones speak to the participants in their own vernacular. It was awesome seeing you owning the room. There was great responsiveness from the group. The subject was about the grant and how that helped to establish the BRIC. It was wonderful. It was well attended and I appreciated your acknowledgement of how many groups are enjoying using the BRIC and how many more groups want to use it but the rooms are getting booked. The meeting rooms are getting booked. Out in the community I hear comments from people walking by or driving by saying '*Go to the BRIC. It is a great resource*'. So thank you for the opportunity to bring it to Carson City.

\*Comment: Deputy Director Westergard already mentioned to me toward the end of it that '*they're looking for a place in 2016 and we'll be ready!*'

\*Comment: Chairperson Sandy Foley: You bet!

\*Comment: Library Director Jones: Well, that is the cycle. You might see it here every five (5) to seven (7) years. We were honored to do that. The few days that we went out to lunch, the downtown restaurants were hopping so, hopefully, we made an impact.

**c.) Update on Knowledge and Discovery Center project (Discussion only)**

Library Director Sara Jones: The plan that I have for every meeting is to have this on the agenda. Obviously, if there is a big issue where you'll have a decision it'll be more clearly defined. To keep you in the loop, we are meeting regularly. There are really three (3) tracks going in terms of the process of this project and its success. The first thing is working with the city. We still need to define the structure of the development; the limited liability corporation or the nonprofit and its make-up. Working on that means meeting with attorneys and lots of questions. So the city is working with their attorneys.

They are working with their financial consultants and a variety of other folks. Then there is the mechanics of how it will actually be built in terms of the way construction is managed. Secondly, we continue to work with Jeff Klippenstein and H&K Architects for the architectural drawings and the process as that moves through. And then, as Tammy reported, the capital campaign on the private side of this project. All three (3) of these tracks are really big things. Those are the three (3) things that have happened since your last meeting and the largest thing of note, which is in my report, is on September 30, 2011, we received notice from the Economic Development Administration that our grant was indicated as 'highly competitive'. That means we are in play. They have ten (10) questions and sub-sets to those questions, but they are all questions that we really do have to answer regardless. They want details, just as everyone does. That is very good news. Once you apply, you get either one (1) of two (2) things; you are 'highly competitive' and if you answer the questions, you are likely to be funded or 'no thank you'. So we were told that there are hundreds of requests for the amount of money they have, therefore 'highly competitive' is pretty good. That's probably the biggest news we have. It's not in the bag but, we are still in play.

Those are the updates that I have and I will be happy to answer any questions.

\*Question: Board Member Robert Kennedy: What is the time frame for the answer?

\*Answer: Library Director Jones: I don't know that we would know because we are going to be in the same game that we always are. They will have to have a Federal Budget. That used to be something that happened with some regularity. I believe the Secretary of Commerce is the ultimate decision maker so I suspect they queue the grants up and wait for their appropriation. We can probably find out next spring. If we do get awarded, there are five (5) years from the time of award to the completion of spending the money. This is money to construct. It is money to actually construct that portion of the Knowledge and Discovery Center that supports business; the components of the Business and Resource Center. I did sweat receipt of that response. We didn't want 'no thank you'. That was a hole we did not want to have on the side where we are trying to raise money.

\*Comment: Chairperson Sandy Foley: Congratulations. That is wonderful.

**\*Item X: Library administrative reports (Discussion only)**

**a.) Report on current Fiscal Year Budget (Discussion only)**

(See attached report)

\*Library Director Sara Jones: Here you have the regular budget report. We are officially one third (1/3) of the way into the regular budget. We are on target and on track. We are into thirty three percent (33%) of our year and our total budget expenses are twenty seven percent (27%). I do not have any line items that I am particularly concerned about. I just continue to watch them.

**b.) Report on current Fiscal Year Gift Fund (Discussion only)**

(See attached report)

\*Library Director Sara Jones: Following that you have the normal reports on the Gift Fund for this fiscal year. Those are normal too at this point. The only thing that is not on this report but was received in today's mail was a \$5000.00 (five thousand dollars) donation from the settlement of the Will of Leontine Bennett who passed away and left a \$5,000.00 (five thousand dollars) donation from her estate to the Carson City Library. In addition to that, when she passed away, she indicated that we are her charity of choice, so I believe another couple of thousand dollars came in from that. She is a former teacher at the Carson City High School and she also indicated that she would like it to support reading in some manner. That is a very nice gift.

\*Those are the financial reports and I would be happy to answer any questions.  
No questions

**c.) Activities and operations of Library since last report (Discussion only)**  
(See attached report)

\*Library Director Sara Jones: I can point out a few other things from my administrative report knowing that you can probably read it over yourself. I gave you the big information which was that modification of the Economic Development Administration grant. I want to point out that we are having a two-part workshop at the BRIC. The BRIC, in its role as a Foundation Center Cooperating Collection we will be training people on how to use the Foundation Center to look at grants and granting agencies. Then I will do a part on Writing Successful Grants. That will be held on Friday, November 18, 2011, and there are twenty (20) slots. There are only that many slots because it will be 'hands-on'. Each person will be using a computer and they will be taught how to have access to the Foundation Center. It will be from 9:00 a.m. to 12:00 noon at the BRIC.

\*As I mentioned to you, we have the proposals in for the LSTA grants. The rest is management of human resources and every day activities that we have been doing which are listed on the report.

\*I will be happy to answer any questions.

\*Question: Board Member Maxine Nietz: Director, will there be another opportunity on that grant writing workshop in the future at another time?

\*Answer: Library Director Jones: Yes, I have the twenty (20) spots and then I put up a late list. If it is very popular, I will offer it again. We do have a requirement, as I participate in part of that, to do several trainings. I think we have to do two (2) mandatory trainings each year, but if this is popular and people want to hear it again, I will do it again. Sherry Griffin Grundy has worked with the Parasol Foundation, which is called something else now, but she is really competent in the research capacity of that so we are all going to learn along with her too. So, yes, if there is interest, we will offer it again.

\*Comment: Board Member Maxine Nietz: Thank you.

\*Question: Youth Library Amber Sady: May I add something to that regarding Sherry Griffin Grundy? She is a Certified Fundraising Executive. She has a CFRE and she is a Board Member of the Association of Fundraising Professionals. It is important to note that the whole idea of fundraising is an actual business. There are many colleges and universities that offer four (4) year degrees in that field within their business schools. The Association of Fundraising Professionals is a profession and they are the credentialing entity for this certification and she is a Certified Fundraising Executive. Library Director Sara Jones has recruited a bona fide cohort.

\*Comment: Chairperson Sandy Foley: I think this should help us in our quest to raise funds.

\*Comment: Library Director Jones: Another thing I'd like to mention about Sherry; she's in Library School. She is really interested in both components. Her realm as a professional fundraiser has not been in the library world. She's attending San Jose State University and she is interested in what we do on the library side. She actually wants to be in archives more than a library spot.

\*Question: Vice-Chairperson Drew Simmons: Are there any openings left?

\*Answer: Library Director Sara Jones: There were only four (4) or five (5) sign-ups the last time I looked so yes, there are openings. I did send it to a couple of email lists far and wide so if there is enough interest, we will do it again.

\***Question:** Vice-Chairperson Drew Simmons: It is very encouraging that there are thirty one (31) candidates for the BRIC Manager position. Is there a goal for when you would like to have somebody in that place?

\***Answer:** Library Director Sara Jones: We are interviewing next Friday and hopefully we will make a decision that day. Then there is the issue of negotiation with the candidate depending on their own job situation and how long it is that they would need to do a separation. I would love to see someone there around the first or second week of December, 2011.

\***Comment:** Vice-Chairperson Drew Simmons: Thank you.

**d.) Planning and Development Activities Tammy Westergard** (Discussion only)  
(See attached report)

\*Planning and Development Deputy Director Tammy Westergard: Folding in on activities related to the Knowledge and Discovery Center Project, the thing that I have been working on is focusing in on the capital campaign as mentioned above for the Foundation. Also, I have been developing our collateral and strategic partners that include Dr. Milton Chen. Dr. Chen has graciously agreed to be part of our message. His name and the cover of his book are included in our piece. I have been busy with production of that collateral piece.

\*I have had several perspective meetings with some lead Gift owners.

\*Although I was not here for the last meeting, my report indicated that I am continuing to move forward with the LSTA Branch Anywhere project. Youth Services Librarian Amber Sady and I along with Susan Antipa and Library Director Jones are all working that puzzle to get the details finalized so that the equipment can arrive on time.

\*We are also working to develop a strategy for learning outcomes in partnership with the Carson City School District and certain target groups of youngsters. We will tell you more about the education piece when it is all finalized. Youth Services Librarian Amber Sady and one of the Carson City School District teachers, Rena Huntington, who is a partner is all of this, are working really hard on putting all of those things together. Susan is also working hard to help keep all of the wheels on the bus as far as this project goes. There are a lot of moving pieces to this project.

\*Susan Antipa and I worked on a research request from Vineburg Machining which is a machine shop in the area and has been in business for quite some time. They are looking at creating a five (5) year business plan and so we were involved in some industry research and marketing information and providing that information to them. That was very good.

\*I am attending the National Small Business Innovation Research fall conference next week in New Orleans. I will be looking at how to effectively use those SBIR programs for business development.

\*As Library Director Jones's report indicated, I have been involved in prepping for the BRIC Manager interview.

\*I was a panel speaker at National Library Association and other I have continued to work on other projects and duties as assigned. I continue to enjoy my time Monday nights on the Youth Desk.

\*I can answer any questions you may have.

No Questions:

**e.) Youth Services Librarian Amber Sady** (Discussion only)  
(See attached report)

\*Youth Librarian Amber Sady: Hello. I have given out our November 2011 calendar. We do have our regular programming for November.

\*Love on a Leash programs for October were very successful as kids are now full swing into school they are beginning to branch out again into their favorite programs and they have returned to the library for our Love on a Leash program. Attendance is usually down during the summer but it is kicking right back up again.

\*Our Lego Club has seen a very full attendance this past month.

\*There is a contest that I want to tell you about that I hope will become an annual Art Contest in conjunction with the Silver & Snowflakes Kit Carson Holiday Trail Art Contest. Board Member Maxine Nietz came to our Teen Advisory Board meeting last week and talked to our teens about this coloring contest. Last year the teens did judge the coloring contest. We had a lot of entries and it was really hard to decide the winner because there were so many beautiful pieces of art. It totally blew my mind. I never imagined that we would get so many entries and it was all such quality work. It was amazing. One of the teens who came to our meeting on Friday is an artist himself, and he jumped on this. He created the flyers that I have handed out to all of you. I gave extra copies to him and he took them to Carson City High School to hand out to students, to post around the school and to give to his art teacher to make more copies. I also gave a copy to a Middle School student, who is new to our Teen Advisory Board, to hand out at the Middle School. Hopefully, we will get a lot of entries this year and have some really good art work to choose from.

Some of the details for the contest are: There are three (3) categories, each for different age groups. Those categories are Kindergarten through third grade (K-3<sup>rd</sup>), fourth grade through sixth grade (4<sup>th</sup> -6<sup>th</sup>), and seventh grade through 12<sup>th</sup> grade (7<sup>th</sup> -12<sup>th</sup>). There will be first, second and third prizes for each category with the first prize winner getting \$50 (fifty dollars) cash prize. The second place is \$25 (twenty five dollars) and third place is \$15 (fifteen dollars). Board Member Nietz approached me just before the meeting tonight and said she had someone approach her to ask that the top three finalists in each age group on display at the Artsy Fartsy Art Gallery during the month of January 2012. That will be some kudos for our winners. For the coloring contest, we will accept all art on an 8 ½" X 11" sheet of paper or any medium of that size. They must be submitted by Wednesday, November 16, 2011, and our Teen Advisory Board meeting will be held on Friday, November 18, 2011, when we will be picking a winner. All entries can be turned in to the Youth Department at the Carson City Library.

\*Our library cards are in full swing. I have all kinds of dates set up in November to visit Kindergartners, to give them their new library cards and a free paperback book to go with it. For the third grade initiative, I will be speaking to third graders to talk about what kinds of services that library has to offer. I will show them how to use BrainFuze and how to use databases. Unless you show them, they're not going to use it. You can tell them about it, but it can still be intimidating until they actually see how to use it.

\*It may be a little early to mention this but, from Saturday, December 3<sup>rd</sup>, 2011, to Saturday, December 10<sup>th</sup>, 2011; we are going to have our Annual Holiday Scholastic Book Fair. It will run all day Saturday, December 3<sup>rd</sup>, 2011. It runs all the next week including all day Saturday, December 10<sup>th</sup>, 2011. It will be open from 10:00 a.m. to 6:00 p.m. that entire week so please come in and bring your family members. All the proceeds will go back to the Youth Department. I also have a sign-up sheet for volunteers if anyone can sign up to help with the register. I would be most grateful.

\*Does anyone have any questions?

\*Question: Board Member Robert Kennedy: What is your source of funding the categories that you are giving money to?

\*Answer: Youth Services Librarian Amber Sady: Board Member Maxine Nietz can answer that question for you.

\*Answer: Board Member Maxine Nietz: The Carson Nugget is providing the prize monies for all of the winners in each of the first, second and third place categories. Thank you to the Carson Nugget. And the Nevada Appeal Newspaper will be helping us to advertise that as well as the flyers that the Youth Services Librarian Amber Sady has been handing out.

\*Comment: Board Member Robert Kennedy: My suggestion was going to be to look into the Gift Fund for that, but you have it well covered.

\*Comment: Youth Services Librarian Amber Sady: The only other thing I want to add is about the coolest experience ever. I signed up to be an Aerospace Education Member and on Saturday, two weeks ago, I had to fly a Sesna all by myself. The pilot had hands off. I was flying all by myself. It was so cool. They sent me a whole box of materials including text books. I could go out and teach this stuff if I want. I signed up at the Carson City Airport. There were lots of pictures taken and the library is represented as well. I got lots of books about flight and famous pilots and astronauts. We had lots of people come up and ask questions about our new Library and the Knowledge and Discovery Center. The library was represented. Thank you very much to Vice-Chairperson Drew Simmons and to Friends of Carson City Library Vice-president, Phyllis Patton for helping to run that on that day. I am never going to forget it. I made some excellent contacts from the community that I can draw from who are very interested in helping out the library. Not only by coming in to teach programs in the library, but I also have an idea to work out with them maybe for the Youth Center and our new library. I am happy to share that with you because it was very exciting.

\*Comment: Library Director Jones: That was a great 'other duty as assigned'.

\*Comment: Vice-Chairperson Drew Simmons: That event was awesome to participate in. Not only just to see all planes and the excitement from the kids and their parents, but also to represent the Carson City Library and the Knowledge and Discovery Center and the City Center Project. Thanks to Deputy Director Tammy Westergard for the awesome display. I was there for a few hours and there were so many people from out of town and out of state who happened to be visiting on the gorgeous day and they engaged in conversation as they were walking by. They asked '*What is this? What are those pictures? Are you guys doing that?*' I said '*Yes, isn't this awesome?*' I remember two (2) people; one from Seattle and one from San Francisco (there were also people from Sparks/Reno and Incline) who asked '*Can we come and enjoy this? When is it going to open?*' The kids were excited and reading about all the science and the programs and all the things that are being planned for this project. One comment that I wanted to share with you was from a man from San Francisco, who said '*we had something like this in our town; an idea that it needed to get some kind of development, it needed the buy-in of the community even though there was a lot of negativity. But*', he said, '*Once it was built, they all came. Those people who expressed negativity enjoyed it and said what was I thinking?*' He told me he couldn't wait to come back with his new bride, who is from Carson City, so they both can enjoy this when we come back to visit the family. So it was a really awesome experience. It was right after Youth Services Librarian Amber Sady came back from her pilot mission and she was so excited. Thank you for the opportunity to help the staff with that event.

\*Comment: Chairperson Sandy Foley: It is so nice to see so many examples of community collaboration here. I think that is the biggest thing we have going for us. If there is something going on, our library is involved. People want us to be involved. The more we participate, the more we do that, the more help we get, the more we will get a buy-in from the community from those who haven't bought-in yet. We'll get them over to us. Congratulations to all of you; to everybody who does things that gets the

community involved and shows how important the library is. It isn't just holding a bunch of books.

No other questions.

**f.) Programming Outreach Manager Andrea Moore** (Discussion only  
(See attached report)

Programming Outreach Manager Moore was not in attendance due to a program commitment at the library.

\*Library Director Sara Jones gave the following report: The Programming Outreach Manager wants everyone to know that the Library will sponsor various charitable organizations through the holidays, which will include a new one for us; the Circles Initiative Christmas Joy Program. This is a local non-profit organization that helps to fight poverty in our community. It will be a Christmas tree that lets people adopt parts of those families that are in the Circles Program. We will have the Mitten Tree, which you've seen a lot of times and is really great. The tree is decorated with mittens, scarves and hats. We will have a food drive for the Ron Woods Resource Center, and the United States Marine Corps Toys for Tots Foundation. Starting next week, I believe we are going to help with the Food for Thought program. We all know that during these times it is very important to help in the community. Since the Library is one of the busiest places in this city, we are a great place for people to come and drop off donations.

\*The American Sign Language classes continue every Tuesday at 4:00 p.m. If people want information they can call (775) 720-8829.

\*On Friday, November 4, 2011, the Capital City Arts Initiative Books & Writers Series will be featuring poet Tracy McQuay. She will be doing a reading from 7:00 p.m. to 8:00 p.m., and a writers' workshop from 11:00 a.m. to 12:00 noon on Saturday, November 5, 2011.

\*Wednesday, November 9, 2011, we have 'Vamos a Platicar'. That is the 'Let's Talk' program which is done in both English and Spanish.

\*Friday, November 11, 2011, the Library will be closed for Veteran's Day.

\*Monday, November 14, 2011, we have the continuing program with Nevada Legal Services. We will be helping folks who are having trouble with foreclosure and mediation.

\*I have already mentioned the Friends of Carson City Library Holiday Book Sale. It will be held Friday and Saturday, November 18<sup>th</sup>, and 19<sup>th</sup>, 2011, with a preview sale on Thursday, November 17, 2011 beginning at 5:50 p.m.

\*On Friday, November 18, 2011, we will have Author Jennifer Lauck here in recognition of National Adoption Month.

\*The display cases this month include The Capital City Arts Initiative and also the Library's collection of e-books and audio-books to promote Overdrive. I am hearing from so many people how great the Overdrive program is. People are constantly asking me 'When are you going to get more books?' One of the ways we can get more books is by what Chairperson Sandy Foley mentioned in the article. I would like to mention it here too. If people would help us buy a book, that would make it available for all kinds of other people and we can build content. It's just like a brand new library that opens. It takes a while to build content. It is a wildly popular program, which says a lot. Some of these technology programs were not ready for prime time when they were rolled out. They were very difficult for the end-user to get their materials, but this one is really successful and people are saying a lot of very good things about it.

\*That is the report from Programming Outreach Manager, Andi Moore. I would be happy to answer any questions you may have.

\*Chairperson Sandy Foley: Does anyone have any questions?

No Questions

**\*Item XI: Non Action Items:**

Board Member's announcements and requests for information. No discussion among members or with staff will take place on these items.

\*Board Member Robin Williamson: I have an announcement. I just want to remind everyone that starting next week, the Western Nevada Musical Theatre Company is presenting 'The Phantom of the Opera' and this is going to be a major fundraiser for that organization and hopefully assure its future at Western Nevada College. Those who are interested in learning, literature, and the arts, please come down and support that.

\*Board Member Robin Williamson: In January the Carson City Board of Supervisors usually holds its strategic planning session. Does anyone know if they have planned it yet?

\*Library Director Jones: I have not heard yet, but I can find out.

\*Board Member Robin Williamson: If they are planning their meeting; and whether it is held in January or not, what I was thinking was, perhaps we should have a discussion of whether or not we would want to have any input. Perhaps we could have a discussion of that in either November 2011, or January 2012. Let's make sure our goals are aligned and we are all marching forward.

**\*Item XII: General Public Comment**

Members of the public who wish to address the Library Board of Trustees may come forward and speak on any matter that is not specifically included on the agenda as an action item. Comments may be limited to three minutes per person or topic. If your item requires extended discussion, please request the Chairperson to schedule the matter for a future meeting.

No public comments.

\*Chairperson Sandy Foley: Let me just reiterate that our next meeting will be held at the BRIC on Thursday, November 17, 2011 at 5:30 p.m. That will be our Thanksgiving November meeting. There will be no meeting in December.

**\*Item XIII: Action; Library Board Adjournment**

\*Motion: Board Member Maxine Nietz: I move that the Library Board of Trustees for Carson City adjourn for this month.

\*Second: Drew Simmons

\*Result: Passed (Unanimous) Meeting adjourned at 6:30 p.m.

The next meeting of the Carson City Library Board of Trustees will be on Thursday, November 17, 2011.