

**CARSON CITY LIBRARY
MINUTES OF MEETING
OF THE BOARD OF TRUSTEES
September 27, 2012**

***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, September 27, 2012.

***Item II:** **For possible action - Roll Call of Board Members and Determination of Quorum**
*Chairperson Sandy Foley; Vice-Chairperson Drew Simmons; Board Member Robert Kennedy, Board Member Robin Williamson
Board Member Maxine Nietz is excused from the meeting.
Quorum Established

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

Members of the public who wish to address the Library Board of Trustees may come forward and speak on any topic that is relevant to the Library Board authority. Comments may be limited to three minutes per person or topic. If your item requires extended discussion or action, please request the Chairperson to schedule the matter for a future meeting. No action may be taken on a matter raised under this item of the agenda until the matter itself has been specifically included on an agenda as an item upon which action may be taken.

*Chairperson Sandy Foley: stated that she has received information about what is appropriate for public comment. The first public comment segment is limited to three minutes regarding items on the agenda. The last public comments are limited to the scope and purview of the Library Board.

*Fred Voltz stated that the State Library and Archives or the State Museum can be sources to display the Mark Twain book collection. He asked if accounting for Grants can be added on to the financial report, and if there has been a resolution on the library roof.

*Board Member Robert Kennedy: stated he would like to speak to Mr. Voltz after the meeting.

***Item IV:** **For possible action - Minutes of previous meeting for approval/amendment. (Action)**
a. August 23, 2012 (Regular Meeting)

***Motion:** Board Member Robert Kennedy: Moved to approve the Minutes of the August 23, 2012 meeting.

***Second:** Vice Chairperson Drew Simmons

***Result:** Passed (Unanimous)

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

The agenda lists all of the items scheduled to be considered. This is a tentative schedule for the meeting. The Carson City Library Board of Trustees reserves the right to take items in a different order; items may be combined; and/or items may be deleted to accomplish business in the most efficient manner.

*None

***Item VI: Disclosures**

*Chairperson Sandy Foley: Asked if there was any member of the Carson City 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.

*Board Member Robin Williamson: stated that in August, she had the opportunity to meet with Carson City Library Director Sara Jones, other representatives of the State Library Department, the Washoe County Library Director, and Storey County Manager Pat Whitten to discuss the issue of the closure of the Storey County Library, the impact on the residents who now have Carson City Library cards, and how to work together so that Storey County residents have library cards.

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

(See attached report)

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

Carson City Library Foundation Member Sonia Taggart: stated that the Foundation is continuing to focus its efforts on the Ballot Measure for CC#1, to continue to put on a positive campaign, and to continue to support the Carson City Library on a day-to-day basis.

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

Phyllis Patton President Friends of Carson City Library: stated that the Friends hosted the Carson City Chamber of Commerce Mixer on September 19, 2012, and gave a tour of the library showing how cramped the library space has become. It was well attended.

*Harvest Book Sale was held from September 20, to September 22, 2012, and was well attended. \$3,940.00 was raised.

*Holiday Book Sale and Craft Fair will be held in the Carson Mall with Member's Preview on November 13, 2012, and open to the public from November 14, through November 17, 2012. Times will be determined.

*Paula Poundstone, will be performing on Friday, October 26, 2012, at 7:30 p.m. at the Carson City Community Center bringing an end to the National Friends of the Library week. (Doors open at 7:00 p.m.) Ms. Poundstone is the spokesperson for the National Organization of Foundation, Friends and Trustees for the American Library Association. Reserve tickets are \$45 and General Admission is \$35. Tickets can be purchased online at www.ticketderby.com/event/Paula or call Phyllis at (775) 885-9807.

*Comment: Chairperson Sandy Foley: congratulated the Friends on the amount of money made at the Harvest Book Sale.

***Item IX: For possible action – Library Board of Trustees Business (ACTION)**

a.) Report on Library ballot question CC#1 (Discussion only)

*Chairperson Sandy Foley: stated that she and Youth Librarian Amber Sady attended the last Carson City School Board meeting and spoke to the Board about the partnerships that the library has with the school district. Carson City School Board Member Ron Swirczek has been a good friend to the library and the meeting with teachers, principals and library personnel went very well.

*Board Member Robin Williamson: stated that she went with Library Director Sara Jones and met with the Methodist Men to discuss the library ballot issue CC#1. Representatives of the Library are tasked with explaining the needs of the Library; giving information only and operating within that narrow range. Library Board Trustees and members of the Ballot Committee give the pitch for support. Discussions have also taken place during different campaign events.

*Board Member Drew Simmons: stated that she and other volunteers wrote out cards to absentee voters in an effort to garner support for the ballot issue.

*Friends of the Library President Phyllis Patton: stated that signs were planted in yards across Carson City. Anyone who wants a sign can get one from Phyllis.

*School PTA's have been contacted and presentations will be made regarding the ballot issue.

b) Update on BTOP Stimulus Funding including BRIC (Business Resource and Innovation Center) and Public Computing Center (PCC) and Digital Media Lab (Discussion only)

*Library Director Sara Jones: stated that the item (visual presentation) is designed to give accurate information regarding the Broadband Stimulus Grant that the Library was given in 2010. It is called the Nevada OneClick Away Grant and the Library is a sub-grantee of the State of Nevada.

*In July, 2010, the library was granted a total of \$596,999 for Broadband adoption tools and a PCC (Public Computing Center). The federal stimulus award was \$434,341 and was matched with private funds from the Mae B. Adams Trust in the amount of \$162,658. The grant period is from July 10, 2010, to June 30, 2013. All funds must be expended by June 30, 2013.

*The American Recovery and Reinvestment Act (ARRA) provided \$4.7 billion to support the deployment of broadband infrastructure, enhance and expand public computer centers, and encourage sustainable adoption of broadband service in communities across America.

*The grant was applied for in the early stages of the project and the initial grant was designed to pay for all the public computing technology in the proposed new library. At the due diligence stage, more detailed questions were asked such as "*What if new computers are being installed in the new library by June, 2013?*" The answer to this question was that the library would enrich their present facilities with human resources, computers and economic development tools at both 900 N. Roop Street and at the BRIC located at 108 E. Proctor.

*Grant breakdown is as follows: The largest single use of the award is for employees. When the grant is finished in June, 2013, it will amount to \$287,808. Stimulus money was designed to create jobs and several positions are funded solely with the grant award. The positions funded by the grant include: Librarians at the BRIC, the BRIC Manager Michael Salogga, Technology Trainer Sena Loyd and several part-time staff to further the goal of broadband adoption.

*The second largest expense is equipment totaling \$188,499. This includes purchases of computers, computing devices, digital media equipment, software and peripheral devices. All of these devices are moveable and will be moved to the new proposed library.

*Online resources was another expense paid for by the grant. This includes resources for job hunting; resume building, interviewing skills, writing business plans, and market research. Digital learning and competitive intelligence amount to \$58,725 over the life of the three year grant.

*Learning Express enables users to practice for the GED exam and study for U.S. citizenship. College preparation, Office, Excel, and Power Point are also available on Learning Express.

*Lynda.com is restricted to the MAC computer at the BRIC; however, we hope to expand to other areas. It is a video driven way to learn how to use new software.

*Business Decisions is parented by Civic Technologies and uses census data, ESRY, GPS and a variety of other data plans to help market new products or find the best place to start a new business.

*Small Business Reference Center gives one-on-one coaching for business plans.

*Brainfuse: One part is the Adult Learning Center which contains Job Now. This product allows you to send your resume to professional human resource people who will critique it for you. Brainfuse-Help Now is an online homework tutor.

*ReferenceUSA uses Standard Industrial Classification codes to help find competitors and has aggregated the white pages and yellow pages.

*Furniture (desks and chairs) have been purchased for new computers and cost \$41,194. All of the furniture is modular and was specifically chosen so that it could be moved into a new facility and reconfigured, added to, and used in any location.

*Roop Street remodeling expenses includes \$9,508 to upgrade wiring and electrical in the thirty year old facility on the second floor. Paint, window coverings and carpet cost \$11,265. Total improvements to the library equaled \$20,773, or 3.5% of the total grant investment.

*Question: Board Member Robin Williamson asked if Library Director Sara Jones could detail the reporting requirements to the state.

*Answer: Library Director Sara Jones stated that it is a sub-grant that works the same way as LSTA (Library Services and Technology Act) money. It is a reimbursement mechanism. The award is received and a detail budget which has to be followed. If necessary, you can request modifications. The bills are paid and all the invoices are assembled. They are sent to the State Library for verification. Then the Carson City Library is reimbursed. Everything is checked for accuracy.

*Question: Fred Voltz asked if positions paid for by the grant will be lost on June 30, 2013, when funding ends.

*Answer: Library Director Sara Jones stated that additional funding is being sought for both positions. If funding cannot be found, the positions will be lost.

Item X: Library administrative reports (Discussion only)

a.) Report on current Fiscal Year Budget (Discussion only)
(See attached report)

Library Director Sara Jones: stated that the report begins with the detail budget for the Operating Expenditures for the General Fund. 17% of the year has elapsed and 16% is expended. The Contractual Services fee of \$49,140.58 (at 89%) is a one-time fee, paid annually for the Cooperative Libraries Automated Network.

*No questions

b.) Report on current fiscal year Gift Fund (Discussion only) (See attached report)

*Library Director Sara Jones: stated that the balance for the Gift Fund is \$222,190.40. The budget is in a new format and shows interest, expenditures and more detail.

*No Questions:

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

*Library Director Sara Jones stated that a new cycle of LSTA (Library Services and Technology Act) grants has started, and two proposals were submitted totaling \$90,000. The money will go to keeping the Technology Trainer position and to keep personnel at the Boys & Girls Club who help with BranchAnywhere.

*Youth Librarian Amber Sady and Deputy Director Tammy Westergard will be attending a conference on Summer Reading Programs and Technology Enrichment.

*Next month the Board will be asked to adopt policies for use of PCC/Digital Media Lab. Policies should consider age limitations, parent approval, an acceptable use policy, and library cards with a photo.

*Attended CLAN planning meeting on September 6, 2012.

*Met with City Manager Larry Werner on September 3, and September 17, 2012.

*Was interviewed for Nevada Humanities magazine.

*Announced the donation of the Mark Twain collection to the Carson City Library in the Nevada Appeal Newspaper on September 19, 2012.

*No questions.

d.) Deputy Director Report (Discussion only) (See attached report)

Planning and Development Deputy Director Tammy Westergard: stated that the Friends of Carson City Library has graciously agreed to underwrite a position for the Boys & Girls Club from October 2012 to May 2013, in order to have a library worker on site at the club for three hours each day.

*In October 2012, training sessions will begin at the Boys & Girls Club which will include the use of Brainfuse.

*In November 2012, a book club will be launched for the teens.

*Deputy Westergard and Youth Librarian Amber Sady will attend the National Summer Learning annual conference in Pittsburg, PA, at the end of October, 2012. School Board Member Ron Swirczek is working on details to attend.

*Goals for the State Library Council are to: 1.) Strengthen Nevada libraries' abilities to effectively respond to community needs through assessment, planning and training, 2.) Encourage Nevada libraries to assist with early learning and reading readiness, 3.) Encourage partnerships, 4.) Build libraries to meet access needs of the public.

*Other duties as directed.

*No questions.

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

Youth Services Librarian Amber Sady: stated that she participated at the School Board meeting on September 11, 2012. Collaborations between the library and the school district were discussed. Library cards were distributed and the Third Grade Outreach was discussed.

*Library tours and outreach continues.

*Two Carson High School seniors are being mentored for their senior project and one of them participated in a job shadow as a Youth Services Librarian.

*Working with special needs students at the library to see what it is like to have a job.

*Discussed the connection between library staff and school librarians. Visits with all schools continue.

*Love on a Leash will be on Saturday, October 6, and October 20, 2012, from 1:00 p.m. to 2:00 p.m. in the Children's Room.

*Story time will be held on Wednesday, October 3, 2012, at 10:15 a.m. in collaboration with a business called Pookie's Playhouse, a new boutique in Carson City.

*Teen Advisory Board meeting will be held on Friday, October 19, 2012, from 3:00 p.m. to 5:00 p.m.

*Lego Club will be held in the auditorium on Saturday, October 13, 2012, from 10:00 a.m. to 12:00 noon.

*Special Storyteller, Indiana Bones will speak on Friday, October 12, 2012 at 4:30 p.m.

*There will be a safe Trick-or-Treat at the library on Wednesday, October 31, 2012. Kids can wear costumes and get a treat at the front desk.

*Pioneer Theater has sent information regarding their programs for children.

*No questions

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

*Program Outreach Manager Andi Moore stated that programming for October will continue with the BookMasters Book Club choice - *The Immortal Life of Henrietta Lacks*, by Rebecca Skloot and will be discussed on Tuesday, October 9, and October 23, 2012 at 6:00 p.m.

*Monday, October 8, 2012, at 6:00 p.m. is the Mind-Body Connection: Mental Wellness Series. The topic is “*Am I my Parent, Parenting my Child*”.

*Wednesday, October 10, 2012, at 7:00 p.m. the Capital City Arts Initiative will present Nevada Neighbors-Cassandra Coblentz: *Conversations in Contemporary Painting*.

*On Wednesday, October 17, 2012, at 5:30 p.m. the Capital City Arts Initiative presents their Books & Writers Series with Eric Rasmussen, PhD. A reading is scheduled for 7:00 p.m.

*Wednesday, October 24, 2012, at 6:00 p.m. Vamos a Platucar (Let’s Talk!) will be held in the auditorium.

*Thursday, October 25, 2012, at 1:00 p.m. the Nevada Legal Services clinic will hold the Self-Help Forms completion Clinic. At 3:30 p.m. they host the Mortgages/Foreclosures/Short-Sale-You Have Options clinic.

*The Library is closed on Friday, October 26, 2012, for Nevada Day!

*Don’t forget tomorrow night’s *Concert on the Grass* from 6:30 p.m. to 9:00 p.m. Library card sign up will take place. Music by *Deep Groove*.

*Library at the BRIC: Business Highway 101 classes continue with *Roadmap to Success* on Wednesday, from 12:00 noon to 1:30 p.m., Please call to enroll or send an email to carsonbric@gmail.com.

*October 3, 2012, *Finance 101: Understanding Financial Statements and Projecting Cash Flow*

*October 10, 2012, *Social Media 101: Learn how to Apply Social Media to your Business*.

Display cases: Our Colonial Heritage is in on display in one case and the Broadband Stimulus Project, featuring examples of how technology has evolved, is in the other case.

*BRIC Manager Michael Salogga will be on the agenda to speak in October.

No questions.

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

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

*None

***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.

*Fred Voltz stated that the grant accounting to the Board should be broadcast on TV. He wants to know how much money was spent on the BRIC and what benefits the community has realized since it has been open for two years. He wants to know the status of the repair of the library roof, and wants to know if his operation analysis was considered.

*Response: Chairperson Sandy Foley: stated that the Board has read the suggestions.

**Comment:* Frieda Ford stated that she looks forward to coming to the Carson City Library Board of Trustees monthly meetings and seeing how much the library has accomplished. *“The library has come a long way from the basement of the Carson City Children’s Museum”.*

Comment: Board Member Drew Simmons stated that she has watched the evolution of the library as a partnership into the community. The library staff and the Director *“receive phenomenal acknowledgement from city, state and national levels”*. She will continue working toward the strategic plan for a new library.

***Item XIII: Library Board Adjournment**

*Motion: Board Member Robin Williamson moved to adjourn

*Second: Board Member Robert Kennedy

*Result: Unanimous

The next meeting of the Carson City Library Board of Trustees will be on Thursday, October 25, 2012, at 5:30 p.m. at the Carson City Community Center Sierra Room.