

**CARSON CITY LIBRARY  
MINUTES OF MEETING  
OF THE BOARD OF TRUSTEES  
August 28, 2014**

**I) Call to order of the Carson City Library Board of Trustees.**

**II) For possible action – Roll call of members and determinations of a quorum.**

- a. Consideration of any absence of Trustees.

**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. The Board respects the right of citizens to present differing opinions and views but the Board cannot function effectively in an environment of personal attacks, slander, threats of violence and willful disruption. The Chairperson reserves the right to maintain proper order and decorum during the Board's Meeting and may rule such out of order. The failure to maintain such order and decorum may result in the violator's exclusion from the remainder of the public meeting. Comments may be limited to three minutes per person. If you believe your item requires extended discussion or action, you may ask a member of the Board to place it on the Board's agenda for a future meeting. No action may be taken on a matter raised under this item of the agenda unless the matter is noticed on a Board agenda as an action item.

Carson City Library Foundation Treasurer Joseph Spencer: Mr. Spencer presented the board with a check to support the Digitorium's technology needs and described an upcoming golf tournament fundraiser organized by the foundation on September 27th.

**IV) For possible action – Minutes of previous meetings for approval/amendment.**

- a. July 24, 2014 (Regular Meeting)

Motion: Board Member Pam Graber  
Second: Board Member Phyllis Patton  
Result: Approved

**V) Notice – Modification to agenda**

Below is the agenda of all 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.

**VI) Disclosures**

Any member of the Library Board of Trustees may explain any contact with the public regarding an item on the agenda or business of the Board of Trustees.

**VII) Carson City Library Foundation Report (report only)**

- a. Fund generation & activities since last report.

Board Member Pam Graber: Ms. Graber discussed attempts made by the foundation to meet over the summer. She stated that the foundation formally adopted the technology needs of the library as its primary fundraising goal at its August meeting and discussed various donor recruitment activities. She explained that the foundation's next goal is to find additional sponsors for the

upcoming golf tournament and to provide additional support for the library. She added that the Farm City events prompted one individual to make a \$500 donation to the foundation.

Vice Chairperson Dianne Solinger: Mrs. Solinger asked about the use of social media in connection with the upcoming golf tournament.

Board Member Pam Graber: Mrs. Graber stated that she did not know of any social media activity.

Carson City Library Foundation Treasurer Joseph Spencer: Mr. Spencer stated that there is a website being used to actively promote the tournament, but he added that social media was not being used at this time to promote the event. He stated that he would look into the matter further.

Chairperson Sandy Foley: Mrs. Foley expressed her appreciation for the Farm City events and commended the foundation for its efforts.

### **VIII) Friends of the Carson City Library report (report only)**

#### **a. Fund generation & activities since last report**

Board Member Phyllis Patton: Mrs. Patton explained that donation procedures have been modified at the bookstore in order to accommodate the limited workspace for staff in the bookstore; she stated that donations are now only accepted three days a week. The bookstore has procured new carts for staff to use with shelving and that reorganization efforts are underway in order to better meet customer needs. She stated that the store has started a summer clearance sale and explained that the revenue that has come in since the previous meeting has exceeded \$8,000. She also described an upcoming author event that will be hosted by the Friends.

### **IX) Out of School Time Presentation**

Library Director Sena Loyd: Ms. Loyd introduced Out of School Time Coordinator Molly Walt and her presentation about the Digitorium and its activities.

Out of School Time Coordinator Molly Walt: Mrs. Walt provided the board with a summary of the equipment available in the Digitorium for students and explained the procedures that will be put into place for checking out digital equipment. She also described the challenges involved in obtaining a sound booth for the space. She discussed the finishing touches added to the green screen and the ways in which it has already been used by library staff. She explained that the primary use of the Digitorium will be for Carson High School freshmen, as well as other high school students, secondary school teachers, and their classes. She stated that she attended the Carson City School District's parent orientation and spoke on behalf of the library. She added that the presence of librarians who could speak Spanish was invaluable to communicating with many of the parents.

She described the nature of the freshman transition classes and the projects that students will work on in their classes. She explained that students will create their own public service announcements and that she met with freshman teachers to provide them with a lesson plan and a schedule of classes. She stated that she would be teaching an eight-lesson plan, with four classes at the high school and four at the library. She explained that the subject matter of the PSAs will likely deal with activities and opportunities available at the high school.

She also explained that the school district has been working on a project where students will develop an e-portfolio that focuses on career training and college preparation. She described the website that students and teachers use to communicate with one another and explained that students will be able to access it with the library's equipment. She provided a schedule for the Digitorium and described the reasoning behind its setup. She explained that, in the second semester of school, the students will also be making PSAs for their health class.

Board Member Pam Graber: Ms. Graber asked if senior projects could also be worked on in the Digitorium.

Out of School Time Coordinator Molly Walt: Mrs. Walt stated that her position prevents her from helping seniors directly, but she stated that other library staff would be available by appointment. She added that tours will be conducted in the space and that teachers are already inquiring about when the space will be open for use. She also explained that teens who have already seen the space have been impressed with what the library has to offer.

Library Director Sena Loyd: Ms. Loyd stated that the location of the Digitorium is ideal in order to facilitate access to the library outside of normal operating hours.

Out of School Time Coordinator Molly Walt: Mrs. Walt stated that by the first week of September, every freshman student will have a library card and will have visited the library.

Carson City Library Foundation Treasurer Joseph Spencer: Mr. Spencer asked for an estimate of the number of freshmen students.

Out of School Time Coordinator Molly Walt: Mrs. Walt stated that there are over 500 freshman students.

Library Director Sena Loyd: Ms. Loyd described librarian Elisa Seiler's involvement in assisting both with translation at the school and with students and parents at the library. She added that Mrs. Seiler will be trained to assist with the technology available in the Digitorium. She explained that the booths and computers in the space were paid for by the funds that were presented earlier in the meeting.

Chairperson Sandy Foley: Mrs. Foley stated that the responsibility of the library is to inform the community about these recent changes, so that more individuals will be willing to support the library and its functions.

## **X) Library Board of Trustees Business**

- a. Discussion and possible action on revised Patron Policy for the Library.

Library Director Sena Loyd: Ms. Loyd explained that the only changes to the policy between the last meeting and the current meeting besides grammatical errors were related to two areas: the library card policy and the legal addendum that had been suggested by Deputy Senior Deputy District Attorney Joseph Ward during the last board meeting.

Vice Chairperson Dianne Solinger: Mrs. Solinger asked whether or not the policy would be posted on the library's website.

Library Director Sena Loyd: Ms. Loyd responded that it would be posted upon the board's approval.

Motion: Board Member Phyllis Patton

Second: Vice Chairperson Dianne Solinger

Result: Approved

- b. Request Use of Gift Fund for:

- a. Discussion and possible action on video recording and/or broadcasting Library Board of Trustee Meetings from the 900 N. Roop Street location.

Library Director Sena Loyd: Ms. Loyd presented the board with four options in order to record and broadcast board meetings. She stated that the first option would be to use existing equipment in the Library, and she explained that there would be costs to obtain adapters, equipment, and to pay for a tech assistant to record. She explained that there would be a \$1500 upfront

cost, plus a \$1000 recurring fee for the technician to operate the camera. She explained that the second option is substantially the same as the first option, but it would also include a subscription fee for live streaming of the meeting, along with a consulting fee for someone to come from the Brewery Arts Center to assist library staff in setting up the streaming account.

She explained that the third option involved the purchase of a professional video camera for the space, which could also be used in the Digitarium for other purposes and reiterated that this option would still require a consultant and a video camera technician. She stated that the fourth option would be to return meetings to the Sierra Room, which would not include a cost to the library, but she stated that there would be logistical difficulties in returning the meetings to that location.

Chairperson Sandy Foley: Mrs. Foley asked for clarification on the equipment used in the first and second options.

Library Director Sena Loyd: Ms. Loyd stated that these are the easiest and cheapest options, but that they would limit the options available with the recording and would reach a much smaller audience. She explained that the board's message could be seen by a larger audience in the other options.

Board Member Elizabeth Abarca-Angel: Ms. Abarca-Angel asked about the difference in price between leasing and purchasing equipment, and she inquired how quickly equipment would become out-of-date.

Library Director Sena Loyd: Ms. Loyd responded that, for the library's purpose, even out-of-date technology would continue to be useful. She added that the difference in cost could be researched.

Chairperson Sandy Foley: Mrs. Foley asked about the difficulty of staff training.

Library Director Sena Loyd: She stated that the equipment is relatively simple to operate.

Board Member Elizabeth Abarca-Angel: Ms. Abarca-Angel discussed that ease with which children learn and described the benefits of using such equipment to teach children.

Board Member Phyllis Patton: Mrs. Patton asked about the funds available in the Gift Fund.

Library Director Sena Loyd: Ms. Loyd stated that the Gift Fund had an estimated \$57,000 available for immediate use, with additional funds that could be made available at a later date.

Chairperson Sandy Foley: Mrs. Foley asked the board to think about ways that this equipment could be used outside of board meetings.

Board Member Pam Graber: Ms. Graber discussed the low priority of recording the board meetings, but she added that these potential expenditures could be examined through the lens of benefiting patrons.

Library Director Sena Loyd: Ms. Loyd explained that two city supervisors did inquire about the recordings, and she added that having video recordings available to the supervisors would provide additional negotiating power when it came to making requests for additional funding for the library.

Board Member Phyllis Patton: Mrs. Patton discussed the importance of getting the library's message out to the community and stated that video recordings could be used to promote the library more effectively, possibly by broadcasting library events, live or recorded, via the Brewery Arts Center.

Vice Chairperson Dianne Solinger: Mrs. Solinger asked for clarification on what type of programs Mrs. Patton wanted to offer through the Brewery Arts Center.

Board Member Phyllis Patton: Mrs. Patton stated that she intended for other library programs to be featured in addition to the board meetings.

Library Director Sena Loyd: Ms. Loyd provided an example of how these resources could be used.

Vice Chairperson Dianne Solinger: Mrs. Solinger asked about potential broadcast hours.

Library Director Sena Loyd: Ms. Loyd stated that there would be slots that would be made available during normal viewing hours.

Board Member Phyllis Patton: Mrs. Patton stated that a tour of the library could be broadcasted.

Board Member Elizabeth Abarca-Angel: Ms. Abarca-Angel stated that the library needs to promote itself more effectively.

Vice Chairperson Dianne Solinger: Mrs. Solinger described the need for a grand reopening ceremony for the library.

Chairperson Sandy Foley: Mrs. Foley discussed ways in which new digital equipment could be used to help children and others in the community obtain employability skills. She stated that other events at the library could be given greater coverage, online and elsewhere, and expressed the need for reaching individuals who appreciate the library but rarely make use of its resources. She added that the title of the strategic plan suggests that the library needs to strive toward greater expectations and stated that the library needs to innovate in order to make itself more competitive.

Vice Chairperson Dianne Solinger: Mrs. Solinger stated that this space can be used to accomplish the goals of the strategic plan.

Board Member Phyllis Patton: Mrs. Patton stated that this can also be used to help adults to become more interested in the library.

Library Director Sena Loyd: Ms. Loyd stated that the foundation and the Friends can also use this equipment for outreach, such as a commercial for the bookstore.

Board Member Pam Graber: Ms. Graber stated that it might be more cost-effective to simply post the meetings online and forgo partnering with the Brewery Arts Center.

Library Director Sena Loyd: Ms. Loyd stated that Ustream could be used to record the meeting by a technician at a cost of \$199 a month, plus a \$2,500 upfront cost for a camera, which would not require the use of the Brewery Arts Center.

Board Member Elizabeth Abarca-Angel: Ms. Abarca-Angel asked if these figures were for non-profit organization.

Library Director Sena Loyd: Ms. Loyd replied that these prices were for a non-profit organization.

Board Member Elizabeth Abarca-Angel: Ms. Abarca-Angel inquired as to the need to pay an additional cost for a branded channel, especially if the videos could be posted to the library's Facebook page.

Library Director Sena Loyd: Ms. Loyd answered that it was not necessary but that it would be useful for

individuals linking directly to the video's page.

Chairperson Sandy Foley: Mrs. Foley stated that option three gives the library the greatest number of opportunities.

Library Director Sena Loyd: Ms. Loyd stated that options could be combined or modified to suit the board's aim.

Vice Chairperson Dianne Solinger: Mrs. Solinger asked for clarification on the third option given by Ms. Loyd.

Library Director Sena Loyd: Ms. Loyd created an additional option out of the information provided in option three that excluded the Brewery Arts Center as a partner in the broadcasting of the board meetings and asked for the board's approval.

Chairperson Sandy Foley: Mrs. Foley asked if there is an annual contract for live streaming or could it be used on a month-by-month basis.

Library Director Sena Loyd: Ms. Loyd stated that there are annual and monthly contracts; she pointed out that the cost of a monthly subscription would be higher than an annual contract.

Vice Chairperson Dianne Solinger: Mrs. Solinger asked about the need for the additional features provided by a business account with Ustream.

Library Director Sena Loyd: Ms. Loyd answered that it would make the recording look more professional and similar to the city supervisors' meetings.

Vice Chairperson Dianne Solinger: Mrs. Solinger asked about city funding for the recording equipment.

Library Director Sena Loyd: Ms. Loyd stated that the city would likely encourage the library to return its meetings to the Sierra Room.

Chairperson Sandy Foley: Mrs. Foley stated that a return to the Sierra Room was not a priority for the board.

Library Director Sena Loyd: Ms. Loyd stated that the utility of having board meetings at the library itself was worth more than the costs associated with setting up its own broadcasting system.

Motion: Vice Chairperson Dianne Solinger

Second: Board Member Elizabeth Abarca-Angel

Result: Approved

Board Member Pam Graber: Ms. Graber asked about the potential to charge for equipment use by adults and for-profit organizations.

Library Director Sena Loyd: Ms. Loyd replied that she could discuss the matter with Deputy Director Tammy Westergard and stated that a donation arrangement could be put in place. She explained that she could also discuss the legality of the subject with Mr. Ward.

Deputy Director Tammy Westergard: Mrs. Westergard discussed the issues that occurred at the Business Resource Innovation Center when it attempted to create a similar policy.

Library Director Sena Loyd: Ms. Loyd stated that the new library policy does describe appropriate use of recording equipment in the Digitorium.

- b. Discussion and possible action on the "Nevada collection" locked cabinets match to John and Grace Nauman Foundation funds.

Library Director Sena Loyd: Ms. Loyd explained that the previous director, Sara Jones, had applied for funds for the Mark Twain collection shelving, and the library received \$1000 from the John and Grace Nauman Foundation. She stated that the collection did not eventually come to the library, and the foundation was asked if the funds could be appropriated for another purpose. She explained that the foundation agreed and gave \$1000 to be used for three additional cases similar to the ones currently located in the Nevada collection. She stated that the total amount required is \$2109 and explained that the remaining amount of \$1109 would need to be provided from the Gift Fund.

Board Member Pam Graber: Ms. Graber stated that the board could approve up to \$1200 in funds for this purpose.

Motion: Board Member Pam Graber  
Second: Board Member Phyllis Patton  
Result: Approved

#### **XI) Library Director administrative reports (report only)**

- a. Report on current FY Budget, Gift Fund, and furniture, fixtures & equipment or FF&E
- b. Activities and operations of Library since last report

Library Director Sena Loyd: Ms. Loyd discussed a presentation before the Carson City Board of Supervisors and answered questions that were asked by supervisors, namely, if there is a correlation between foot traffic statistics and the rise of ebooks and if the library is willing to accept donations of used digital equipment. She reported that Fire Chief Stacey Giomi discussed before the city board the library's recent partnership with the Carson City Fire Department. She added that the Carson City Board of Supervisors will be conducting informational meetings bimonthly and that the library's board members can attend these meetings as well. She explained that board members are invited to attend the upcoming staff training day and provided a summary of the agenda for the day.

Vice Chairperson Dianne Solinger: Mrs. Solinger asked for the hours of the staff training day.

Library Director Sena Loyd: Ms. Loyd stated that it would run from 8:00 a.m. to 4:30 p.m. She went on to explain that the negative numbers in the General Fund may be due to budgeting that went to the 2015 budget rather than the 2014 budget. She discussed the amounts paid to the Cooperative Libraries Automated Network and to Envisionware maintenance. She stated that the grant fund is on track and reiterated that the amounts in this category only deal with salary payments. She stated that the Gift Fund amounts are not fully available yet, but that estimates are provided until January and that expenditures have not actually been encumbered yet. She explained the costs associated with the move of the periodicals upstairs and described the benefits of the move.

#### **XII) Administrative reports (written report only)**

- a. Deputy Director
- b. Adult Services
- c. Circulation and Access Services
- d. Youth Services

Youth Services Librarian Matthew Galli: Mr. Galli stated that he will be leaving the library staff to complete his

teaching education.

Library Director Sena Loyd: Ms. Loyd stated that the interview process will begin immediately to select Mr. Galli's replacement.

Chairperson Sandy Foley: Mrs. Foley offered the board's appreciation for Mr. Galli's work at the library.

- e. Youth Liaison Board of Trustees and Teen Advisory Board Representative

### **XIII) Non Action Items**

- a. Board Members' announcements & request for information. No discussion among members or with staff will take place on these items.

### **XIV) General Public Comment**

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### **XV) Action – Library Board Adjournment**

Motion: Board Member Phyllis Patton

Second: Vice Chairperson Dianne Solinger

Result: Approved