

**CARSON CITY LIBRARY
MINUTES OF MEETING
OF THE BOARD OF TRUSTEES
July 24, 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.

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

- a. June 19, 2014 (Regular Meeting)

Motion: Board Member Phyllis Patton
Second: Board Member Pam Graber
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 stated that there was nothing significant to report.

Chairperson Sandy Foley: Mrs. Foley asked if the monthly meeting occurred as planned.

Board Member Pam Graber: Ms. Graber replied that it did not take place, as the foundation was unable to establish a quorum for the meeting.

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

- a. Fund generation & activities since last report.

Chairperson of the Book Committee Patti Ferguson: Mrs. Ferguson described the need for additional space and expressed appreciation for community support for the Browsers Corner. She discussed upcoming events at the bookstore, including a donation-box wrap contest and a presence at the next local flea market. She stated that the revenue brought in since the bookstore's opening has been \$25,868.30.

Board Member Pam Graber: Ms. Graber asked about the average revenue brought in by the bookstore during a previous summer month last year.

Board Member Phyllis Patton: Mrs. Patton stated that its usual income would have been somewhere between \$4000 and \$5000.

Chairperson Sandy Foley: Mrs. Foley discussed public outreach on the part of the Browsers Corner, including use of a Facebook page to promote the bookstore.

Chairperson of the Book Committee Patti Ferguson: Mrs. Ferguson described the positive feedback that bookstore staff has received from shoppers.

IX) Library Board of Trustees Business

- a. Discussion and possible action on closing the Library on Saturday, November 1st in observance of Nevada Day, the 150th anniversary of statehood, and for staff participation in the Nevada Day parade.

Library Director Sena Loyd: Ms. Loyd stated that the library closure would allow staff to participate in the Nevada Day parade.

Motion: Board Member Phyllis Patton
Second: Vice Chairperson Dianne Solinger
Result: Approved

- b. Discussion and possible action on 2014 holiday closures:
 - a. Wednesday, November 26th at 4:00pm
 - b. Saturday, November 29th 10:00am-6:00pm
 - c. Wednesday, December 24th at 4:00pm
 - d. Wednesday, December 31st at 4:00pm

Library Director Sena Loyd: Ms. Loyd explained that these closures would allow staff to be able to spend time with their families during the holidays.

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

- c. Discussion and possible action on Staff Development Day closures on:
 - a. Friday, August 29th 10:00am-6:00pm
 - b. Friday, October 24th 10:00am-6:00pm
 - c. Friday, December 19th 10:00am-6:00pm

Library Director Sena Loyd: Ms. Loyd stated that these closures will assist in completion of the strategic plan and develop staff capabilities, particular with regards to enhancing customer service and teambuilding. She explained that it would also foster greater staff familiarity with city policy, digital resources, library databases, and local resources. She stated that the reason a full day was requested was so that staff could focus entirely on training; she also invited the board to

attend. She reiterated that these training sessions would help the entire staff to fulfill the requirements of the library's strategic plan.

Board Member Pam Graber: Ms. Graber asked if this would be a regular activity.

Library Director Sena Loyd: Ms. Loyd stated that she would like to schedule these staff training days bimonthly.

Board Member Pam Graber: Ms. Graber asked about the potential negative impact of these closures.

Library Director Sena Loyd: Ms. Loyd stated that Fridays were chosen because circulation numbers are lower on that particular day of the week. She pointed out that the library already closes earlier on Fridays, which would mean that these closures would have a smaller impact on patrons.

Board Member Dianne Solinger: Mrs. Solinger asked about whether or not volunteers would need to sign up in advance for the training days.

Library Director Sena Loyd: Ms. Loyd stated that she had not finalized the exact arrangements for the training days, but that upon the board's approval of the library closures, she would send out an email to the board members and post a notice of quorum if a majority of the board wished to attend. She informed the board that lunch would be provided on those days for all participants.

Board Member Dianne Solinger: Mrs. Solinger stated that it has been difficult for volunteers to provide answers to patrons who ask questions and that these training days would be helpful in remedying this issue.

Library Director Sena Loyd: Ms. Loyd stated that she would ensure that volunteers be given an opportunity to participate.

Motion: Vice Chairperson Dianne Solinger

Second: Board Member Phyllis Patton

Result: Approved

d. Board election of Chair and Vice Chair

Chairperson

Nomination of Sandy Foley: Board Member Pam Graber

Second: Board Member Phyllis Patton

Result: Approved

Vice Chairperson

Nomination of Dianne Solinger: Chairperson Sandy Foley

Second: Board Member Phyllis Patton

Result: Approved

e. 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 explained that the city manager asked her, on behalf of the city supervisors, why the board no longer broadcasts its meetings; she added that the library's board is the only local board that does not broadcast publicly. She described the potential costs and logistics involved in setting up video recording and broadcasting of board meetings, either through the

Brewery Arts Center, Nevada Photo Source, or by setting up the means for broadcasting directly from the library.

Board Member Pam Graber: Ms. Graber asked about the cost of meeting in the Sierra Room.

Library Director Sena Loyd: Ms. Loyd stated that there would be no cost for the board to meet in the Sierra Room, but that it would likely require a change in the board's meeting schedule.

Board Member Pam Graber: Ms. Graber stated that, if the board chose to start broadcasting again, the responsible use of funds would be to return to the Sierra Room if possible.

Library Director Sena Loyd: Ms. Loyd stated that if the library were to invest in its own equipment, it could also be used for other purposes besides board meetings.

Vice Chairperson Dianne Solinger: Mrs. Solinger asked about the legal ramifications of choosing not to broadcast.

Library Director Sena Loyd: Ms. Loyd stated that there is no legal requirement for the board to broadcast its meetings; she reiterated that the topic arose because city supervisors were inquiring as to the reasoning behind the board's choice to refrain from broadcasting its meetings.

Vice Chairperson Dianne Solinger: Mrs. Solinger asked about the level of pressure from city supervisors to broadcast meetings.

Library Director Sena Loyd: Ms. Loyd stated that she was questioned about this topic by the city manager and told him that she would bring the question before the board. She added that the inquiry could simply be due to the fact that there is a new city manager.

Board Member Phyllis Patton: Mrs. Patton asked for additional background information as to why the board lost its spot at the Sierra Room.

Chairperson Sandy Foley: Mrs. Foley stated that this was a result of the board's choice to move meetings to the library's auditorium.

Board Member Phyllis Patton: Mrs. Patton asked about available slots at the Sierra Room.

Library Director Sena Loyd: Ms. Loyd discussed different dates and times and also stated that the board could choose to meet at a different date and time.

Chairperson Sandy Foley: Mrs. Foley asked Ms. Loyd to research the cost of video equipment and to provide the board with an estimate on the cost of outfitting the library with broadcasting equipment.

Board Member Phyllis Patton: Mrs. Patton discussed the possibility of other public programming that could be shown at the library.

Library Director Sena Loyd: Ms. Loyd explained that, because the library is a city entity, there is no cost to actually broadcast video recordings; she explained that the only cost would be for the equipment itself. She added that other library programs could also be broadcasted if equipment were purchased.

Board Member Phyllis Patton: Mrs. Patton discussed the positive nature of having library events broadcasted in the community.

Chairperson Sandy Foley: Mrs. Foley stated that the board would postpone voting until more information could be brought before it and further discussion could take place.

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

Library Director Sena Loyd: Ms. Loyd pointed to the matrix at the end of the revised policy in the board members' packets and gave the board members missing page numbers for the discussion. She described the consolidation of the library's various policies into a single document, stating that the change is designed to facilitate better communication between library staff and the public.

She discussed access to library Kindles, stating that it will be restricted to premiere library cardholders under the revised policy. She noted that the biggest change to the policy overall is the formatting of the document so that all the library's policies could be contained within. She provided an example of these changes by pointing to the various technology spaces in the library and how the various policies are now displayed in the revised document.

Chairperson Sandy Foley: Mrs. Foley expressed appreciation for the changes made with regards to library Kindle use.

Library Director Sena Loyd: Ms. Loyd explained that there would be exceptions to Premiere Library Card access. She explained that revisions can be further edited throughout the process and that the policy itself will be reviewed by the board annually. She stated that language was updated in various places to better communicate library policy and responsibility. She described the difference between resident and non-resident status on library cards; she also touched on the addition of volunteers to the list of those who are able to access all of the library's services

She explained that outdated language was removed from the policy in order to avoid confusion. She described the deletion of the age requirement in the library's storytimes in order to allow all age groups to attend the youth department's events. She stated that the addition of the Business Resource Innovation Center policies to the library's general policy will provide support for the BRIC's efforts. She also discussed the addition of the requirements for obtaining a library card, which were absent from the previous document.

Board Member Pam Graber: Ms. Graber asked about children and the identification card requirement to obtain library cards.

Library Director Sena Loyd: Ms. Loyd replied that parents would provide identification on behalf of their children. She relayed that the addition of information on each of the digital spaces to the policy helps patrons to better understand which areas of the library are open for their use and that this section also describes Premiere Library Card use; she also reiterated Kindle use by patrons.

She explained the addition of the producer's agreement to the policy defines patron use of the @Two Digital Learning Center. She described how the consolidation of the library's various policies helps to avoid duplication of information and provided an example of this fact using a comparison between the library's current Internet Use Policy and the newly revised policy. She also explained that the library's WiFi network allows patrons to obtain unfiltered Internet access.

She reviewed sections of the policy that did not substantially change and stated that the majority of policy changes are simply movement of wording in the policy, not an actual revision of language. She described the new language that is going to be used in the policy and stated that the board will grant final approval on all these changes. She discussed the deletion of the section on noise under patron rights and stated that this is a consequence of patrons

demanding quiet when the library is in the middle of numerous changes that require additional noise in various spaces. She explained that the removal of the restriction on food and beverage use will allow for designated areas in the library to be used for the consumption of food and beverages, such as in the Digitorium for teens that are working on extended projects.

Senior Deputy District Attorney Joseph Ward: Mr. Ward expressed his concerns about potential litigation against the library. He asked if language could be added that could be used to protect Carson City, the board, and its library, and he provided the board with a protective clause that could be used in the revised policy.

Board Member Phyllis Patton: Mrs. Patton expressed appreciation for the clarifications on library policy.

Chairperson Sandy Foley: Mrs. Foley expressed appreciation for the consolidation of various policies and the way that it will help simplify conversation with patrons.

Board Member Pam Graber: Mrs. Graber asked about the language in the policy regarding use by children. She stated that the requirements for a parent to sign up a child for a library card are absent from the policy.

Library Director Sena Loyd: Ms. Loyd stated that it should be added to the policy. She asked if the board wanted to table the item until the next meeting.

Chairperson Sandy Foley: Mrs. Foley asked Mr. Ward how to table the item until next meeting.

Senior Deputy District Attorney Joseph Ward: Mr. Ward explained that the board could put the item back on the next meeting's agenda and that no motion was needed to table the item.

X) Library Director administrative reports (report only)

a. Report on current FY Budget, Gift Fund & FF&E

Library Director Sena Loyd: Ms. Loyd explained that she would give a brief report and then show a video about the library to the board. She stated that this would be followed only by written reports, with no verbal administrative reports to be given by managers. She explained that there is very little to describe in the budget due to the fact only 24 days have elapsed in the current fiscal year. She stated that the majority of funds that have been used during this period are for staff salaries, travel expenses, and janitorial supplies.

b. Activities and operations of Library since last report

Library Director Sena Loyd: Ms. Loyd introduced a video created by Nevada Photo Source about the success of the library's recent DiscoverTech exhibit, describing it as a promotional tool for the library. She stated that there is also a report in the board's packet, which includes additional statistical information on circulation and technical services. She added that the summer is not over and described upcoming Summer Reading Program events.

Board Member Pam Graber: Ms. Graber asked about the Wild Things, Inc. program.

Youth Services Librarian Matthew Galli: Mr. Galli stated that Wild Things, Inc would be performing on Wednesday, July 30th.

Vice Chairperson Dianne Solinger: Mrs. Solinger asked about the status of the elevator.

Library Director Sena Loyd: Ms. Loyd explained that it needs to be hooked up to the fire alarm system and inspected by the state fire marshal. She stated that there were additional repairs that needed to be made, which were found when installation of the new system began and contributed to the delay.

Board Member Phyllis Patton: Mrs. Patton asked about whether or not the library could obtain a spot on Access TV at the Brewery Arts Center to show similar videos in the future.

Cathleen Allison: Mrs. Allison stated that additional footage would be added to the video before it is released to the public and that Mrs. Patton's idea could be explored further.

Chairperson Sandy Foley: Mrs. Foley asked if this video would be uploaded to Youtube.

Library Director Sena Loyd: Ms. Loyd stated that it would be.

Chairperson Sandy Foley: Mrs. Foley expressed appreciation for the professionalism of the library's staff and how it contributes to the success of the library.

Programming Outreach Manager Andrea Moore: Mrs. Moore showed the board the new fire safety book that was created by a partnership between Nevada Photo Source and the Carson City Fire Department.

Cathleen Allison: Mrs. Allison described the creation of the book and discussed the launch at the library's storytime. She stated that each member of the board would receive a copy.

XI) Administrative reports (written report only)

- a. Deputy Director
- b. Adult Services
- c. Circulation and Access Services
- d. Youth Services
- e. Out of School Time Freshman Coordinator
- f. Youth Liaison Board of Trustees and Teen Advisory Board Representative

XII) Non Action Items

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

Board Member Phyllis Patton: Mrs. Patton described the upcoming reading and book-signing of a local poet on August 14, 2014 at the Browsers Corner.

Chairperson Sandy Foley: Mrs. Foley discussed the success of the Farm City project at the farmer's market.

Library Director Sena Loyd: Ms. Loyd stated that further information on that subject could be found in the library's latest newsletter.

XIII) General Public Comment

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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.

Board Member Phyllis Patton: Mrs. Patton described the success of the book-signing with Novella Carpenter and the subsequent event at the farmer's market.

XIV) Action – Library Board Adjournment

Motion: Board Member Pam Graber

Second: Board Member Elizabeth Abarca-Angel

Result: Approved

Meeting adjourned at 6:41 p.m.