

**CARSON CITY LIBRARY  
MINUTES OF MEETING  
OF THE BOARD OF TRUSTEES  
June 19, 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.

Quorum established.

Chairperson Sandy Foley: Mrs. Foley welcomed a new member to the board, Elizabeth Abarca-Angel.

**III) General Public Comment**

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

- a. May 22, 2014 (Regular Meeting)

Board Member Phyllis Patton: Mrs. Patton asked for clarification regarding the injury that Management Assistant II Sherry Grundy received, specifically regarding whether it was a biking or a bite injury.

Board Member Pam Graber: Ms. Graber also asked for clarification on the same issue.

Library Director Sena Loyd: Ms. Loyd answered that it was a bite injury.

Motion: Board Member Pam Graber  
Second: Board Member Dianne Solinger  
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 the foundation did meet last month and decided to change its schedule to a monthly meeting system as opposed to the quarterly meeting system. She explained that the foundation discussed with Deputy Director Tammy Westergard supporting the library in all its technical licensure renewals, replacement of items, repair, and tech support. She stated that it also discussed the need to find new ways to raise funds for the foundation. She explained that the next foundation meeting will take place at the Browsers Corner bookstore.

Chairperson Sandy Foley: Mrs. Foley asked about the time of meeting.

Board Member Pam Graber: Ms. Graber stated that the foundation is still discussing when the meeting should take place.

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

- a. Fund generation & activities since last report.

Board Member Phyllis Patton: Mrs. Patton stated that donations to the bookstore have been overwhelming and that, due to the lack of additional space, another sale is taking place. She described the Friends' presence at the recent Great Carson City Lit Festival, which included membership drives and coupons. She stated that the Friends also participated in the Summer Reading Program Kick-Off Pancake Breakfast, where children's books were sold; coupons and membership drive forms were also passed out. She explained that the Friends' members meeting is upcoming, which will be held on July 8th, starting at 5:30 pm, located at the Gold Dust West.

Mrs. Patton stated that the Friends group is also one of the sponsors of the library's Adult Summer Reading Program and that they will be present at the next farmer's market, handing out coupons and membership forms. She stated that, on July 18th, the writer of Farm City will be at the Browsers Corner bookstore for book signings, before she goes to speak at the farmer's market on Saturday. She explained that this is the first special event held at the bookstore and that more will follow, including an invitation-only vinyl-record sale for collectors and dealers.

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

None

### **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 the library's 101 budget is almost completely expended, though she did clarify that certain categories are not at the level that they should be and that some of these funds may be moved into the book budget. She said that there are expenses associated with certain upcoming events that have yet to be expended, including publicity and other expenses with regards to the farmer's market. She pointed out that there are upcoming travel expenses associated with the American Library Association conference in Las Vegas that are also not reflected in the budget.

Ms. Loyd stated that the grant funds associated with the Boys and Girls Club are almost completely expended and explained that over 300 youths from the Boys and Girls Club have signed up for the Summer Reading Program. She pointed out that the funding associated with the @Two Grant has not been completely expended. She related that Deputy Director of Finance Nancy Paulson, the individual at the city who usually provides the Gift Fund Report was not available, so Director of Finance Nick Providenti created a less-detailed report for the

purposes of this board meeting. She added that the more-detailed report will be available at a later date. She explained that the discrepancy in certain figures is due to the upcoming start of a new fiscal year. In the FF&E, she explained that the work completed in the auditorium is reflected in this report.

b. Activities and operations of Library since last report

Library Director Sena Loyd: Ms. Loyd stated that the Discover Tech exhibit attracted over 4,500 people over the course of the six-week period. She pointed out that this figure does not reflect visitors who were not tracked via tours or guestbook sign-ins.

**XI) Administrative reports (report only)**

a. Deputy Director

Library Director Sena Loyd: Ms. Loyd stated that over 250 individuals visited the library's booth at the farmer's market, which is an excellent start to the six-week program being held there. She also invited the board to the educational meeting taking place between the city's Board of Supervisors and the Carson City School District.

Board Member Pam Graber: Ms. Graber asked about the date.

Library Director Sena Loyd: Ms. Loyd stated that it was on June 26th at 6:00 p.m.

Board Member Pam Graber: Ms. Graber discussed book sales at the farmer's market booth.

Library Director Sena Loyd: Ms. Loyd stated that at least 60 copies of Farm City have been sold there.

Board Member Dianne Solinger: Mrs. Solinger asked about the Marathon staffing indicated in the Director's written report.

Library Director Sena Loyd: Ms. Loyd stated that this refers to the part-time staff that is employed via Marathon staffing. She also stated that the current Technology Trainer, Molly Walt, was selected for the Out-of-School Coordinator position.

b. Adult Services

Programming Outreach Manager Andrea Moore: Ms. Moore discussed the purchase of a new online language program, Mango, which includes an app that can be downloaded onto smartphones and other devices. She discussed the various ways in which this new program can be used by patrons in conjunction with the library's strategic plan.

Library Director Sena Loyd: Ms. Loyd discussed the Spanish medical module available using the app and its usefulness to paramedics while out in the field.

c. @Two Outreach Grant

Technology Trainer Molly Walt: Mrs. Walt pointed to the number of individuals that has been reached by the @Two Outreach Grant, 11,256, and stated that this figure has already exceeded the 10,000 proposed in the grant. She explained that the various training programs were well-received and well-attended throughout both Lyon County and Carson City.

#### d. Youth Services

Youth Services Librarian Matthew Galli: Mr. Galli discussed the continued increase in program attendance, especially those associated with the DiscoverTech exhibit. He pointed out that 367 individuals participated in DiscoverTech tours during the month of May. He explained that there will be an evaluation of the policies in the youth department in order to better meet the needs of all the various groups that make use of the space.

Mr. Galli reiterated the figures associated with the Discover Tech exhibit, stating that over 4,500 came to the exhibit. He also explained that there are currently 553 Summer Reading Program participants, in addition to the 300 participating at the Boys and Girls Club. He described upcoming events, including Mad Science, Wild Things, Inc., and a visit from a professional storyteller, Indiana Bones.

Board Member Pam Graber: Ms. Graber asked about the musical group Tintabulations and its absence from the Pancake Breakfast.

Matthew Galli: Mr. Galli responded that logistical issues prevented them from performing.

Pam Graber: Ms. Graber asked if they could be booked in the future.

Matthew Galli: Mr. Galli stated that this would be possible upon completion of the Digitorium construction. He also described the other group that was booked for the event.

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

Teen Advisory Board Representative Bryce O'Connor: Mr. O'Connor discussed the success of the Summer Reading Program and the volunteer work provided by the Teen Advisory Board (TAB). He discussed the Adventures in Science experiments that the TAB will be assisting with and described the board's participation in the Brewery Arts Center short film competition.

### **XII) Non Action Items**

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

### **XIII) General Public Comment**

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Treasurer of the Carson City Library Foundation Joseph Spencer: Mr. Spencer expanded upon the comments provided by Board Member Pam Graber with regards to the foundation report, describing the donation of \$33,000 provided by the foundation for the new Digitorium for new digital equipment. He expressed appreciation for this opportunity and highlighted the importance of

adding new technology to the library's information services and reaffirmed the foundation's commitment to the library and its goals.

Chairperson Sandy Foley: Mrs. Foley expressed appreciation for the foundation and its support of the Digitarium, stating that this was especially needed since patrons have expressed concern over the conversion of the auditorium into a digital space. She stated that this conversion will open new opportunities for patrons and that, once they see what is available, they will be excited to participate in the process.

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

Motion: Board Member Phyllis Patton

Second: Board Member Elizabeth Abarca-Angel

Result: Approved

Meeting adjourned at 6:07 p.m.