

**CARSON CITY LIBRARY
MINUTES OF MEETING
OF THE BOARD OF TRUSTEES
December 4, 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.

Absent: Elizabeth Abarca-Angel; quorum established.

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. October 23, 2014 (Regular Meeting)

Motion: Vice Chairperson Dianne Solinger
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.

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

- a. Fund generation & activities since last report

IX) Library Board of Trustees Business

- a. Discussion and possible action on meeting in January.

Chairperson Sandy Foley: Mrs. Foley stated that, since the board is only required to meet ten times a year, it is

considering a cancellation of the January meeting and to schedule its February meeting early in the month.

Board Member Phyllis Patton: Mrs. Patton asked whether or not there was a need to meet in January to conduct the annual evaluation of the library director.

Library Director Sena Loyd: Ms. Loyd responded that the evaluation could be performed in February instead of January.

Board Member Phyllis Patton: Mrs. Patton stated that she would prefer to cancel the meeting in January, as she would be unable to attend due to prior commitments.

Chairperson Sandy Foley: Mrs. Foley stated that they could meet either the first or second week of February.

Library Director Sena Loyd: Ms. Loyd stated that a decision needed to be made and gave possible dates.

Chairperson Sandy Foley: Mrs. Foley gave the date of February 5th.

Motion: Board Member Phyllis Patton

Second: Board Member Pam Graber

Result: Approved

- b. Discussion and possible action on LSTA (Library Services Technology Act) FY16 grant submissions.
 - a. Discussion and possible action on using \$10,000 from Library Gift Fund to match Library Foundation Donation for competitive LSTA FY16 grant submission.

Library Director Sena Loyd: Ms. Loyd pointed to the reports in the board members' packets that described the grants. She gave a breakdown of the Gift Fund budget, discussed pending expenditures out of the Gift Fund, and described the impact if the board were to approve funds to match these grants.

Chairperson Sandy Foley: Mrs. Foley asked about any potential expenses that might require use of the Gift Fund.

Library Director Sena Loyd: Ms. Loyd stated that the only potential expense would be a possible upgrade to the library's phone system and that that expense would only fall upon the library if the City was unwilling to cover the full expense.

Chairperson Sandy Foley: Mrs. Foley asked for discussion on the grants.

Board Member Phyllis Patton: Mrs. Patton expressed appreciation for the collaboration between organizations in the community on this grant.

Library Director Sena Loyd: Ms. Loyd stated that the board could make use of the Gift Fund conditional upon the grant's approval.

Chairperson Sandy Foley: Mrs. Foley stated that these funds were important due to the nature of these grants and the strict use of grant funds.

Board Member Pam Graber: Ms. Graber asked for clarification on the wording of the motion and stated that the Foundation funds are already earmarked for technology at the library. She added that even if the grant was not approved, the funds would still be available for the library.

Motion: Vice Chairperson Dianne Solinger
Second: Board Member Pam Graber
Result: Approved

Chairperson Sandy Foley: Mrs. Foley expressed appreciation for the grant's purpose.

- c. Discussion on Moss Adams Carson City Employee Efficiency Study recommendations.

Library Director Sena Loyd: Ms. Loyd explained what occurred at the latest Board of Supervisors meeting and stated that the recommendations of the study are contained within a packet that has been given to the board. She added that the Board of Supervisors did ask for an implementation plan. She recommended that the board table the item until the February meeting in order to allow the board members to examine the contents of the study.

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

X) 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 items that have been fully expended for the year and discussed the contractual nature of specific items. She stated that the FF&E funds have nearly been completely expended and explained that the library's new website is ready to launch in January. She added that the Wifi upgrades were meeting with problems that needed to be solved before the remaining funds are expended on that project. She added that those funds will be expended by the end of the year.

She provided the board with information on the Digitorium budget. She explained that funds had been utilized from various sources and that the reason it hasn't been completely expended is due to the aforementioned Wifi upgrades. She also gave the board a report detailing the difference between the actual amounts found in the Gift Fund and the funds that the board has the authority to spend.

XI) Administrative reports (written report only)

- a. Deputy Director
- b. Adult Services
- c. Circulation and Access Services
- d. Youth Services
- e. Youth Liaison Board of Trustees and Teen Advisory Board Representative

Library Director Sena Loyd: Ms. Loyd pointed out that there were 103 students in the Digitorium on Monday after school working on projects.

Deputy Director Tammy Westergard: Mrs. Westergard shared photos of the students that were in the Digitorium.

Board Member Phyllis Patton: Mrs. Patton stated that she had seen the Digitorium during its busiest days and that it was encouraging to see so many students using the library's resources.

Library Director Sena Loyd: Ms. Loyd invited the board to attend the next Staff Training Day on December 19th, where staff members will be touring the Baker & Taylor facilities in Reno so that they can see how the library's books are processed.

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 talked about the latest author event taking place that evening and stated that tickets for the New Year's Eve party are currently being sold. She stated that tickets are available for purchase at the Browsers Corner, Purple Avocado, and on the Friends' website. She added that there will be a raffle at the dinner and that tickets are available at the bookstore.

XIII) General Public Comment

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Programming Outreach Manager Andrea Moore: Mrs. Moore stated that Carson City will be hosting an international film festival at the community center and the library. She provided the board with details about the three films that will be shown. She stated that the films will begin at 7:00 p.m. and added that student films will also be shown at Western Nevada College. She stated that the library will have another film viewing in conjunction with National Library Week.

XIV) Action – Library Board Adjournment