

**CARSON CITY LIBRARY
MINUTES OF MEETING
OF THE BOARD OF TRUSTEES
February 5, 2015**

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. December, 4 2014 (Regular Meeting)

Motion: Board Member Pam Graber

Second: Vice Chairperson 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.

Library Foundation Treasurer Joseph Spencer: Mr. Spencer stated that the Foundation hosted a successful New Year's Eve party, generating revenues of \$3831.46 and split the proceed evenly between itself and the Friends of the Library. He explained that the Soroptimist golf tournament raised a total of \$1800.00. He provided the board with the total amount available to the Foundation, an amount of 26,781.91, and added that \$10,000 of those funds would be available for an upcoming Library Services and Technology Act (LSTA) grant should it be accepted. At the February Foundation meeting, two new members were sworn in and discussed several new potential plans for fundraising.

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

- a. Fund generation & activities since last report.

Board Member Phyllis Patton: Board Member Phyllis Patton stated that the Friends' bookstore has averaged around \$6,000 a month in revenue during the past six months. She explained that the Friends gave the library \$9000, as per Library Director Sena Loyd's previous request, and that it also gave an additional \$1000 for any additional expense. She added that the bookstore removed its malfunctioning scanner, which was replaced by a new laptop and a new scanner that will allow the Friends to move more of its inventory.

She stated that the books acquired in a large donation last December will be packed up and that there will be a Valentine's Day weekend sale, which will include special deals for members of the Friends. The Author evening at 6 p.m. on February 12th will feature local poet L.E. Hart and that he will be discussing how to write poetry and the process of writing his book. She added that a member of the audience will receive a specially crafted poem.

IX) Library Board of Trustees Business

- a. Discussion and possible action on the Moss Adams Carson City Employee Efficiency Study recommendations

Chairperson Sandy Foley: Mrs. Foley reminded the audience that copies of the supplemental materials are available and requested assistance from Deputy District Attorney Joseph Ward on maintaining proper procedure during the meeting. She discussed the process involved in creating five possible options with regard to the efficiency study. She remarked that the study is not a reflection upon the library's staff or functions as they stand and stated that this is a result of changes due to economic factors and the need for pragmatism. She added that the efficiency study gave the library excellent ideas with how to proceed in becoming more proficient.

Library Director Sena Loyd: Ms. Loyd described the various documents present in the board members' packets, which included the efficiency study itself, the options available to the board, the job descriptions of each manager, and the minimum state requirements for public libraries.

Chairperson Sandy Foley: Mrs. Foley stated that the board would begin by examining the five options created with regard to the action suggested in the efficiency study.

Library Director Sena Loyd: Ms. Loyd added that the board may question any members of the staff present regarding their own positions.

Chairperson Sandy Foley: Mrs. Foley requested that each board member discuss each of the options individually. She then stated that there is a sixth option available that would allow board members to combine the various options present into a different option.

Deputy District Attorney Joseph Ward: Mr. Ward reminded the board that a motion can be made with conditions. He also stated that if option six no longer resembles any of the previous options, it might be prudent for the board to bring it before the next meeting as a new agenda item.

Vice Chairperson Dianne Solinger: Mrs. Solinger stated that it would be better if the board discussed all of the options before making a motion.

Deputy District Attorney Joseph Ward: Mr. Ward agreed.

Chairperson Sandy Foley: Mrs. Foley read aloud option one and asked for discussion.

Board Member Pam Graber: Ms. Graber asked for clarification from Ms. Loyd about option one.

Library Director Sena Loyd: Ms. Loyd explained the difference between classified and unclassified city employees and described how this option would move positions from managerial status to Carson City Employees Association (CCEA) status.

Deputy District Attorney Joseph Ward: Mr. Ward explained that the CCEA bargains on behalf of city employees.

Chairperson Sandy Foley: Mrs. Foley asked if the CCEA fell under the umbrella of Public Employee Retirement System (PERS).

Deputy District Attorney Joseph Ward: Mr. Ward replied that it does.

Board Member Pam Graber: Ms. Graber asked for further clarification.

Library Director Sena Loyd: Ms. Loyd explained that current CCEA employees receive specific benefits, such as health insurance, longevity, annual leave, as well as coverage for dependents.

Board Member Pam Graber: Ms. Graber asked if there is employee job protection for CCEA employees.

Deputy District Attorney Joseph Ward: Mr. Ward stated that there is.

Library Director Sena Loyd: Ms. Loyd explained that, after a one-year probationary period, there is protection for CCEA employees. She stated that at-will employees, such as managers, are unclassified employees and fall into a different category.

Deputy District Attorney Joseph Ward: Mr. Ward explained that unclassified employees are afforded a similar benefits package but that they have less protection when it comes to discipline and firing. He added that there is a discipline process that must be followed when there are problems with a CCEA employee that is more stringent than the procedure with unclassified employees. He reiterated that the benefit package is similar, but that unclassified employees have fewer rights, such as overtime pay.

Vice Chairperson Dianne Solinger: Mrs. Solinger asked about the fiscal ramifications of option one.

Library Director Sena Loyd: Ms. Loyd stated that the position could be reclassified or eliminated and replaced with the new position. She explained that this wouldn't happen immediately and that fiscal impacts wouldn't occur until these changes were implemented at a later date.

Deputy District Attorney Joseph Ward: Mr. Ward clarified by stating that this change would occur through attrition once managers have left the position.

Library Director Sena Loyd: Ms. Loyd stated that option three has a similar impact, but that there would be a greater cost to the library since it would have to provide CCEA benefits to the new employee position. She then pointed out that this actually pertains to option four.

Board Member Phyllis Patton: Ms. Patton summarized this option by stating that it will eventually rearrange all managers, remove two managers, and create two new positions, but that in the meantime, it will merely remove managerial duties from two managers and leave them as unclassified employees during the interim.

Chairperson Sandy Foley: Mrs. Foley asked if this would change any of the financial or longevity statuses of the current employees.

Board Member Pam Graber: Ms. Graber stated that this option would rearrange the library's organizational chart and that it would not have a financial impact on the wages of current employees.

Deputy District Attorney Joseph Ward: Mr. Ward reminded the board that changes would take place eventually via attrition.

Library Director Sena Loyd: Ms. Loyd stated that the idea is that the assigned duties of library employees would be more efficient.

Board Member Phyllis Patton: Mrs. Patton added that the efficiency study does not state that the library is over budgeted or overstaffed. She explained that it stated that the library's staff merely needs to be reorganized and that savings will be realized at a later date.

Library Director Sena Loyd: Ms. Loyd reminded the board that the study described a need to adjust compensation, which would only be possible if the unclassified positions were moved to CCEA status.

Chairperson Sandy Foley: Mrs. Foley reiterated that duties would change but that salaries would not, until a later date.

Board Member Elizabeth Abarca-Angel: Ms. Abarca-Angel asked if this would result in a difference in position titles.

Library Director Sena Loyd: Ms. Loyd answered that they would change in order to reflect new duties.

Chairperson Sandy Foley: Mrs. Foley asked if there was any further discussion.

Board Member Pam Graber: Ms. Graber stated that the board should discuss option two.

Board Member Phyllis Patton: Mrs. Patton stated that option one fulfills the requirements of the study.

Chairperson Sandy Foley: Mrs. Foley read the second option.

Library Director Sena Loyd: Ms. Loyd explained that there is a planned retirement among staff. She described state requirements for public libraries and explained how this need can be met using existing staff. She stated that this option could allow for the creation of a new accountant/financial position. She explained that certain duties could then be combined under a single individual.

Board Member Phyllis Patton: Mrs. Patton asked if this includes the rearranging of option one.

Library Director Sena Loyd: Ms. Loyd stated that it would be necessary to do so.

Chairperson Sandy Foley: Mrs. Foley asked about the potential implementation of this option.

Library Director Sena Loyd: Ms. Loyd stated that the board would have to be given an implementation plan at a later date.

Chairperson Sandy Foley: Mrs. Foley asked about the option's makeup of the management team.

Library Director Sena Loyd: Ms. Loyd explained that there would be an adult services librarian and a new financial/accountant position.

Chairperson Sandy Foley: Mrs. Foley asked about the whole organization's makeup under the option.

Library Director Sena Loyd: Ms. Loyd stated that it would depend on which position is moved and that duties would need to be rearranged based on that variable.

Board Member Elizabeth Abarca-Angel: Ms. Abarca-Angel stated that these changes may not be enough to meet the study's recommendations.

Library Director Sena Loyd: Ms. Loyd stated that approval rests with the board.

Chairperson Sandy Foley: Mrs. Foley described the difference between the board's authority and the supervisors' authority.

Board Member Pam Graber: Ms. Graber stated that this option would require no firing but there would be no immediate impact.

Library Director Sena Loyd: Ms. Loyd stated that these changes are relatively quick given the constraints.

Board Member Pam Graber: Ms. Graber asked if there would be savings at the end of this year.

Library Director Sena Loyd: Ms. Loyd stated that it would most likely occur at the beginning of next year.

Board Member Phyllis Patton: Mrs. Patton stated that it would help the managers do more and no longer need to focus on financial matters.

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

Board Member Pam Graber: Ms. Graber stated that this option does not address the ratios between employees and managers as well as option one.

Deputy District Attorney Joseph Ward: Mr. Ward described the various combinations possible when deciding on which option or options to take.

Chairperson Sandy Foley: Mrs. Foley asked if there was any further discussion on option two and then moved to option three. She asked for clarification from Ms. Loyd about the option.

Library Director Sena Loyd: Ms. Loyd explained that this option completely eliminates two unclassified positions and creates two new CCEA positions to be advertised and hired for.

Board Member Phyllis Patton: Mrs. Patton asked if this would mean that the two current unclassified employees could be moved into these new positions.

Library Director Sena Loyd: Ms. Loyd stated that they would need to apply for the new positions.

Board Member Elizabeth Abarca-Angel: Ms. Abarca-Angel asked if this option reflected normal procedure.

Library Director Sena Loyd: Ms. Loyd stated that reorganization does sometimes lead to this route and that these would be new positions, so individuals would have to qualify for these new positions.

Board Member Elizabeth Abarca-Angel: Ms. Abarca-Angel asked about the change in benefits and seniority.

Library Director Sena Loyd: Ms. Loyd stated that the benefits package would change.

Deputy District Attorney Joseph Ward: Mr. Ward stated that they would be starting anew but that their PERS contributions and city benefits could continue.

Library Director Sena Loyd: Ms. Loyd explained the difference between options three and four.

Board Member Phyllis Patton: Mrs. Patton stated that option four has a higher cost to the city associated with it.

Library Director Sena Loyd: Ms. Loyd pointed out that option three provides savings to the city but that it would be detrimental to staff.

Board Member Pam Graber: Ms. Graber asked about the effect on staff.

Library Director Sena Loyd: Ms. Loyd stated that there is no guarantee that the staff laid off would be rehired in the new positions.

Chairperson Sandy Foley: Mrs. Foley requested for questions and statements from staff in the audience about option three.

Adult Services Librarian Susan Antipa: Ms. Antipa asked about salary changes in options three and four.

Library Director Sena Loyd: Ms. Loyd answered that if current employees were rehired, it would be at a different salary level. She reiterated that if they were reclassified instead of rehired, they would keep their current salary.

Chairperson Sandy Foley: Mrs. Foley described option four and then asked for clarification from Ms. Loyd.

Library Director Sena Loyd: Ms. Loyd stated that since CCEA positions are not allowed to supervise other CCEA positions, there would be a limit on what could be accomplished with this option. She added that overtime becomes a greater issue with fewer managers.

Vice Chairperson Dianne Solinger: Mrs. Solinger reiterated that option three saves the city money while option four may require additional funding. Mrs. Solinger asked for more details regarding overtime.

Library Director Sena Loyd: Ms. Loyd stated that she rarely approves overtime for CCEA employees but that every manager works over 40 hours a week.

Chairperson Sandy Foley: Mrs. Foley asked about the qualifications for CCEA librarian positions.

Library Director Sena Loyd: Ms. Loyd stated that she believed that the requirements allowed for either an MLIS degree or equivalent experience. She stated that she would recruit a highly qualified individual.

Vice Chairperson Dianne Solinger: Mrs. Solinger asked Ms. Loyd for clarification on the exact nature of those requirements.

Library Director Sena Loyd: Ms. Loyd gave an example of someone with twenty years experience working in libraries that would meet the qualifications set by the city.

Chairperson Sandy Foley: Mrs. Foley asked if the Library Director is allowed to appoint a person into a new position without opening a new job.

Library Director Sena Loyd: Ms. Loyd stated that the Library Director may only appoint a person into an unclassified position and that a reclassification into a CCEA position requires a meeting with a CCEA representative.

Deputy District Attorney Joseph Ward: Mr. Ward explained that there is no way of knowing for certain what the CCEA would decide to do in such an instance.

Board Member Phyllis Patton: Mrs. Patton stated that option one allows for greater flexibility, while other options require CCEA approval.

Library Director Sena Loyd: Ms. Loyd agreed and explained that while CCEA representatives are open to change, she cannot speak for them on these decisions.

Board Member Elizabeth Abarca-Angel: Ms. Abarca-Angel asked if there was truly a need to implement the study in the library.

Library Director Sena Loyd: Ms. Loyd stated that she agreed with the study and explained that it creates more hands-on employees as opposed to managers. She added that it helps fulfill the goals of the library's current strategic plan.

Ms. Pam Graber: Ms. Graber summarized option four, stating that it fulfills the requirements of the study, doesn't lead to layoffs, doesn't impact staff morale, but has an increased cost to the city.

Library Director Sena Loyd: Ms. Loyd added that it would require more work from the remaining managers.

Board Member Pam Graber: Ms. Graber asked Ms. Loyd to explain where the additional costs would occur in option four.

Library Director Sena Loyd: Ms. Loyd stated that there are additional costs related to benefits and longevity.

Board Member Pam Graber: Ms. Graber asked about the equivalency in benefits packages and for a rough estimate in increased costs.

Library Director Sena Loyd: Ms. Loyd answered that the benefits package was slightly better for CCEA employees and that the increased costs would amount to roughly \$5000 per year per employee. She stated that the budget change required would need approval from the city supervisors in the library's next budget.

Chairperson Sandy Foley: Mrs. Foley discussed the likelihood that the city supervisors would approve such additions.

Vice Chairperson Dianne Solinger: Mrs. Solinger asked about the feedback from current managers who would be given additional duties under these options.

Library Director Sena Loyd: Ms. Loyd stated that she has received some feedback and that the board can query the managers that are present for the board meeting.

Chairperson Sandy Foley: Mrs. Foley asked if the managers would like to explain.

Youth Services Librarian Heather Butler: Ms. Butler stated that there is a need for delegation of duties to other employees, especially if additional assignments are going to be given to managers. She

explained that due to the small size of her department, additional duties would represent a hardship if other assignments were not given to others.

Board Member Elizabeth Abarca-Angel: Ms. Abarca-Angel asked about duty reallocation between current managers and future CCEA employees under option four.

Library Director Sena Loyd: Ms. Loyd stated that duties would have to be rearranged due to the change in assignments.

Vice Chairperson Dianne Solinger: Mrs. Solinger asked about the overlap of job duties in the library.

Library Director Sena Loyd: Ms. Loyd described which duties are found in various departments, such as cataloging, and explained that duties can be rearranged.

Vice Chairperson Dianne Solinger: Mrs. Solinger stated that the accountant position would also free up staff time.

Board Member Elizabeth Abarca-Angel: Ms. Abarca-Angel explained that rearranging duties would create greater equity between departments.

Library Director Sena Loyd: Ms. Loyd provided an example of option two, where some of the duties of the Business Manager are assigned to the Youth Services Librarian. She explained that this would mean that someone else may also be assisting Ms. Butler, since duties would have been reassigned elsewhere.

Vice Chairperson Dianne Solinger: Mrs. Solinger asked Ms. Butler about the amount of time she spends on budget issues.

Youth Services Librarian Heather Butler: Ms. Butler answered that her budget consists of programming and books, and she explained that it is important for her to be aware of what's being spent on the department.

Library Director Sena Loyd: Ms. Loyd explained that this discussion is not centered on removing budgets completely from managers. She discussed the current distribution of grants management and stated that these are components currently overseen by managers that could be done separately.

Youth Services Librarian Heather Butler: Ms. Butler stated that it would be easier to focus on the programming and collection aspects of the budget if someone was providing assistance with the grant aspects of the budget.

Library Director Sena Loyd: Ms. Loyd discussed Kathy's role in maintaining the library's budget, describing the invoice and purchasing process in Polaris.

Vice Chairperson Dianne Solinger: Mrs. Solinger reiterated the need to create an accounting position.

Library Director Sena Loyd: Ms. Loyd agreed, stating that this has been a goal for the library for some time and that the efficiency study recommendations provide the organization with the opportunity to create the position.

Chairperson Sandy Foley: Mrs. Foley stated that librarians need to be able to know what is going on with their budget. She added that the decision needs to be made with what is best for the library and best for the staff alike.

Board Member Phyllis Patton: Mrs. Patton asked about the breakdown of duties and the procedure for cataloging library books.

Youth Services Librarian Heather Butler: Ms. Butler explained that the issue comes up when there is a large order of books placed and that access services has trouble accommodating large orders when they have other duties they must also care for. She explained that youth services assists with book processing when this occurs.

Vice Chairperson Dianne Solinger: Mrs. Solinger asked if book ordering takes place on a regular basis or at specific points in the fiscal year.

Adult Services Librarian Susan Antipa: Ms. Antipa explained that most of the items ordered in Adult Services comes through Baker & Taylor, which catalogues them for the library.

Youth Services Librarian Heather Butler: Ms. Butler stated that most of the youth collection comes from Baker & Taylor.

Library Director Sena Loyd: Ms. Loyd discussed the process of purchasing Spanish books for the library.

Board Member Phyllis Patton: Mrs. Patton asked if these duties could be rearranged within existing positions.

Adult Services Librarian Susan Antipa: Ms. Antipa stated that there are clerical duties that could be performed by someone who wasn't a manager.

Board Member Phyllis Patton: Mrs. Patton inquired if this had to be a specific person or if anyone could accomplish these tasks.

Library Director Sena Loyd: Ms. Loyd stated that a financial person could care for these duties and that a person with an understanding of the library's budget would be ideal for such clerical tasks.

Board Member Phyllis Patton: Mrs. Patton stated moving around these duties would result in managers having more time for actual managerial functions.

Board Member Pam Graber: Ms. Graber asked about the possibility of hybridizing option two with another option to address the manager/employee ratios.

Library Director Sena Loyd: Ms. Loyd stated that it could be paired with another option if the board had something specific in mind.

Board Member Phyllis Patton: Mrs. Patton stated that option six allows them to combine any of the other options and that a combination of the options gives the board the greatest flexibility in its decision. She reiterated the need to remove managers from their current positions in order to meet the suggestions found in the efficiency study.

Library Director Sena Loyd: Ms. Loyd stated that the manager/employee ratio could be rectified in an option combination.

Board Member Phyllis Patton: Mrs. Patton added that combining the first two options would generate additional savings.

Chairperson Sandy Foley: Mrs. Foley stated that savings would be at a later date in option one.

Library Director Sena Loyd: Ms. Loyd agreed and added that the board should prepare a plan to suggest how the savings could be used in the library.

Adult Services Librarian Susan Antipa: Ms. Antipa asked if the board and Ms. Loyd were suggesting that two management positions be removed in addition to the combining of the Adult Services Librarian position with another position.

Library Director Sena Loyd: Ms. Loyd stated that such an idea is one avenue that could be considered, but it isn't a decision that needs to be made until they actually become vacant.

Adult Services Librarian Susan Antipa: Ms. Antipa asked if the reassignment of duties would occur immediately.

Library Director Sena Loyd: Ms. Loyd stated that if the current managers retained their status, they would still have managerial duties.

Board Member Phyllis Patton: Mrs. Patton stated that the board is trying to pick an option that saves two employees' jobs while still meeting the efficiency study's recommendations without creating too high of an additional cost to the city. She explained that the combination of options one and two allows for these goals to be accomplished.

Chairperson Sandy Foley: Mrs. Foley stated that the board would not consider option five as a viable alternative.

Library Director Sena Loyd: Ms. Loyd read option five to the board.

Chairperson Sandy Foley: Mrs. Foley explained that option six allows the board to combine options. She added that efficiency is about doing more with what is available. She described the cost incurred by the city to perform this study and explained that the study creates extremely specific job expectations for individuals in order to create greater efficiency.

She reminded the board that the city supervisors will have high expectations for the actions implemented by this study. She stated that doing what is best for the library and its staff requires a decision to be made by the board for a solution that doesn't put off the cost.

Vice Chairperson Dianne Solinger: Mrs. Solinger asked if city supervisors might cut the library's budget if action isn't taken on the efficiency study.

Chairperson Sandy Foley: Mrs. Foley stated that she felt it was a definite possibility if the board doesn't show significant implementation of the efficiency study.

Vice Chairperson Dianne Solinger: Mrs. Solinger pointed out that one cannot save both jobs and money.

Library Director Sena Loyd: Ms. Loyd stated that the first two options given to the board allow for both jobs and funds to be saved to a certain extent.

Board Member Phyllis Patton: Mrs. Patton asked whether or not the details of the reorganization would fall upon the board or the Library Director.

Library Director Sena Loyd: Ms. Loyd stated that the ultimate decision is with the Library Director after further discussion with management team. She explained that Technical Services Manager Kathy Rush has volunteered to undergo additional management training.

Board Member Phyllis Patton: Mrs. Patton pointed out that certain actions need to be taken by managers, regardless of whether or not it falls within a manager's exact job description.

Library Director Sena Loyd: Ms. Loyd provided an example in her own work and explained how duties were changed during Mrs. Westergard's time as Interim Director. She stated that the efficiency study was implemented by the city at the same time that she began as Library Director, and so she stated that the library waited to implement its own ideas on efficiency.

Board Member Phyllis Patton: Mrs. Patton asked Mr. Ward if the board needed to get approval for a combined option.

Deputy District Attorney Joseph Ward: Mr. Ward answered that it could be done today without additional agenda items being created for a future meeting.

Board Member Pam Graber: Ms. Graber stated that they could take option two and combine it with the first portion of option one.

Library Director Sena Loyd: Ms. Loyd explained how the options could be combined.

Board Member Pam Graber: Mrs. Graber asked for more details on a combination of options one and two.

Library Director Sena Loyd: Ms. Loyd described the salary savings that would occur using those two options.

Board Member Pam Graber: Ms. Graber summarized the synthesis of the two options, explained why she didn't want to lay off anyone if possible, and asked staff for opinions.

Adult Services Librarian Susan Antipa: Ms. Antipa agreed with the idea.

Circulation and Facilities Manager Elaine Werlinger: Mrs. Werlinger asked what the makeup of the plan would be.

Library Director Sena Loyd: Ms. Loyd stated that every option would require an implementation plan.

Vice Chairperson Dianne Solinger: Mrs. Solinger asked Ms. Loyd for her opinion on the options.

Library Director Sena Loyd: Ms. Loyd stated that she didn't like option three and that option four could be detrimental to the library's budget. She stated that a combination of options one and two could be the best course of action.

Vice Chairperson Dianne Solinger: Mrs. Solinger stated that the consideration is personnel versus budget.

Library Director Sena Loyd: Ms. Loyd stated that she felt that options one and two do allow for additional savings.

Chairperson Sandy Foley: Mrs. Foley asked if the savings would occur before or after the unclassified positions under consideration were vacated.

Library Director Sena Loyd: Ms. Loyd stated that the only immediate savings that would occur would be due to the change in Ms. Antipa's position. She added that the other two managers' salaries are similar in level to a comparable salary of a CCEA employee.

Chairperson Sandy Foley: Mrs. Foley called for a five minute recess.

(5 minute recess)

Board Member Pam Graber: Ms. Graber asked about the difference between starting with a hardball position with the board of supervisors and then moving to a softer position by offering the combination of options one and two if a protest was made against the library's initial position.

Chairperson Sandy Foley: Mrs. Foley stated that she couldn't agree to such a proposal.

Library Director Sena Loyd: Ms. Loyd stated that she felt that such an idea might not lead to the library's operating functions remaining as they are currently under option four and discussed overtime considerations.

Board Member Pam Graber: Ms. Graber discussed the demerits of options three-five and then proceeded to outline a proposal for options one and two.

Vice Chairperson Dianne Solinger: Mrs. Solinger observed that this is a citywide efficiency study.

Library Director Sena Loyd: Ms. Loyd described new changes made in other city departments, such as in the city's IT structure and in the City Manager's office.

Board Member Pam Graber: Ms. Graber gave examples of how these savings could be utilized.

Chairperson Sandy Foley: Mrs. Foley stated that she felt that these are not drastic changes.

Library Director Sena Loyd: Ms. Loyd stated that it changes duties while keeping with FSLA standards.

Vice Chairperson Dianne Solinger: Mrs. Solinger asked about whether or not the library's budget could change this year.

Library Director Sena Loyd: Ms. Loyd stated that the city supervisors make changes to every budget every year. She reminded the board that expenses continue to increase, which makes it impossible to maintain the same budget from year to year.

Vice Chairperson Dianne Solinger: Mrs. Solinger expressed concern that the library's budget could become an issue if changes are not made quickly.

Library Director Sena Loyd: Ms. Loyd stated that there is no way of knowing exactly what the city supervisors will decide to do.

Vice Chairperson Dianne Solinger: Mrs. Solinger stated that it was a valid concern to discuss.

Library Director Sena Loyd: Ms. Loyd stated that doing something is better than not attempting anything.

Chairperson Sandy Foley: Mrs. Foley described the situation as a degree of change.

Vice Chairperson Dianne Solinger: Mrs. Solinger stated that she felt a good faith effort was better than nothing.

Library Director Sena Loyd: Ms. Loyd stated that the board's decision could be relayed to the city supervisors.

Chairperson Sandy Foley: Mrs. Foley stated that open discussion is important.

Board Member Phyllis Patton: Mrs. Patton agreed.

Board Member Pam Graber: Mrs. Graber reminded the board that reorganization isn't free.

Library Director Sena Loyd: Ms. Loyd pointed out that all remaining managers would likely be forced to work more hours.

Chairperson Sandy Foley: Mrs. Foley stated that before making a decision, the board would like to see a detailed implementation plan at its next meeting.

Library Director Sena Loyd: Ms. Loyd stated that budgets are going to be finalized before the next BOT meeting and that the board should discuss this topic with city supervisors.

Chairperson Sandy Foley: Mrs. Foley asked if options one and two could be selected on the condition that the board receives a detailed implementation plan.

Deputy District Attorney Joseph Ward: Mr. Ward summarized the board's position.

Vice Chairperson Dianne Solinger: Mrs. Solinger stated that she was especially concerned about the additional duties that will be assumed by the remaining managers.

Library Director Sena Loyd: Ms. Loyd stated that, while some duties would be added, other duties would be removed.

Chairperson Sandy Foley: Mrs. Foley stated that such reorganization is why she would like to see an implementation plan before the board comes to a decision.

Library Director Sena Loyd: Ms. Loyd summarized the combination of options one and two.

Deputy District Attorney Joseph Ward: Mr. Ward stated that the motion needs to include the condition of seeing and approving an implementation plan.

Vice Chairperson Dianne Solinger: Mrs. Solinger stated that data is important to have when making a decision.

Chairperson Sandy Foley: Mrs. Foley asked about changing the date of next meeting.

Library Director Sena Loyd: Ms. Loyd gave the board the timeline for budget finalization and discussed when the board could meet again.

Board Member Phyllis Patton: Mrs. Patton stated that she would like to make the motion that the board implement options one and two with the condition that the board receives an implementation plan at its next meeting.

Chairperson Sandy Foley: Mrs. Foley added that the board would like to see the breakdown of managerial duties.

Board Member Elizabeth Abarca-Angel: Ms. Abarca-Angel asked if the plan would include a work flowchart.

Library Director Sena Loyd: Ms. Loyd stated that it could be added to the motion.

Board Member Phyllis Patton: Mrs. Patton made the motion that the board accepts the study and implements the following changes: rearrange all managerial duties, create two positions as needed, integrate the Adult Services Librarian position into another managerial position, and use the salary savings from these changes to create a financial/accounting position. She stated that, before voting,

the board would like to see a workflow chart and implementation plan that details how these changes will be made, including job descriptions.

Motion: Board Member Phyllis Patton

Second: Vice Chairperson Dianne Solinger

Board Member Phyllis Patton: Mrs. Patton pointed out that it is important to explain to the supervisors what the library is accomplishing.

Deputy District Attorney Joseph Ward: Mr. Ward provided clarification on the motion.

Result: Approved

b. Discussion of Carson City Library Annual Report and Highlights of activities in 2014 – Sena Loyd

Library Director Sena Loyd: Ms. Loyd asked the board to review her annual report and shared a video highlighting last year's library activities.

Chairperson Sandy Foley: Mrs. Foley asked about the online availability of the video.

Library Director Sena Loyd: Ms. Loyd stated that it was available on the library's Youtube channel.

Chairperson Sandy Foley: Mrs. Foley asked if the video could be displayed near the entrance of the library.

Library Director Sena Loyd: Ms. Loyd stated that there is a possibility that it could also be run by the Brewery Arts Center. She added that city supervisors could also be shown this video.

Board Member Elizabeth Abarca-Angel: Ms. Abarca-Angel asked if it could also be set up for viewing at the community center.

Library Director Sena Loyd: Ms. Loyd stated that she could discuss the matter with the Parks and Recreation department.

Chairperson Sandy Foley: Mrs. Foley added that the Boys and Girls Club of Western Nevada could be a potential viewing site.

Library Foundation Treasurer Joseph Spencer: Mr. Spencer suggested that outreach could also be done at the Nevada Department of Transportation's Public Information Office.

Chairperson Sandy Foley: Mrs. Foley asked Mr. Spencer if he could follow up on that idea and suggested that Carson Now also be used as an outreach resource.

Library Director Sena Loyd: Ms. Loyd described library statistics, emphasizing digital titles loaned. She explained that there has been a dramatic increase in e-book checkouts.

Chairperson Sandy Foley: Mrs. Foley expressed appreciation for the quality titles available in the library's e-book collection.

Technical/Access Services Librarian Kathy Rush: Mrs. Rush explained that Library Assistant IV Rachel March and Youth Service Librarian Heather Butler were responsible for the wide selection in titles.

Chairperson Sandy Foley: Mrs. Foley expressed a need for greater awareness of the library's activities, especially in e-book collection development, among the general public.

Board Member Elizabeth Abarca-Angel: Ms. Abarca-Angel stated that a video could be done to show the amount of work involved in certain job tasks, such as in obtaining e-book collection development.

Library Director Sena Loyd: Ms. Loyd discussed ways to create greater transparency. She also described the work done by Adult Services Librarian Susan Antipa and Programming Outreach Manager Andrea Moore in carrying forward the computer classes that were originally made available from the BTOP grant. She explained that the first-ever Adult Summer Reading Program met with great success. She described the enthusiasm brought by Youth Services Librarian Heather Butler to the youth department and described the success of the Boys and Girls Club of Western Nevada Summer Reading Program without the use of additional funding.

She described the work done on the new website and its use as a digital library branch. She explained the various ways that the library's website can be used as outreach and showed the board its own profile page. She reminded the board that these activities are all in addition to traditional library services.

Board Member Elizabeth Abarca-Angel: Ms. Abarca-Angel asked if there are classes that include the library's website.

Library Director Sena Loyd: Ms. Loyd responded that there is a class available that teaches how to use the library's databases.

Adult Services Librarian Susan Antipa: Ms. Antipa stated that usually library website instruction is done on a one-on-one basis.

Library Director Sena Loyd: Ms. Loyd stated that there are also Spanish language classes and one-on-one assistance.

c. Discussion and possible action on performance review of Library Director

Deputy District Attorney Joseph Ward: Mr. Ward stated that there is a statutory requirement for the board to inform in writing in advance if an employee evaluation is going to be performed by the board. He pointed out that since the individual in question has known well in advance that the board was going to perform an evaluation, she can waive her right to an advance formal written notice.

Library Director Sena Loyd: Ms. Loyd stated that she waived her right to a formal written notice.

Chairperson Sandy Foley: Mrs. Foley stated that she had spoken individually with each board member about the activities of Library Director Sena Loyd. She asked for each board member to give Ms. Loyd feedback.

Board Member Phyllis Patton: Mrs. Patton discussed the library's new website and other accomplishments described during the annual report. She stated that Ms. Loyd had asked each of the board members to give her constructive criticism, so she asked that Ms. Loyd work with the staff to provide additional outreach to the public, specifically beyond those groups who already support the library.

Vice Chairperson Dianne Solinger: Mrs. Solinger stated that another open house would be nice.

Chairperson Sandy Foley: Mrs. Foley discussed whether or not there could be an anniversary event.

Vice Chairperson Dianne Solinger: Mrs. Solinger asked if such an event could be made once a year.

Library Director Sena Loyd: Ms. Loyd stated that she could discuss the matter with Programming Outreach Manager Andrea Moore.

Chairperson Sandy Foley: Mrs. Foley offered commendation on the fact that, despite Ms. Loyd's age, her credentials speak greatly to her experience. She stated that Ms. Loyd's wide range of experience has allowed her to excel in this new role as Library Director.

Vice Chairperson Dianne Solinger: Mrs. Solinger stated that during her varied interactions with Ms. Loyd, she has appreciated her ability to listen to others patiently and actively. She also appreciated Ms. Loyd's problem-solving and people skills.

Board Member Pam Graber: Ms. Graber stated that she needed time to work on her feedback.

Board Member Elizabeth Abarca-Angel: Ms. Abarca-Angel stated that she had worked with Ms. Loyd previously as the technology trainer and expressed appreciation for the passion Ms. Loyd displays alongside her knowledge of information services.

Library Director Sena Loyd: Ms. Loyd asked if the board would like to add any additional constructive feedback.

Board Member Elizabeth Abarca-Angel: Ms. Abara-Angel added that time management and delegation of duties is something that everyone needs to improve upon.

Chairperson Sandy Foley: Mrs. Foley asked for Ms. Loyd to put even greater focus on the community and efficiency in the library. She also asked for the address of the business where Ms. Loyd obtained her day-planner from.

Youth Services Librarian Heather Butler: Ms. Butler stated that she was the one that found it originally.

Chairperson Sandy Foley: Mrs. Foley discussed the need to work on maintaining efficiency in all library activities and staff functions.

Board Member Phyllis Patton: Mrs. Patton expressed admiration for Ms. Loyd's technological and school goals. She expressed appreciation for her treatment of all generations who come into the library, young and old.

Chairperson Sandy Foley: Mrs. Foley stated that there is a new book entitled "Work" and offered a quote from the book. She explained that Ms. Loyd values the individuals around her. She then stated that the director's review would be compiled and given to the city.

Library Director Sena Loyd: Ms. Loyd expressed appreciation for the board's feedback and reminded the board that the review would have to be done again in July due to a new format that the city is implementing.

Board Member Pam Graber: Ms. Graber asked to be excused from the meeting. (Ms. Graber left.)

d. Discussion and possible action on revised Carson City Library Policy

Library Director Sena Loyd: Ms. Loyd explained that the change in policy is primarily due to the fact that the Business Resource Innovation Center has moved from its location on Proctor St to upstairs in the @Two Digital Learning Center, which necessitates a change in language in the library's policy.

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

e. Request use of Gift Fund for:

- a. Discussion and possible action on purchase of RFID pads for all self check machines not to exceed \$8,600.

Library Director Sena Loyd: Ms. Loyd stated that she would like to discuss the budget with the board in detail before discussing special use of funds. She explained that general fund expenditures are on track, with a few over expenditures that will be addressed with funds in other accounts. She gave the board the budgeted, allocated amount for the gift fund, and then she explained that this figure does not reflect the actual amount available in the Gift Fund. She provided the board with the amount available in the Gift Fund that is available for use. She then explained why there is a need to purchase new RFID pads.

Chairperson Sandy Foley: Mrs. Foley explained the need for new RFID pads given the propensity for patrons to steal from the library.

Motion: Board Member Phyllis Patton
Second: Board Member Elizabeth Abarca-Angel
Result: Approved

- b. Discussion and possible action on use of part of the remaining Digitorium specified gift funds to support staffing in the Digitorium for the first 6 months of 2015.

Library Director Sena Loyd: Ms. Loyd provided the board with the amount remaining in the Digitorium specified gift funds. She explained that there is a need to provide additional funding for support staffing in the Digitorium.

Vice Chairperson Dianne Solinger: Mrs. Solinger asked if this is a one-time expense and asked about the following six months.

Library Director Sena Loyd: Ms. Loyd explained that this could be funded differently in the new grant cycle. She also explained that funds that were used to support the Summer Reading Program will be provided by the Friends this year, which meant that other funds are available.

Chairperson Sandy Foley: Mrs. Foley expressed appreciation for the efforts of Noe Garcia in the library.

Vice Chairperson Dianne Solinger: Mrs. Solinger asked if there is an exact dollar amount attached to this request.

Library Director Sena Loyd: Ms. Loyd stated that the request was left open-ended in order to allow the library to bring Mr. Garcia in for additional hours if needed.

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

- f. Discussion and possible action on opening Sundays, keeping current open hours at 56hrs per week.

Library Director Sena Loyd: Ms. Loyd provided the reason why this subject has come up, explaining that during the library's previous strategic plan, a survey was conducted with the community. She stated that the number one request made by patrons was for the library to be open on Sundays. She stated that, given the primary goals of the library's current strategic plan, opening different hours would give students a greater opportunity to be able to use the library. She provided the board with examples as to how this could take place and explained how this benefits both patrons and employees alike. She also expressed that there has already been positive feedback from individuals who have heard about this plan.

Vice Chairperson Dianne Solinger: Mrs. Solinger asked about library demographic nationwide and in the region.

Library Director Sena Loyd: Ms. Loyd answered that, outside of Nevada, there are very few libraries closed on Sundays. She added that, within Nevada, few libraries are open on Sunday. She also pointed out that, in the immediate area, there is no free public access to the Internet available on Sundays.

Board Member Phyllis Patton: Mrs. Patton asked about the impact this change might have on the senior population in the community.

Library Director Sena Loyd: Ms. Loyd answered that people liked the idea of being able to come to the library more. She also pointed out that regulars who come in the mornings are usually jobless or homeless and that these groups would likely benefit more from the library being open on Sunday rather than earlier in the day during the week.

Board Member Phyllis Patton: Mrs. Patton agreed.

Chairperson Sandy Foley: Mrs. Foley stated that this action would be a public relations boost for the library.

Board Member Elizabeth Abarca-Angel: Ms. Abarca-Angel stated that it shows the amount of care that the library has for the community.

Library Director Sena Loyd: Ms. Loyd stated that this is a reflection of what the community wants from its library.

Vice Chairperson Dianne Solinger: Mrs. Solinger stated that an example of patron feeling on the matter can be seen when individuals are apoplectic when the library is closed on holidays.

Library Director Sena Loyd: Ms. Loyd replied that holiday closing is an issue that would have to be decided upon by the board, since holiday closings are mandatory. She also explained how the breakdown of staff could work with a new schedule.

Adult Services Librarian Susan Antipa: Ms. Antipa stated that consistency is important for staff.

Library Director Sena Loyd: Ms. Loyd stated that she could return to the board with an exact time frame on changing the library's hours. She also stated that it was important to inform the public well in advance.

Motion: Board Member Phyllis Patton

Second: Board Member Elizabeth Abarca-Angel

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 asked if the board had any other questions about the budget, since it had already been discussed earlier.

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

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 relayed to the board that former board member Robert Kennedy has been hospitalized due to a broken hip.

XIII) 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.

XIV) Action – Library Board Adjournment