

**CARSON CITY LIBRARY
MINUTES OF MEETING
OF THE BOARD OF TRUSTEES
June 18, 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.

Quorum established; Absent: Vice Chairperson Dianne Solinger

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. 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. The Chairperson may remove any person who willfully disrupts this meeting to the extent that its orderly conduct is made impractical.

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

- a. May 28, 2015 (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 (Graber): She stated that there was nothing to report.

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

- a. Fund generation & activities since last report.

Board Member Phyllis Patton (Patton): She stated that the Friends report was in the board members' packets and that recent book sales have gone well.

IX) Library Board of Trustees Business

- a. Discussion and possible action on performance review of Library Director.

(This item was moved to take place after all other Business items.)

Library Director Sena Loyd (Loyd): She stated that she waived the right to be notified regarding her performance review.

Chairperson Sandy Foley (Foley): She asked if copies had been made of the last review.

Loyd: She stated that she did not and explained to Board Member John Liveratti (Liveratti) why a second review is occurring so close to the last one. She gave the board the opportunity to add additional goals and objectives in order to fulfill the city's requirements. She added that it would be posted on the library's website.

Foley: She asked if it needed to be posted on the library's website.

Loyd: She stated that it did not, but that she felt that it was a necessary step in maintaining the transparency of the library's administration. She added that she felt quarterly reviews would also be prudent for the board to conduct, in order to ensure that she is meeting the goals set forth by the board.

Foley: She described an email that Vice Chairperson Dianne Solinger (Solinger) sent about her view of the Library Director's objectives and also gave Graber's comments, explaining that she wanted Loyd to feel empowered by the board as its Library Director.

Patton: She described her appreciation for Loyd's decision-making skills, especially with regards to the citywide efficiency study. She also praised Loyd's outreach and marketing in the community. She advised Loyd to be cautious, especially with regards to overextending herself personally.

Liveratti: He stated that since he had not seen the previous review, he did not wish to comment.

Loyd: She stated that Liveratti could examine the review and provide comment directly to Foley, and then it could then be added to the final review.

Foley: She expressed appreciation for Loyd's efforts with regards to the citywide efficiency study, as well as her level of transparency in the community and with the board. She congratulated Loyd's ability to make allies out of library detractors. She appreciated the recent move to open hours on Sunday and contrasted this decision with recent discussions of a possible library closure in Washoe County. She added that the fact that the move was made without an increase in funding was commendable.

Loyd: She expressed appreciation for staff flexibility in moving to the open hours on Sunday.

Foley: She agreed and asked Loyd to continue coming up with new ideas to improve library services. She asked what other steps need to be done to complete the review.

Liveratti: He asked if a new document needed to be prepared to provide to the city's HR department or if merely an updated version of her last review would suffice.

Loyd: She replied that the document is prepared by the board's Chairperson and that Foley would be able to add his comments at a later date. She explained that Foley could prepare the document and then the board could approve it at its July meeting.

Liveratti: He stated that it would make sense to have a document prepared.

Loyd: She responded that a document must be prepared by Foley and that it needed to be submitted as soon as possible.

Liveratti: He replied that it could simply be the same review as last time.

Loyd: She stated that a status change form simply needed to be filled out and turned into HR, explaining that she was declining her merit increase and that the review has been conducted.

Foley: She asked if she needed to sign the review.

Loyd: She stated that she thought that Director of Human Resources Melanie Bruketta (Bruketta) had to approve the final review.

Liveratti: He asked how Bruketta would know to sign the review.

Loyd: She responded that the board minutes would reflect the completion of the review. She explained that the logistical difficulty for the library board had to do with the library department's lack of an internal HR department.

Liveratti: He recommended that, due to the brief length of time involved, a status change form be added to the last review and submitted with no changes.

Motion: Board Member John Liveratti

Second: Board Member Phyllis Patton

Result: Approved

Loyd: She asked if the board wished to use the document that she had available at the meeting.

Patton: She asked if the status change form was also available.

Loyd: She replied that she did.

Foley: She asked if she needed to sign it.

Liveratti: He stated that it made sense to sign it again with a new date.

Loyd: She agreed.

Liveratti: He stated that a new sheet should be added to the document for the signature.

Foley: She stated that she could sign it and bring it to HR tomorrow.

Loyd: She stated that it needed to be filled out at the meeting and that it could be sent over to HR.

b. Request use of Gift Fund for:

1. Discussion and possible action on matching funds from The Friends of the Carson City Library for Lynda.com video learning database not to exceed \$6,000.

Loyd: She described the breakdown of the quote for Lynda.com and explained the amounts that will be paid by funds from the Friends and funds from the City. She explained the usefulness of Lynda.com and how patrons can use it. She explained that its current use is restricted to library IP addresses. This database would provide access from any location by library patrons, including city staff in all

departments. She described examples of the video tutorials that are available on the website and stated that, if approved, this action would make it available to every Carson City Library patron from any location.

Liveratti: He asked for a breakdown of the amounts that would be supplied from each group.

Loyd: She explained that the purchase would require \$6,000 from the Friends of the Carson City Library, \$6,000 in matching funds to be approved by the board, and \$1,125 from the City.

Foley: She asked for confirmation that Lynda.com would be available from any location.

Loyd: She replied that it would and that it would also allow City employees to receive additional training as well.

Patton: She stated that this would be a significant improvement to its currently limited access.

Loyd: She explained that it is currently available on all computers at the library but that it is limited to the library's network.

Adult Services Librarian Susan Antipa (Antipa): She described patron reaction to the limitation on its use and how this change would benefit patrons.

Graber: She asked about whether or not statistics could be collected on patron use.

Loyd: She stated that the library would have access to usage statistics and could potentially use this data to obtain funding.

Graber: She asked about the status of the Gift Fund and whether this purchase would affect it greatly.

Loyd: She stated that the total number of unencumbered funds available in the Gift Fund amounts to \$130,797.

Graber: She stated that marketing and outreach is needed to increase its usage.

Loyd: She explained that Lynda.com might provide early access and additional marketing tools. She also discussed ways the library can promote the website.

Foley: She stated that marketing is extremely important for libraries.

Graber: She asked whether or not other libraries in the region have paid for a similar subscription.

Loyd: She replied that no other libraries in Nevada have paid for full access to Lynda.com. She added that its integration into the MT-1 program allows for individuals to learn how to use a computer and then enter the certification program. She added that this also allows the library to more effectively promote its other programs and resources to individuals in the community, such as at Western Nevada College (WNC). She also explained that Lynda.com allows patrons to access information on programs that aren't available at the library.

Motion: Board Member Pam Graber
Second: Board Member John Liveratti
Result: Approved

2. Discussion and possible action on matching funds from LSTA FY15 Habits of Mine(Craft) mini grant not to exceed \$4,516.64.

Loyd: She explained that the number in the agenda item is so exact due to the amount of the grant itself. She described the grant process to the board and explained that requests for sufficient amounts in advance can be difficult. She stated that the Friends have already granted funds for this program. She reminded the board that this program closely follows the goals of the library's strategic plan and that it was ranked first among similar grants in Nevada.

She explained that the required funds are for several items: servers to provide a safe environment that is separate from Minecraft's online environment; a staff member to run the program in the Digitorium using its Macbook Pros; incentives for participants; and marketing for the program.

Patton: She asked about the potential number of participants.

Loyd: She replied that it would likely be around 600 and that this number was based on research done during the grant writing process.

Patton: She asked about the grade ranges involved.

Loyd: She answered that the target audience is 6th to 10th grade.

Patton: She stated that this was a good age to help engage children with new technology.

Loyd: She pointed out that it was almost certain that someone was currently in the library playing Minecraft.

Foley: She stated that she felt this added another important dynamic to the library.

Loyd: She agreed, stating that this program would serve as a learning tool that is fun and engaging.

Motion: Chairperson Sandy Foley
Second: Board Member Phyllis Patton
Result: Approved

3. Discussion and possible action on purchase of a gate for the foyer out of the remaining FF&E funds.

Graber: She asked if this is the same agenda item that was already discussed by the board previously.

Loyd: She stated that these funds have already been allocated for FF&E and that the board simply had to approve the purchase.

Foley: She asked for the exact cost of the gate.

Loyd: She replied that the amount is \$4,276.

Motion: Chairperson Sandy Foley
Second: Board Member Phyllis Patton
Result: Approved

Loyd: She described the new ways in which the library can be used due to the addition of the gate and possibly even monetize the space.

(Board Member Pam Graber left the meeting.)

c. Presentation and discussion of Digitorium Year End Report

Loyd: She recommended that this item be postponed until after the joint meeting with the Carson City Board of Supervisors and the Carson City School District.

Foley: She asked about the date of that meeting.

Loyd: She answered that it would take place on June 25th and that if most of the board wished to attend, a notice of quorum could be posted for that meeting.

X) Library Director administrative reports (report only)

- a. Report on current FY Budget, and Gift Fund
- b. Activities and operations of Library since last report

Loyd: She described transfer requests in the 101 General Fund in order to accommodate line items that are currently overexpended. She explained that funds will be returned to the city, since the library rarely expends its entire budget and certain salary savings have occurred. She explained use of and funding sources for the Gift Fund to the board, and she described instances where the library directly uses funds, reminding the board that Gift Fund expenditures of \$500 or less do not require board approval. She explained the use of the professional services fund, which is used primarily to pay grant-funded purchases. She explained that the FF&E line item will be removed, since those funds are put back into the Gift Fund at the beginning of each fiscal year. She also explained other line items to the board, such as items related to the Digitorium and the Friends of the Carson City Library. She also explained the budget reports that are given to each board member.

She stated that four part-time students are going to be joining the staff, including one participant from the New Entrepreneurial Network Club put on by the Hop and Mae Adams Foundation and the Carson City High School.

She described the library's recent marketing and outreach efforts and described efforts to reach the community on Facebook and provided statistics on the library's Facebook page. She also explained the ways that promoting the library through Nevada Photo Source, the Nevada Appeal, and Carson Now have met with success.

Patton: She stated that she felt it was important for individuals to be informed about library activities.

Loyd: She read comments from the Nevada Appeal Facebook post made about the library's new hours of operation.

Patton: She described recent comments given in the suggestion box at the Browsers Corner.

Loyd: She described statistics and patron use on Sunday.

Patton: She stated that she felt that Sunday traffic would likely increase over time.

XI) Administrative reports (written report only)

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

XIII) General Public Comment

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XIV) Action – Library Board Adjournment