

**CARSON CITY LIBRARY
MINUTES OF MEETING
OF THE BOARD OF TRUSTEES
July 30, 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. The meeting was chaired by Deputy District Attorney Joseph Ward (Ward) until a temporary chairperson was selected.

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. June 18, 2015 (Regular Meeting)

Motion: Board Member Phyllis Patton
Second: Board Member John Liveratti
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.

Board Member John Liveratti (Liveratti): He made a motion that the board take Item 9b next and select a temporary chairperson for the board.

Motion: Board Member John Liveratti
Second: Board Member Phyllis Patton.
Result: Approved

(Item 9b is taken next.)

Board Member Phyllis Patton (Patton): She explained that the board's chairperson resigned as of July 1st and the board's vice chairperson's term expired prior to the Carson City Board of Supervisor's meeting in August. She stated that the election of new board members would not take place until that meeting and that the board wanted to wait until it had a full number of members to select a permanent chairperson and vice chairperson.

Ward: He stated that the temporary chairperson would serve until the selection of a permanent chairperson at a future meeting.

Liveratti: He recommended that Patton be elected as the temporary chairperson.

Motion: Board Member Pam Graber

Second: Board Member John Liveratti

Result: Approved

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.

Carson City Library Foundation Treasurer Joseph Spencer (Spencer): Spencer stated that there is currently \$13,744 in available, unrestricted assets and \$13,000 in restricted assets. He explained that the Foundation recently gave \$10,000 in matching funds for the MT-1 certification program and that this check would leave \$3,744 in unrestricted funds. He explained that there was lengthy discussion at the latest Foundation meeting about the future of the Foundation. He stated that the Foundation board deliberated with the representative present from the Friends of the Carson City Library (Friends), Patton, and determined to dissolve the Foundation, putting it to a vote that was approved.

He explained that the bylaws of the Foundation state that its remaining funds can be given over to the Friends, the library's Gift Fund, or the City, and that the Foundation chose to turn its remaining funds over to the Friends. He explained that at the Friend's annual meeting, he was elected vice chairperson to the Friends and that the Foundation will continue on an ad hoc basis as a committee to the Vice Chairperson of the Friends. He described the legal issues involved with closing the Foundation and reminded the board that if the Foundation is used to engage in fundraising on behalf of the library again, it would have to be reopened using those same channels.

Temporary Chairperson Phyllis Patton (Patton): She asked if the dissolution of the foundation was a unanimous decision.

Spencer: He stated that it was a unanimous decision by all board members.

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

- a. Fund generation & activities since last report.

Patton: She explained that the board had a successful Christmas in July food drive. She added that the Friends volunteers are currently being trained to use the Square cash app for transactions and that the bookstore plans to use the app for debit and credit card transactions beginning August 17th. She added that the Friends are planning on selling tickets online, beginning with the Defending the Caveman event on September 12th. She explained that Julie Geise is serving as chairperson on the committee planning the rest of the year's events in celebration of the Friends' 50th anniversary. She stated that the Friends are preparing to display the Charles Convis collection of western history and that weekly specials have been implemented at the Browser's Corner in order to increase sales.

IX) Library Board of Trustees Business

- a. Discussion and presentation from Brewery Arts Center.

Brewery Arts Center President Kyle Horvath (Horvath): He explained that he also serves as social media director for the Carson City Visitors Bureau and is active with the Downtown Business Association. He stated that the Brewery Arts Center (BAC) has spent time working on fiscal issues and space reorganization and that it now hopes to collaborate with other organizations in the community. He wanted to present to the board some ideas to work together to improve the community. He provided an example of the Berkeley's Community Library, where patrons have the ability to check out art resources and that the library could set up a satellite location at the BAC where patrons could check out materials, from library books to paintbrushes.

He explained that the new media center at the BAC could be used to coordinate with the efforts at the library to teach classes and that patrons could be set up to use these spaces as well. He added that collaboration could provide great opportunities for patrons and provided examples, such as lecture series and large events, and he explained that rates are made affordable for community members.

Patton: She inquired as to the types of spaces available.

Horvath: He replied that there are three indoor facilities. He stated that the performance hall recently received an upgrade to its sound and lighting equipment and that it can seat between 180-250 people. He explained that the Blackbox Theater can hold between 100 -120 people and that it will be used to livestream a TedTalk in April that will be taking place in the performance hall. He added that the facilities have full streaming and recording capabilities. He also stated that the ballroom was recently renovated and has a normal capacity of 80 people. He also pointed out that Minnesota St is being shut down and that BAC will be using that stage as an outdoor venue, beginning with the Jazz and Beyond Festival. He stated that reorganization of classroom space will be undertaken to create a lounge space for users.

Board Member Pam Graber (Graber): She expressed appreciation for the accommodations at the BAC. She asked for details about the BAC's ideas.

Horvath: He replied that he felt that a space could be dedicated to large bookshelves, comfy chairs, and checkouts, which would serve as an art resource center. He stated that this conversation came out of a desire to incubate artists, provide classes, and use facilities to showcase the efforts of new artists.

Graber: She stated that the library should explore collaboration with the BAC further.

Library Director Sena Loyd (Loyd): She stated that equipment brought back from the Business Resource Innovation Center (BRIC) is still available and could be repurposed.

Graber: She asked if this was an action item.

Ward: He stated that it was not.

Loyd: She stated that she could inquire into this collaboration if the board so desired.

Graber: She stated that Loyd should do so.

b. Board election of temporary Chair

(Already covered under section V.)

- c. Discussion and possible action to include the Carson City Library Deselection Policy into the Carson City Library Policy.

Loyd: She stated that this discussion took place, not because the library doesn't already do these things, but because national attention has recently looked at the practices of libraries in this regard. Consequently, the need to have an exact policy in place to direct staff is important, so that there is greater transparency with regards to the library's deselection activities.

Liveratti: He expressed appreciation for this move and stated that it allows staff to direct patrons more clearly regarding the library's policy of removing materials.

Loyd: She explained that management staff was responsible for its language.

Graber: She asked if withdrawn items are retained electronically.

Loyd: She explained copyright laws and how retention of items electronically would usually violate those laws.

Liveratti: He stated that most items that are not under copyright law are already available online.

Adult Services Librarian Susan Antipa (Antipa): She stated that there are alternative resources found in research libraries and archival institutions but that public libraries do not normally retain copies of every possible material.

Motion: Board Member John Liveratti

Second: Board Member Phyllis Patton

Result: Approved

- d. Discussion and possible action to review the Carson City Library Policy and Strategic Plan 8/27/2015.

Loyd: She explained that the board generally reviews the Patron Policy every six months and that the Strategic Plan should be reviewed since it is over two years old. She stated that this item is merely to remind the board that it can put a review of the policy on the August agenda.

Patton: She stated that it could be done at the next meeting since there should be new board members.

Graber: She asked if the policy could be done now and the strategic plan at a later date.

Patton: She replied that it would need to be done at a later meeting.

Loyd: She reminded the board that this was a reminder to review the policy and plan for a later meeting. She added that they could be started at one meeting and finished at another.

Liveratti: He asked if new board members would be selected by then.

Loyd: She answered that their selection would be taking place soon and that the new members would be at the next board meeting.

Liveratti: He stated that he would prefer that the policy be discussed at one meeting and the strategic plan at another meeting and that it should be done soon.

Loyd: She answered that this gives her time to make requested changes and bring them back before the board.

Liveratti: He asked if the deselection policy would be added by that time to the patron policy.

Loyd: She replied that it wouldn't be added to a separate patron policy but rather to the library's policy as its own section since it doesn't usually involve patron interactions.

Graber: She asked if there were any other changes that needed to be made.

Loyd: She answered that there are certain specific areas that need to be made, such as removing remaining sections dedicated to the BRIC and whether or not there are sections that the new board would like to revise.

Liveratti: He asked if an email could be sent to each of the board members detailing each of the potential changes to the policy.

Ward: He answered that the email would have to focus on providing information to the board members and that discussion couldn't take place between board members electronically about the changes.

Liveratti: He clarified that he meant only an email to provide information.

Ward: He stated that there was no problem as long as it was made clear in the communication that there was no intention of creating a quorum or circumventing open meeting law and that it was meant as information-sharing only.

Loyd: She added that the only other major additions are to the Internet use and unattended children sections of the policy.

Patton: She suggested that the board begin with the policy in August and then move onto the strategic plan review in September.

Graber: She asked if it was possible to have a separate meeting to discuss the library's strategic plan, especially since there will be new members on the board that weren't present for its creation.

Ward: He stated that if a quorum was present, it could be set up as a workshop

Liveratti: He asked if there was a need for an agenda if no action was taken.

Ward: He stated that if there is any deliberation towards a decision while a quorum is present, the meeting has to be set up using open meeting law restrictions.

Graber: She reiterated that she meant it as informational, not as an action-taking meeting.

Loyd: She agreed and stated that staff could be present to participate in the discussion.

Graber: She stated that a library tour would be important for the new members of the board.

Ward: He replied that making an agenda for a workshop fulfills the requirements of open meeting law.

Patton: She moved that the library work on the policy changes in August and the strategic plan in September.

Motion: Temporary Chairperson Phyllis Patton

Second: Board Member Pam Graber

Liveratti: He added an addendum to the motion that a workshop be set up prior to the August board meeting and that the same process be used for the strategic plan.

Loyd: She stated that the only difficulty lies in the fact that due to the time frame involved, the two new board members may not be able to participate if they have not been sworn in yet.

Liveratti: He stated that they could attend as members of the public if that occurred.

Result: Approved

e. Request use of Gift Fund for:

a. Discussion and possible action on use of funds for Teen events not to exceed \$1,750 in 2015.

Digitorium Coordinator Molly Walt (Walt): She introduced herself and talked about the success of the first teen event in the library.

Assistant Morgan Gillot (Gillot): She described the teen game night that the library had at the library. There were 26 teens of a variety of social classes. She explained that they would like to have a dance party on August 22nd and would like to request funds to go toward a DJ, decorations, and food. She stated that the theme of the party is Back in Time and that different sections of the library would be decorated according to different time periods. She explained that they had a focus group in June with 10 teens and that this is one of the ideas that came from that group.

Loyd: She added that a parent brought her daughter from Sparks to attend the event due to her boss telling her about this event and that this would be a safe environment.

Walt: She stated that they were given a lot of positive feedback, especially from parents, since there aren't a lot of things for teens to do in the area. She added that a karaoke night at the library provides something particularly for teens since there aren't places in the area that provide karaoke but don't serve alcohol. She reiterated that the focus among parents was on the fact that the library is a safe environment. She stated that 26 teens was a good number for games and that a dance night would attract more teens because it wouldn't require additional instruction like games. She stated that certain monthly events that are planned may change since there will be another focus group in August.

Gillot: She explained that teen event ideas included cosmetology tutorials from local hairdressers, a selfie contest, a talent competition and pageant, sleepover/movie night, creative writing classes, a vine competition, a scavenger hunt, a chopped/chef competition, video game competition, Monday night live, game night, and battle of the bands.

Walt: She stated that social media has been leveraged to reach teens in the area about these events.

Loyd: She stated that two parent volunteers also helped make the event a success.

Walt: She showed the board the flyer that is being used to promote the event.

Motion: Board Member Pam Graber

Second: Board Member John Liveratti

Result: Approved

Walt: She asked Patton for the contact information of the DJ from the New Year's Eve party.

X) Library Director administrative reports (report only)

a. Report on current FY Budget, and Gift Fund

Loyd: She explained that the library FY budget is currently 97% expended for FY 2015, due to certain bills that have yet to be posted. She explained current expenditures in FY 2016 include contractual services for the library's CLAN membership, as well as collection budget items and staff salaries. She stated that the 2015 Gift Fund was expended by 44%, but she reminded the board that this is normal since all of the funds are not usually expended in the Gift Fund each year. She stated that very few expenditures have been made for 2016. She pointed out that the beginning balance for the year is \$84,000, while the end-of-the-year budget was \$92,000. She explained that these differing figures reflect only the budgeted amount, not the total available in the Gift Fund.

b. Activities and operations of Library since last report

Loyd: She stated that the Department Business Manager position is being filled by Diane Baker, who is currently the Library Services & Technology Act (LSTA) grant manager at the Nevada State Library and Archives (NSLA). She presented to the board a slideshow highlighting recent activities of the library and discussed the creation of the Kennedy Children's Corner. She described how the library has met its strategic plan's goal of inspiring learning through a variety of adult and children programs, as well as outreach throughout the community.

She described the importance of the library's facilitating connection in the community through the children's corner, teen events, Sunday open hours, and events on Sunday, including the Sundaes on Sundays event. She stated that the library's goal of creating opportunity included children's events, such as Geek Pride Day, as well as the MT-1 program and the Nevada's Working Capital grant. She described current events at the library and its outreach efforts with local manufacturers and the Nevada State Fair.

XI) Administrative reports

a. Adult Services

Antipa: She described how the adult services department has provided cultural programs, technology training, and test proctoring. She stated that the strategic plan's goals have been met through using the library's staff and resources through programs at the library such as: International Film Week, a community read of a local author, a performance by a Celtic guitarist, and the Adult Summer Reading Program. She explained that the @Two Training Hub has hosted 51 classes for 203 students since the beginning of the year and that adult services has provided 23 one-on-one sessions with librarians and an Overdrive workshop.

She described Lynda.com and how access has been gradually increased to the point where remote access is available to patrons in their homes. She described how citizenship classes have been available at the library and how six students successfully completed the program, some of whom went on to become citizens. She explained that individuals come from all over the region to have tests proctored at the library and that 16 tests have been proctored this year. She also described for the board longstanding library programs that enrich the community, such as homebound delivery services, the Nevada Reference collection that recently received new cases, and the VITA tax preparation program. She discussed upcoming adult programs, including an author event and a banned books virtual read-out event.

b. Access Services

Access Services Librarian Kathy Rush (Rush): She explained that the previous FY began with the consolidation of Technical Services and Circulation and described the daily activities of both services. She described how the Kindle checkout program was expanded and described the move of the library's adult graphic novels into their own section. She described efforts to assist in the Digitorium by cataloging the digital equipment that was made available to students and other hardware used in the children's area. She described her recent LEAN training through the city to help further maximize staff time.

She stated that, during this FY, the number of lease books provided at the library will increase from 80 to 100 books a month and that 30 lease books will be added to the youth collections a month in order to reduce waiting times for patrons. She stated that new items in the Carson City Library will be kept for six months before circulating to other CLAN libraries in order to save costs and provide better service to the community. She described plans to expand the Kindle collection again and to provide more information about the ebooks available through the library's Overdrive system to patrons through the use of shelf cards as advertisements in the collections and stickers on the cover of books that point to the digital collection.

c. Youth Services

Youth Services Librarian Heather Butler (Butler): She stated that her report is a summary of the youth department's 104 events and 2,591 participants since January. She explained that in addition to the recurring programs such as Lego Club and Family Storytime, the youth department has added other regular events, such as Craft Tuesdays and the Game Corner. She explained how youth program events coincide with the library's strategic plan and described the education components included in programs. She stated that the youth department engaged in more than a dozen outreach events and library tours, such as assemblies, National History Day, and STEAM nights.

She explained that grants have helped the department to accomplish these goals, such as the Diversity in Action grant that allowed the youth department to develop its collections diversity and bring in a culturally-based performance. She described the Raley's Nickel-Aid fund that helped enhance the Lego Club and purchase new educational sets. She described the Summer Reading Program (SRP) grant that helped pay for materials and events. She explained that these grants add up to roughly \$10,000 worth of funds that helped to promote the library and improve its materials. She described the website that was used to run the SRP this year. She explained that the library has an upcoming grant that is focused on Minecraft, a creative, online program that is popular with middle school students and younger high school students. She discussed the steps taken at the Boys and Girls Club to help keep the Carson Branch Anywhere operational despite technical difficulties.

Loyd: She explained that the machine that was used to dispense materials at the Boys and Girls Club is not functioning correctly and that WNC is going to use it as a project in one of its classes and hopefully repair the machine in the process.

Walt: She described the Digitorium to the board and explained that during the 2014-2015 year, the space was used to create public service announcements (PSAs) by high school freshmen. She stated that, since the program was so well-received, the program will continue during the next school year and that student PSAs will focus on anti-bullying, as per the Assistant Superintendent's request. She explained that the second half of the grant focused on digital portfolios and the use of a program called Career Cruising. Since it isn't currently mandatory for teachers to use as part of their curriculum, focus has been on teaching parents about this resource. She described other opportunities at the Digitorium, including Senior Projects, Shark Tank, National History Day

Projects, Parent Engagement Nights, and CHS Student-Led Conferences.

She explained that 56% of students chose to use the Digitorium to perform their conference. She explained that these programs will continue this year as well. She explained that the Library has fulfilled both the goals of Carson City's Strategic Plan and the Carson City School District's Strategic Plan. She stated that, due to restrictions on the grant, these projects were limited, but she said that now these projects can begin at the start of the school year. She stated that Carson High School students will be given the opportunity to intern at the library and help run the Digitorium. She described some of the resources that were provided in the space, such as resume writing and job searching skills. She added that a partnership with WNC would allow students to make ads for local manufacturers. She reiterated that fun teen events will also be happening in the space.

d. Youth Liaison Board of Trustees and Teen Advisory Board Representative (written)

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