

**CARSON CITY LIBRARY BOARD OF TRUSTEES**

**Minutes of the February 25, 2016 Meeting**

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**DRAFT**

A regular meeting of the Carson City Library Board of Trustees was scheduled for 5:30 pm on Thursday, February 4, 2016 in the Library Digitorium, 900 North Roop Street, Carson City Nevada.

**PRESENT:** Chairperson Jeremey Hays  
Vice Chair Dianne Solinger  
Trustee Phyllis Patton  
Trustee John Liveratti

**STAFF:** Sena Loyd, Library Director  
Iris Yowell, Deputy District Attorney  
Tamar Warren, Deputy Clerk

**NOTE:** A recording of these proceedings, the Library Board's agenda materials, and any written comments or documentation provided to the Clerk during the meeting are part of the public record. These materials are available for review, in the Recording Secretaries Division of the Carson City Clerk's Office, during regular business hours. For minutes and audio recordings of this Board's meetings please visit [www.carson.org/minutes](http://www.carson.org/minutes).

**I. CALL TO ORDER - ROLL CALL (5:33:27)** - Chairperson Hays called the meeting to order at 5:33 p.m. Roll was called; a quorum was present. Trustee Pamela Graber was absent.

**II. PUBLIC COMMENT (5:33:53)** – Chairperson Hays entertained public comments. Elyse Monroy read a prepared statement, incorporated into the record, encouraging the library to develop healthcare literacy programs.

**III. FOR POSSIBLE ACTION: APPROVAL OF MINUTES OF PREVIOUS MEETING – (FEBRUARY 4, 2015 REGULAR MEETING) (5:37:13)** - Chairperson Hays introduced the item. Ms. Loyd noted that a corrected version of the minutes had been presented to the Board. Chairperson Hays entertained any other comments or revisions, and when none were forthcoming, a motion. **Trustee Patton moved to approve the minutes, as presented. Trustee Liveratti seconded the motion. Motion carried 4-0.**

**IV. INFORMATION ONLY - FRIENDS OF THE CARSON CITY LIBRARY REPORT – (5:37:59)** – Trustee Patton presented the report and announced that the author of the children's book *Spooner the Bear*, [Jake Willers], will be at the Browser's Corner Bookstore on Saturday, February 27, 2016, 1-3 p.m. for a reading and signing event.

**V. FOR POSSIBLE ACTION – LIBRARY BOARD OF TRUSTEES BUSINESS**

**a. PRESENTATION, DISCUSSION AND REVIEW OF THE CARSON CITY LIBRARY POLICY. (5:39:09)** – Ms. Loyd presented the policy document and reviewed the changes that were highlighted in blue. Ms. Loyd clarified for Trustee Liveratti that the document was approved in August 2015; however, she was reviewing it to bring the new trustees up to speed. She also noted that the Library Bill of Rights was written by the American Library Association and could not be modified by other groups. Chairperson Hays entertained recommendations from the audience in the form of public comments; however, none were forthcoming.

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**VI. INFORMATION ONLY - LIBRARY DIRECTOR ADMINISTRATIVE REPORTS**

**a. REPORT CONCERNING THE CONDITION OF THE CITY FY BUDGET (101) AND GIFT FUND (230).** (6:16:37) – Ms. Loyd reviewed the agenda materials, and clarified that in the 101 City Budget section, with 67 percent of the fiscal year lapsed, the budget was at 59 percent spent, adding that they were over on the telephone budget, which would be amended by the end of this fiscal year. Ms. Loyd also noted an overspending in the books and periodicals gift fund, which she explained would be corrected, as they were charged to the wrong fund. She also reviewed the grant funds and their uses. Trustee Patton was informed that the “Raley’s Nickel Aid” fund was a grant received from Raley’s [Supermarkets] last year. Ms. Loyd also explained that the Summer Reading Program may be extended to a six-month period, with the potential of having it all year round, should the grant and staffing limitations allow it. There were no public comments.

**b. REPORT CONCERNING ACTIVITIES AND OPERATIONS OF LIBRARY SINCE LAST REPORT** (6:22:23) – Ms. Loyd also reviewed the Director’s Report, which is incorporated into the record, and noted increases in the OverDrive Circulation and in questions asked and answered, both in January, 2016. Chairperson Hays received clarification that even though there were fewer questions in January 2015, the attendance numbers had not decreased. There were no public comments.

**VII. ADMINISTRATIVE REPORTS** (6:27:19) – Chairperson Hays Introduced the item.

**a. ADULT SERVICES UPDATE AND ACTIVITIES SINCE LAST REPORT** (6:27:28) – Ms. Loyd stated that a copyright workshop with Attorney Carolyn Wright, and a business alliance meeting had taken place at the Library earlier that month. There were no public comments.

**b. ACCESS SERVICES UPDATE AND ACTIVITIES SINCE LAST REPORT** (6:29:18) – Kathy Rush, Access Services Manager, presented the report which is incorporated into the record. She also announced that this year’s OverDrive global “Big Read” [March 17-31, 2016] will feature *American Sniper* by Chris Kyle. There were no public comments.

**c. YOUTH SERVICES UPDATE AND ACTIVITIES SINCE LAST REPORT** (6:33:04) – Heather Baird, Youth Services Librarian, presented the report which is incorporated into the record. There were no public comments.

**d. YOUTH LIAISON BOARD OF TRUSTEES UPDATE AND ACTIVITIES SINCE LAST REPORT** (6:35:28) – Sara Knight introduced herself and announced that Winter Wonderland, the Teen Leadership Night, had been postponed and would now take place in March, as a spring event.

**VIII. NON-ACTION ITEMS – BOARD MEMBER ANNOUNCEMENTS AND REQUESTS FOR INFORMATION** (6:36:01) – Chairperson Hays entertained announcements or requests for information; however, none were forthcoming.

**IX. PUBLIC COMMENT** (6:36:19) – Chairperson Hays entertained public comments; however none were forthcoming.

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**X. ACTION TO ADJOURN (6:36:47) – Trustee Liveratti moved to adjourn. The motion was seconded by Trustee Patton.** Chairperson Hays adjourned the meeting at 6:37 p.m.

The Minutes of the February 25, 2016 Carson City Library Board of Trustees meeting are so approved this 28<sup>th</sup> day of April, 2016.

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JEREMEY HAYS, Chair