

**CARSON CITY LIBRARY  
MINUTES OF MEETING  
OF THE BOARD OF TRUSTEES  
August 23, 2012**

**\*Item I:**        Call to Order of the Carson City Library Board of Trustees Chairperson Sandy Foley called the meeting to order at 5:30 p.m., Thursday, August 23, 2012.

**\*Item II:**        For possible action - Roll Call of Board Members and Determination of Quorum  
\*Chairperson Sandy Foley; Vice-Chairperson Drew Simmons; Board Member Robert Kennedy; Board Member Maxine Nietz  
Board Member Robin Williamson is excused from the meeting.  
Quorum Established

**\*Item 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. Comments may be limited to three minutes per person or topic. If your item requires extended discussion or action, please request the Chairperson to schedule the matter for a future meeting. No action may be taken on a matter raised under this item of the agenda until the matter itself has been specifically included on an agenda as an item upon which action may be taken.

\*Fred Voltz stated he had questions about the Library Board meeting dates not being on the website calendar, paid staff parking, status of the library roof repair,

\*Library Director Sara Jones stated that roof repair costs would be listed in the capital improvement master plan.

\*Youth Librarian Amber Sady showed where the meeting dates are listed on the website.

\*District Attorney Moreen Scully stated that it is ok to put tentative dates on the website.

**Item IV:**        For possible action - Minutes of previous meeting for approval/amendment. (Action)  
a. July 26, 2012 (Regular Meeting)

**\*Motion:**        Board Member Maxine Nietz: Moved to approve the Minutes of the July 26, 2012 meeting.

**\*Second:**        Vice Chairperson Drew Simmons

**\*Result:**        Passed (Unanimous)

**\*Item V:**        Notice - Modification to agenda (Action)

The agenda lists all of the 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.

\*None

**\*Item VI:**        Disclosures

\*Chairperson Sandy Foley: Asked if there was any member of the Carson City Library Board of Trustees who may wish to explain any contact with the public regarding an item on the agenda or business of the Board of Trustees.

\*None

**\*Item VII: Carson City Library Foundation Report (Discussion only)**

(See attached report)

a.) Fund generation and activities since the last report.

Bruce Robertson, Member of the Library foundation Board, stated that the Board is getting ready for the vote in November 2012. They are optimistic that the vote will pass and the opinion of the public will be heard.

**\*Item VIII: Friends of Carson City Library report Discussion only)**

Phyllis Patton President Friends of Carson City Library: stated that on Friday, July 27, 2012, the first "Friend Us" membership drive took place. Twenty four new members signed up and twenty five members renewed their membership. Auction bids netted \$675. Raffle ticket sales netted \$247. Food was provided by the Carson City Nugget.

\*On August 9, 10, and 11, 2012, the August Bargain Book sale took place. The sale netted \$1,520.75.

\*The Harvest Book Sale will be held on September 20, 21 and 22, 2012.

\*The Holiday Book Sale will be held mid-November, 2012, and will include a craft sale. Anyone who would like to donate craft items to the craft sale should contact Frieda Ford at (775) 882-5458.

\*On Friday, August 10, 2012 "Bingo Night" was held at the Carson City Nugget. Raffle ticket sales netted \$88. Proceeds from Bingo cards netted \$500.

**\*Item IX: For possible action – Library Board of Trustees Business (ACTION)**

a.) Report on Library ballot question CC#1 (Discussion only)

\*No questions

b.) Discussion and possible action on updates to policy for fee to Storey County residents applying for Carson City Library Cards based on meeting with Storey County Manager on August 15, 2012. Three new policy implications were discussed for discussion and possible approval:

- i. The Storey County Manager has agreed for Storey County to pay the \$25 or \$35 fee for a Storey County resident(s) who indicate that the fee is a "financial hardship" for them. The Library charging the fee would invoice Storey County for the patron and they would pay. (ACTION)
- ii. Washoe County Library is not charging a fee to any person who can prove they work or own property in their county. It is recommended that Carson City Library follow the same rules. (ACTION)
- iii. Agree that a Storey County resident who acquires through their own payment or paid by Storey County on their behalf has reciprocity the same way they did before when Storey County had their own Library (ACTION)

\*Library Director Sara Jones stated that she and Board Member Robin Williamson met with Storey County Manager Pat Whitten on August 15, 2012. Also present at the meeting were Washoe County Library Director Arnie Maurins, Administrator of the Nevada State Library and Archives Daphne Deleon and Head of Development Karen Starr, Deputy Director Community Chest of Virginia City Eric Schoen, and Cooperative Libraries Automated Network Director Dana Hines. During the meeting the following items were discussed:

\*An effort is being made to restore library service to Storey County. The Community Chest took custodial care of all the items and will keep them in storage until a place for another library is found.

\*Any individual or family who cannot pay the \$25 or \$35 fee for a new library card can check a box stating it is a financial hardship. Storey County will pay the fee for them. That is a good indication of how important library services are.

\*Storey County Manager Pat Whitten is having open ongoing conversations to plan for restoration of the library.

\*Library Director Jones stated that she is in favor of all of the above items and welcomes questions.

**\*Question:** Board Member Maxine Nietz: asked if it would be a big expense to notify people of the fees and will any monies paid by Storey County go into the General Fund or the Gift Fund.

**\*Answer:** Library Director Sara Jones: stated that we will have to set up an agreement or a contract with Storey County to allow procedure to happen. NRS.379 gives us the ability to have a contractual relationship for library services. Fees usually go into the City's General Fund and then they are 'balanced forward' to us in the next fiscal year but "I am not sure where these particular fees will go at this time." A request can be made to have the fees go into the Gift Fund.

**\*Motion:** Board Member Maxine Nietz moved that based on the fact that the Storey Manager has agreed that Storey County will pay the \$25 or \$35 fee for a Storey County resident(s) who indicate that the fee is a "financial hardship" that we enter into an agreement for billing Storey County for the fees and for receiving funds in return. To also request from our City government that funds received from the Storey County agreement go into the Library Gift Fund.

**\*Second:** Board Member Robert Kennedy

**\*Result:** Unanimous

**\*Motion:** Board Member Robert Kennedy moved to accept that no fee is charged to anyone who proves that they work in this county.  
Vice Chairperson Drew Simmons asked if the motion could be amended to state that anyone who can prove that they work in the county and/or own property in the county not be charged the fee.

Board Member Robert Kennedy stated yes.

**\*Second:** Board Member Maxine Nietz

**\*Result:** Unanimous

**\*Motion:** Vice Chairperson Drew Simmons moved to accept that a Storey County resident who acquires through their own payment or paid by Storey County on their behalf has reciprocity the same way they did before when Storey County had their own Library.

**\*Second:** Board Member Maxine Nietz

**\*Result:** Unanimous

**\*Question:** Board Member Maxine asked if the Library will be able to provide information on how many Storey County residents sign up for Carson City Library cards.

**\*Answer:** Library Director Sara Jones: stated that the computer can provide the needs based assessment that Storey County Manager Pat Whitten requested.

c.) Report on Carson City Library feature in July/August *American Libraries*: "How Public Libraries are a Boon to Business" (Library Director Jones and Deputy Director Westergard-Discussion only)

**\*Library Director Sara Jones** stated that Carson City Library was featured in *American Libraries*. Carson City Library received national attention for efforts being made at the BRIC (Business Resource and Innovation Center). When the Carson City Board of Supervisors met to do the Active Strategies Score Card, which tells City Supervisors how well City Departments are working towards their goals, the article was presented.

**\*Comment:** Chairperson Sandy Foley: stated that the BRIC will no longer be described as an 'undiscovered gem' as long as it continues to get national recognition. It is an amazing facility where many people are doing wonderful jobs. It would be good to consider having the BRIC Manager, Michael Salogga, speak at the Library Board meeting occasionally.

\*Response: Library Director Sara Jones: stated that Vice Chairperson Drew Simmons had called to make that same request and Mr. Salogga will be on the October agenda and will speak at the meetings quarterly.

\*Question: Board Member Robert Kennedy: asked if the Library has reached out to the Chamber of Commerce with regard to the BRIC.

\*Answer: Library Director Sara Jones: stated that the Chamber has dozens of events at the BRIC on a regular basis.

\*Comment: Vice Chairperson Drew Simmons: stated that the 2011 Chamber Leadership Class spent one day at the BRIC and speakers were brought in for the event. The sphere of influence continues to ripple out.

\*Comment: Board member Maxine Nietz: stated that all of the Legends of the West meeting were held at the BRIC.

d.) Report on 2012 Summer Reading Program Outcomes (Amber Sady and Tammy Westergard – Discussion Only) (See attached report)

\*Youth Librarian Amber Sady: stated that the Summer Reading Program this year was bigger than ever due to the partnership with the Boy's and Girl's Club of Western Nevada. A total of 949 youths participated in the program this year. Additionally, 265 teens participated. In order to complete the program, the participants had to complete 2000 pages of reading. A total of 392 youths completed the program, and a total of 33 teens completed the program. Grand prizes were donated by the Hop & Mae Adams Foundation.

\*Dozens of teens helped to run the Summer Reading Program as well as staff members of the Carson City Library and volunteer staffers.

Youth Librarian Amber Sady presented statistics on Summer Reading Program followed by a video showing how much the youths enjoyed the program and how excited the prize winners were when they received their iPads!

\*Comment: Vice Chairperson Drew Simmons: stated that the video showcases and highlights that libraries are more than warehouses for books. Great appreciation goes to the library staff who is reaching out to the world.

\*Comment: Board Member Maxine Nietz: stated that it is so important to have students continue to read over the summer and asked if any of the videos have been presented to ACCTV or any media outlets in Reno.

\*Response: Library Director Sara Jones: stated that ACCTV is a great idea where space is available for the videos to be effective.

\*Comment: Chairperson Sandy Foley: stated that the videos are also on YouTube.

**Item X: Library administrative reports (Discussion only)**

a.) Report on current Fiscal Year Budget (Discussion only)  
(See attached report)

Library Director Sara Jones: stated that beginning this month the budget will show fiscal year 2012.

\* In the General Fund 17% of the year has elapsed and we are at 12% of the budget.

\*Under the item 'Contractual Services', the amount of \$49,136 is for our membership in the Cooperative Libraries Automated Network which provides us with our integrated library system. Circulation, inventory, and books are computerized. It also includes charges for parking and the elevator service contract.

\*The entire budget for Carson City from the General Budget is \$1,535,855.00.

\*No questions

**b.) Report on current fiscal year Gift Fund (Discussion only) (See attached report)**

\*Library Director Sara Jones: stated that the revenue is \$6,019 in revenue.

\*The Friends of Carson City Library deposited \$4,500 for eBooks.

**c.) Activities and operations of Library since last report (Discussion only)**

\*Library Director Sara Jones stated that the library is in a new grant cycle which is a never-ending process beginning with The Library Services and Technology Act this month.

\*A workshop will be held next week for grants that are available in September. Another grant is usually due on December 1, 2012.

\*Funding ends for The Technology Trainer that was supported with the BTOP on June 30, 2012. Grant money will be applied for to help bridge the gap for one more year until such a time when that becomes a city position.

\*Everything is going well in the Digital Media Lab. The new Technology Trainer, Sena Lloyd, will begin working on September 7, 2012. Sena comes to the Carson City Library from the Nevada Department of Transportation where she worked as the Research Librarian.

\*Aubree Burkholder, who has worked for the Carson City Library in the past, has been hired as a Library Assistant 3 for the Circulation Department.

\*Zoleinna Schar was hired part-time in the Circulation Department. She has been a volunteer in the Library since 1999.

\*Steven Baglin and Heather Butler have been hired as youth library assistants. Heather received her Library Science Degree from San Jose State in spring 2011 and Steve is acquiring his degree in Library Science along with a degree in Civil Engineering.

\*Other activities included a staff training meeting with Brainfuse on August 13, 2012. Brainfuse is the library's online homework product. Brainfuse is also a job resource center. Users can create a resume and have it critiqued by professional human resources. They can go online and practice interview and technology skills in order to be more attractive to employers.

\*Thanks to the Friends of Carson City Library, final approval has been received to do the RFID expansion. A patron survey shows that patrons favor a second place for books to be returned.

\*This year the Nevada Library Association meeting will be held in Las Vegas. On Friday, October 5, 2012, there are three programs with national speakers specifically designed for Trustees. There is sufficient support in the library budget for any of the Library Board of Trustees to attend.

\*No questions.

**d.) Deputy Director Report (Discussion only) (See attached report)**

Planning and Development Deputy Director Tammy Westergard was not in attendance.

Library Director Sara Jones: stated that Deputy Director Westergard was involved with:

\*Wrapping up the Summer Reading Program at the Boys and Girls Club.

\*An agricultural study is being done at the BRIC for the Governor's Office of Economic Development.

\*Deputy Director Westergard was quoted in the *American Libraries* July/August issue mentioned earlier.

\*Continues to work on the website for the BRIC to bring it to the forefront.

\*Has participated in getting the Gift Fund financial spreadsheet into a more effective format that gives more information.

\*No questions.

**e.) Youth Services Librarian Amber Sady (Discussion only) (See attached report)**

Youth Services Librarian Amber Sady: stated that she will be making a presentation to the School Board to discuss what Carson City Library has to offer the students and types of collaborations in which the library is involved.

Slide show presented included photos of school meetings and community meetings that were held as part of the Summer Reading Program.

\*7500 new library cards were distributed to students in grades K to 12 and Brainfuse, the online homework tutor, was discussed at each school.

\*The presentation included all of the Outreach Programs that have been offered during the year. Programs included the Teen Advisory board. All of the teens graduated and a new group of teens is now part of the Board.

\*Story Time is an ongoing well-attended program.

\*Jim Cogan was a storyteller that came from California.

\*The Lego Club is held on Saturday morning and children are often accompanied by their grandfathers and dads. This is a very well-attended program.

\*Brian Scott was a special guest magician who came in from California.

\*NorCal Bats, which was paid for with an LSTA Grant, was hugely successful. There were three different species of bats.

\*The Wild Horse Children's Theater came in and did a production number from 'Frog and Toad'.

\*The Sierra Nevada Children's Ballet came in and did a performance from 'Giselle'.

\*Love on a Leash – Therapy Dog Program is held twice a month during the school year and once a month during the summer. Children read to the dogs and they get a book to bring home afterwards. The books for this program were funded by an LSTA Summer Reading Program Grant.

\*The Pancake Breakfast is the kick-off for our Summer Reading Program and is sponsored by the Kiwanis. There were 300 to 350 plates given out that day. All of the proceeds from the breakfast go back into programming for the rest of the year. The Carson City Nugget donates all the food for this event.

\*An ice-cream party was held at the end of the Summer Reading Program. The kids get to make hand-made ice-cream, get prizes and have fun.

\*Statistics for the attendance and completion of the Summer Reading Program have improved.

\*A meeting was held today with the school librarian and ongoing meetings will be set up with all of the schools to share information on Brainfuse, the Third Grade Initiative and other programs that are offered.

\*No questions

**f.) Programming Outreach Manager Andrea Moore (Discussion only)**

(See attached report)

\*Program Outreach Manager Andi Moore stated that another opportunity to take photos for the website will be held tomorrow at 11:30 a.m. at the BRIC.

\*Outreach Manager Moore and Sena Lloyd will attend the "Discover Tech Workshop" will be held next week in Louisville, CO to learn more about the traveling exhibit and grant that was recently awarded.

\*September is "Library Sign-Up Month" and a concert on the grass has been planned for Friday, September 28, 2012, from 6:30 p.m. to 9:00 p.m. Admission is your library card! If you do not have a library card, you can sign up for one right then!

\*Monday, September 10, 2012, at 6:00 p.m. "*Mind Body Connection: Mental Wellness Series*" will begin. The topic will be 'Structure and Routine'. This will be a monthly counseling series presented by Jeffrey Davis, MSW, LCSW and Kristopher Komarek, MSW, CSW-Intern.

\*BookMasters Book club will discuss Todd Borg's "*Tahoe Deathfall*" on Tuesday, September 11, 2012, and again on Tuesday, September 25, 2102.

\*On Saturday, September 15, 2012, The History Group will meet at 10:00 a.m.

\*On Saturday, September 15, 2012, the Sierra Publishers and Writers Group will meet at 2:00 p.m.

\*On Tuesday, September 18, 2012, Capital City Arts Initiative will present their Books & Writers series. The featured author is Cindie Geddes. The Writers Workshop will be held at 5:30 p.m. and Reading will be at 7:00 p.m.

\*Blanco de San Roman, Living in 'El Norte' will open Friday, September 14, 2012, at the Carson City Courthouse. A reception for the artist begins at 5:30 p.m. The exhibition essay was written by Deborah A. Boehm, PhD.

\*Vamos a Platucar will be held on Wednesday, September 26, 2012 at 6:00 p.m.

\*Nevada Legal Services workshop will be held Thursday, September 27, 2012. The topic Filing Legal Forms will begin at 1:00 p.m. The topic, Sealing Records will begin at 3:30 p.m.

Display cases: Library Card Sign-Up Month and Western Nevada College's "Always Lost-A Meditation on War"

\*BRIC Manager Michael Salogga will be attending the America's Small Business Development Conference from September 11, 2012, to September 14, 2012, in New Orleans, LA.

**\*Item XI: Non Action Items:**

Board Members' announcements and requests for information. No discussion among members or with staff will take place on these items.

\*None

**\*Item XII: General Public Comment**

Members of the public who wish to address the Library Board of Trustees may come forward and speak on any matter that is not specifically included on the agenda as an action item. Comments may be limited to three minutes per person or topic. If your item requires extended discussion, please request the Chairperson to schedule the matter for a future meeting.

\*Fred Voltz handed out a list of questions regarding operations of the Public Library system.

No further public comments.

**\*Item XIII: Library Board Adjournment**

Chairperson Sandy Foley called the meeting adjourned at 7:07 p.m.

The next meeting of the Carson City Library Board of Trustees will be on Thursday, September 27, 2012, at 5:30 p.m. at the Carson City Community Center Sierra Room.

## **Operations Analysis--Carson City Public Libraries' Project (Fred Voltz, 8-23-2012)**

- Conducted by student internship teams from UNR's business school rather than paid, external consultants.

### Some Initial Questions to be Answered by the Teams:

1. Is Carson City delivering public library services to its service community in the most efficient, cost-effective manner with four separate public library systems?
2. Should the four public library systems be merged into one and what economies, as well as operating challenges, could be realized?
3. Can Carson City libraries fully integrate and automate interactions with other urban and post-secondary institution library systems throughout the state, using the Wyoming model of state-wide integration? The present CLAN system only covers most other rural counties/library systems and does not address circulation, only catalog interactions.
4. How can the Nevada Library Card be seamlessly used at all local libraries and other Nevada library systems without additional paper applications each time?
5. Why can't public library patrons return public library materials at any public library in the state and have them officially returned on that same date?
6. Can Carson City's private school libraries, public school libraries and museum libraries be linked to and co-administered with the four public libraries to minimize duplication of materials, improve buying efficiencies, lower administrative costs, and/or better serve the community?
7. Can +3,000 underutilized computers (after 3:00 p.m.) in the Carson City public school system be leveraged to better service the public's computer needs rather than public libraries buying more underutilized computers?
8. Can the Carson City Library and the Nevada State Library and Archives co-locate in the latter's underutilized building on Stewart street behind the original State Capitol building? (The two systems were actually one up until 1969.) Should a pedestrian skyway connect to the underutilized state Law Library from the Nevada State Library and Archives?
9. How can Carson City libraries (as well as those throughout the state) buy their materials on a centralized, volume-discount basis (not just state-wide data bases and periodicals through Nevada Center for Cooperative Library Services) to reduce acquisition costs and make library budgets go farther? Presently, each library autonomously acquires its materials with no central buying office.