

**CARSON CITY LIBRARY
MINUTES OF MEETING
OF THE BOARD OF TRUSTEES
May 23, 2013**

Item I: Call to Order of the Carson City Library Board of Trustees

Vice-Chairperson Drew Simmons called the meeting to order at 5:30 p.m., Thursday, May 23, 2013.

Item II: For possible action - Roll Call of Board Members and Determination of Quorum

Vice-Chairperson Drew Simmons; Board Member Maxine Nietz; Board Member Robert Kennedy

Quorum Established

Absent: Chairperson Sandy Foley was absent with cause.

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. 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.

- * Sharon Rosse of the Capital City Arts Initiative stated that the Capital City Arts Initiative have been partners with the Carson City Library for a number of years, and she wanted to say thank you for the opportunity to hang the artwork in the BRIC and that the members of the Capital City Arts Initiative appreciate the collaboration.

Item IV: For possible action - Minutes of previous meeting for approval/amendment. (Action)

a) February 28, 2013 (Regular Meeting)

Motion: Board Member Robert Kennedy moved to approve the April 25, 2013 minutes as written.
Second: Board Member Maxine Nietz
Result: Passed

Item V: Notice - Modification to agenda (Action)

* None

Item VI: Disclosures

Any member of the 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: Strategic Planning Session (one hour)

a) Overview of accomplishments and goals not met in the 2009-2013 Strategic Plan: A Place for Everyone

- * Goal 1: The Carson City Library will be a community gathering place. Love on a Leash is one of many of the community gathering programs offered by Carson City library.
- * Goal 2: The Carson City Library will provide exceptional community service to everyone. When public surveys are taken most patrons indicate that they are very happy with the level of customer service given. The implementation of the RFID technology allowed the library to take a reduction of five individuals and still expand hours of operation.
- * Goal 3: The Carson City Library will proactively seek, expand and maintain collaborations. Collaboration with the School District and the BRIC building are good examples of collaborative efforts.
- * Goal 4: The Carson City Library will dramatically increase awareness of the library's resources and services. It is important to utilize all avenues such as radio, television

and all social media applications in order to increase awareness of the library.

- * Goal 5: The Carson City Library will train, encourage, reward and celebrate a knowledgeable and dedicated staff, generous volunteers and vital support organizations. The library does a very good job and needs to think of ways to continue to do that. The Friends and the Foundation are an invaluable help to the library. The library needs to ensure that staff feel trained and have the opportunity to learn both online and in a classroom; and that they are part of the resources and team. Currently there are four staff members that are working on getting their masters degrees in Library Science.
- * Goal 6: The Carson City Library will provide the materials and resources the community wants and needs. Lynda.com was one example of a wonderful resource for helping the community. The library continues to provide high-demand materials in several formats. The library will continuously do the best it can in meeting this needs for resources.
- * Goal 7: The Carson City Library will continue to expand and improve technology and access to the Internet. Automated materials handling continues to make handling of materials more efficient. Only the Carson City and Las Vegas Clark County Library District have been able to implement the RFID operation and expand library hours. The @Two Digital Learning Center continues to offer many enrichment activities for Carson City patrons. The technology that made the BRIC so successful was the stimulus broadband money.
- * Goal 8: The Carson City Library will provide a place that improves and enhances the quality of life for everyone in Carson City and for every visitor to Carson City. To build a knowledge and discovery center downtown was the only major activity in the five year plan that was not accomplished. It is important to figure out how to best utilize the current library and the BRIC building.

b) Overview of BRIC activities from inception 8/2010, discuss positive outcomes and areas for improvement.

- * BRIC Manager Michael Salogga stated that there have been over 600 patrons utilizing computer access over the past 3 months, which is approximately a 40% increase. Over 1000 people utilized the conference rooms for a total of a 15% increase of usage. Since January 1, 2012 over 2400 used the computers and over 4000 people have utilized the conference rooms for a 35% increase over the last year.
- * As a business counselor for the Small Business Development Center, Michael Salogga has participated in meetings with the Churchill County Library in Fallon to help further the business collaboration effort in the community.
- * Business counseling has had 10-12 counseling sessions per month and an increase of 18 patrons this month.
- * There has been teaching collaboration with @Two for computer classes. Since January 1, 2012, Michael Salogga has taught 44 classes at the BRIC to 160 people. The BRIC offers test proctoring, tutoring sessions and peer group meetings here. The BRIC will be continuing the education of the Next Level Classes, the graduates of which have formed a peer group that continues to keep the trust and camaraderie going.

- * Working with NCET (Nevada Center for Entrepreneurship and Technology) Michael Salogga has been involved in judging business plans for their round of awards that were given at the Governor's Cup. Also involved with the SBA (Small Business Administration) in their competition and the WNDD (Western Nevada Development District) was also very active with them.
- * The BRIC currently has 87 likes through Facebook with posting 2-4 times per week and 162 Twitter Followers. The BRIC went to weekly newsletter from monthly newsletter which is done for free through Constant Contact. There are currently 450 active contacts that are sent to every week. There have been 6,000 newsletter emails sent out in last three months with 25% of which are opened.
- * VITA (Volunteer Income Tax Assistance) program has been successful, 75 returns were filed and approximately \$120,000.00 in refunds were processed and likely returned as direct financial impact to the community. The BRIC collaborated with the Future Business Leaders of America through Carson High School for the VITA programs. The FBLA students were trained and certified to prepare returns under direct supervision.
- * Some patrons that could not attend the meeting submitted emails to BRIC Manager Salogga celebrating the BRIC and its accomplishments, and gave thanks for all of the resources that the BRIC and Manager Michael Salogga have given them.
- * Library Director Jones stated that BRIC Manager Michael Salogga's position is a part of Planning Director Lee Plemel's group in Community Development as of July 1, 2013. Manager Salogga's duties will remain the same as he transitions to report to Planning Director Plemel. Planning Director Plemel has been an advocate for the library and a great partner.
- * Planning Director Lee Plemel stated that Carson City now owns the BRIC building and the property the building sits on. BRIC Manager Salogga's position was funded through grant funds, and because of the accomplishments and business training that have been accomplished at the BRIC the Carson City Supervisors have chosen to continue the funding for the BRIC operations with City funds. The BRIC operations will remain the same and patrons will not be aware that any changes have been made.
- * Library Director Sara Jones stated that the library's presence at the BRIC will remain the same and front desk duties will remain the same. The meeting facilities at the BRIC have been very necessary due to the lack of meeting space at the main library building. Many patrons are appreciative of the public meeting space as well as the Wi-Fi connectivity and computer access that the BRIC spaces offer.

c) Brainstorming session for 2014-2019 strategic plan, including its structure, goals, and objectives:

- * Library Director Sara Jones stated that in the last five years the library was very focused in building a new library in a downtown location, but now in the next five years the library needs to be more focused on the current library location and how to make it the best that it can be. The BRIC is located very conveniently for the purposes it needs to serve, because it is near to City Hall and the Secretary of State. Alternatively many people have indicated that they are happy with where the main library building is located, which is near to the Community Center. It is important to be

thinking about space and ways to partner with other City entities in order to expand overall library presence.

- * Deputy Director Tammy Westergard stated that the library will utilize the onward.ning.com website to assess the continuation and progress of the new strategic plan.

Item VIII: Carson City Library Foundation Report (Discussion only)

a) Fund generation and activities since the last report.

- * Carson City Library Foundation President Pam Graber stated that the last meeting was May 15, 2013, at the BRIC. The Foundation discussed ongoing membership recruitment attempting to double the current number of members.
- * Ongoing drain on funds is storage of various Foundation items. One member found a no cost storage solution and so storage items will be moved as soon as possible.
- * The Foundation did their own version of a strategic planning model.
- * At the next meeting there will be discussion of the possibility of doing collaboration with the Friends of the Carson City Library for winter fundraising next week.

Item IX: Friends of the Carson City Library report (Discussion only)

a) Fund generation and activities since the last report.

- * Friends of the Carson City Library President Phyllis Patton stated that the Friends have had another opportunity to purchase the property at 711 Washington Street. The Friends have made an offer, and a counter offer was made on Tuesday night. The Friends offered the same amount due to the fact that the building is sold as is. The Friends will keep the Board Members updated on the status of the offer as soon as it is available.
- * At the May 13, 2013, meeting the three upcoming events were confirmed. The Annual Membership Drive Author Event Friday, June 21, 2013, at 7:00 p.m., at the Carson Nugget. Appetizers and a cash bar will be available. The Friends will be accepting renewal on annual memberships and encouraging new members. A small raffle and meeting and mingling with local authors will be available. A live auction will be held featuring gift baskets based on the authors' book. The highlight of each basket will be a gift certificate for lunch for the the author and the winner. The authors who are coming include Ellen Hopkins, Max and Linda Ciampoli and Sally Mooney
- * The annual Friends meeting will be held on Wednesday, July 24, 2013, at 5:30 p.m., at the Carson Nugget. The meeting will include annual reports from all officers, the budget approval for the 2013-2014 year, and the election of officers. The offices up for election this year are Vice-President and Secretary. The speaker this year is Jerry Bartholomew who donated the Mark Twain collection to the library.
- * The New York New Year's Eve party on December 31, 2013, planning has commenced. The Carson Nugget ballroom will be the location of the event from 6:00 p.m., to 9:00 p.m. There will be a silent and live auction. More details to come.
- * The May book sale netted \$1,404.00.
- * There will be a book sale on June 7, 2013, from 10:00 a.m., until 4:00 p.m., and June 8,

2013, from 8:00 a.m., until 3:00 p.m. in the library auditorium.

- * The regular monthly book sale will take place on Thursday June 13 from 2:00 p.m., until 6:00 p.m., for Friends Members only, and Friday and Saturday, June 14, and 15, 2013, from 10:00 a.m., to 5:00 p.m., for general public.

Item X: For possible action - Library Board of Trustees Business

a) Discussion and action on recruitment of Library Director to include process and timeline- Melanie Bruketta, Carson City Human Resources Director (ACTION)

- * Library Director Jones stated that the job description and details for the recruitment for the Carson City Library Director needs to be finalized at the next Board of Trustees meeting. Library Director Jones, Chairperson Sandy Foley and will be attending the American Library Association Conference in Chicago, the conference will have a Employment placement center and over 35,000 attendees and so opportunity for recruitment of qualified candidates will be plentiful. In addition to the Chicago ALA conference placement center there will be information on the library and Carson City website. The Board Members will need to decide how long the recruitment period should be for the position. The salary for the Library Director will be between \$71,515.13 and \$100,122.37. The Board Members have the authority to decide what to offer a candidate. The proposed job description has been written, however more input can be implicated from the Board Members.
- * Deputy Director Tammy Westergard stated that there is a *YouTube* video entitled "Home Means Nevada", which gives a sense of what the Carson City community is like and will provide the candidate with more information to see if the candidate would be a good fit. A packet entitled "About our library", which is a library profile that talks about the library's materials and collections and will be given to prospective candidates. This information will need to be finalized at the next meeting, and Board Members will need to give their input and corrections.
- * Board Member Maxine Nietz stated that the picture on the cover of the "About Our Library" packet should feature a parking lot full of cars. When discussing the packet with stakeholders, it would be beneficial to include the Northern Nevada Development Authority (NNDA) which would be a great source for potential candidates looking for information on relocating to Carson City.
- * Library Director Jones stated that she will utilize all of the contacts that she has in order to do complete networking regarding the Library Director position. Any Board Members' input can be delivered via email and any input will be delivered publically at the next Board Meeting.
- * Library Director Jones stated that the library is supporting Deputy Director Tammy Westergard's and Chairperson Sandy Foley's travel to ALA conference, Carson City Library Friends President Phyllis Patton is being supported by Friends of the Carson City Library and Library Director Jones is funding her own travel to ALA.
- * Human Resources Director Melanie Bruketta stated that she utilizes NEOGOV and all government jobs are posted at governmentjobs.com. Interviewing potential candidates is strictly a behavior based process, and the department uses an interview process called Interview Architect which has been fully vetted and supported by research. Human

Resources will build a committee to do a behavior interview and then the top selections will be sent to the Board Members for another behavior interview. Linda Ritter stated that Interview Architect is programmed to look for certain competencies that will come from the job description. This helps to develop interview questions to find out what qualities the candidate has. The candidates go to the selection committee with the minimum qualification, and from there a smaller group will be brought to the Library Board of Trustees for an interview. The Board Members do not screen the questions ahead of time, but there are 67 competencies to choose from that will tell if the candidate has those competencies. Library Director Sara Jones stated that this was a similar process by which she was selected and it was a good process.

- * Human Resources Director Melanie Bruketta stated that she does not check references of the candidates until they are part of the final candidates.
- * Library Director Jones stated that the job description finalization needs to be completed immediately. The invitation, job description, recruitment issues and salary need to be finalized at the June 6, 2013, Board of Trustees meeting
- * Board Member Maxine Nietz stated that in addition to needing feedback on materials the Board should have an idea of when the closing date for the position should be.
- * No action taken.

b) **Discussion and action to approve Library Board meeting and strategic planning session at the Boys and Girls Club of Western Nevada, 1870 Russell Way, Carson City, NV 89706 at 12:00 (noon) June 6, 2013. This meeting will serve as the June meeting for the Library Board of Trustees (ACTION)**

- * Vice-Chairperson Drew Simmons cannot attend the June 6, 2013, Board of Trustees meeting, but Chairperson Sandy Foley, Board Member Maxine Nietz and Board Member Robert Kennedy will attend.

- *Motion: Maxine moved that Board of Trustees meet for a strategic planning session on June 6, 2013, at 11:30 and it will serve as regular June meeting.
- *Second: Board Member Robert Kennedy
- *Result: Passed

c) **Discussion and action to amend the Carson City Library Board Bylaws that read: Article IV- Terms Vacancies, Etc. Section 1. Term of Office- the term of office of trustees shall be four years. No trustee shall serve more than two full consecutive terms. If a member is appointed to serve an unexpired term of office and serves more than half of the term, it shall be considered a full term of office.**

NRS states:

- *NRS 379.020 Trustees of county library: Appointment; terms; vacancies; compensation; expenses; removal.

1. The board of county commissioners shall appoint five competent persons who are residents of the county to serve as county library trustees. Three trustees shall hold office for the terms of 1, 2 and 3 years respectively, and two trustees shall hold office for terms of 4 years. Annually thereafter, the board of county commissioners shall appoint one trustee who shall hold office for a term of 4 years, except that in those years in which the terms of two trustees expire, the board of county commissioners shall appoint two trustees for terms of 4 years. County library trustees shall hold office until their successors are appointed and qualified.

2. No trustee may be appointed to hold office for more than two consecutive 4-year terms.

3. All vacancies which may occur at any time in the office of county library trustee must be filled by appointment by the board of county commissioners.

4. County library trustees serve without compensation, except that the board of county commissioners may provide for compensation in an amount of not more than \$40 per meeting, with a total of not more than \$80 per month, and may provide travel expenses and subsistence allowance for the members in the same amounts as are allowed for employees of the county library.

5. The board of county commissioners may remove any trustee who fails, without cause, to attend three successive meetings of the trustees.

[2:187:1925; A 1956, 214]—(NRS A 1959, 329; 1967, 1060; 1971, 133; 1981, 997; 1989, 612)

The Carson City Library Board of Trustees Bylaws provides a definition of a term that is not included in the NRS and the Attorney General has written an interpretation that the language means eligible for two full terms and therefore a Trustee may fill an unexpired term of any duration and two full terms if the appointing officials choose. This has been the practice in several public library boards in Nevada. The Bylaws are suggested to be amended to read:

Article IV- Terms Vacancies, Etc. Section 1. Term of Office- the term of office of trustees shall be four years. No trustee shall serve more than two full consecutive terms.
(ACTION)

* The Carson City bylaws defined a term by saying that if it is more than half it is a full term. Attorney General opinion states that you cannot define a statute or term to make it clearer. Suggestion is to remove this statute. The practice in all of Nevada is fulfilling a term doesn't count unless it is a full term and may be possible for re-election.

Joe Warden from DA says that this is consistent with the statute shortening up with provision for a term is contrary to state law.

*Motion: Board member Maxine Nietz moved that Board of Trustees direct the Library Director in conjunction with the District Attorney's Office to remove from the bylaws in article 4 section 1 the sentence that refers to the unexpected term and whether it is more or less than half of a term, and if necessary the language be removed from the bylaws.