

**CARSON CITY LIBRARY
MINUTES OF MEETING
OF THE BOARD OF TRUSTEES
February 27, 2014**

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, February 27, 2014.

II) For possible action - Roll Call of Board Members and Determination of Quorum.

Chairperson Sandy Foley; Board Member Pam Graber; Vice Chairperson Robert Kennedy; Board Member Phyllis Patton; Board Member Dianne Solinger

Quorum Established

Absent: Board Member Robert Kennedy

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.

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

- a. December 12, 2013 (Regular Meeting)

Motion: Board Member Pam Graber moved to approve the December 12, 2013

Second: Board Member Phyllis Patton

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 (written report only)

- a. Fund generation & activities since last report.

Board Member Pam Graber: Ms. Graber discussed planning and the funds received from the fundraiser dinner. She explained that a monetary gift was given at the party and described the success of the last meeting.

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

a. Fund generation & activities since last report.

Board Member Phyllis Patton: Mrs. Patton discussed the three recent sales designed to clear the Friends' warehouse of its current inventory. She described the profit made by the New Year's Party and compared it with the previous party of three years ago. She provided details regarding donations made that utilized the remaining warehouse stock and stated that when the new store opens, it will be with fresh inventory. Mrs. Patton also explained that there will be a clearance sale at the Browsers Corner during the month of March. She stated that the lease on the new building begins Saturday, March 1, 2014 and that progress is being made on the move. She declared that the grand opening of the new store will take place on April 14th in order to coincide with National Library Week.

Chairperson Sandy Foley: Mrs. Foley elaborated on the success of the New Year's Eve Party.

IX) Library Board of Trustees Business

1. For possible action – Carson City Library/Business Resource Innovation Center (BRIC) meeting room policy for BRIC, change addresses conduct section.

Director Sena Loyd: Ms. Loyd discussed the meeting room's current policy and explained how it failed to prevent damages caused by meeting groups.

Board Member Pam Graber: Ms. Graber asked about the nature and total cost of damages.

Deputy Director Tammy Westergard: Ms. Westergard responded that this is a proactive measure.

Director Sena Loyd: Ms. Loyd explained that the nature of the artwork being presented necessitates this change in policy.

Motion: Phyllis Patton

Second: Dianne Solinger

Result: Approved

2. For possible action – Closing the Carson City Library to the public on Saturday, June 7, 2014 for Carson City Literature Festival and Ventana Sierra Advanced Writing Workshop.

Executive Director Ellen Hopkins: Ms. Hopkins discussed the upcoming Carson City Literature Festival and the Ventana Sierra Advanced Writing Workshop. She explained that there will be over 50 writers, poets, graphic artists, vendors, musicians, storytellers, and others running creative workshops. She also described a special workshop at the library and how it is an in-depth affair, including editors, agents, and writing coaches. She stated that there will be food booths, library booths for the Summer Reading Program, and room for panels, speakers, and other artistic events. The ticketed programs include a play adaptation of the novel *Crank* and a world-class slam poetry competition. She explained that additional volunteers will be needed to make this event a success, as well as further marketing campaigns. She added that there is already a website available for this event: carsoncitylifefest.org.

Director Sena Loyd: Ms. Loyd stated that the library would have its own booth set up with storytimes and other activities in order to encourage use of the library. She explained that there will be staff available both in the building and at the booth during the Saturday events.

Motion: Board Member Pam Graber

Second: Board Member Dianne Solinger

Result: Approved

3. For possible action – Approval of gift fund travel budget authorization for Library Director over \$500.00. (For travel associated with LSTA 2012-13 @Two Digital Learning Center Outreach Grant, not to exceed \$3,000 from January – June 2014.)

Director Sena Loyd: Ms. Loyd discussed the work being done in Lyon County by Technology Trainer Molly Walt on behalf of the partnership under the @Two Digital Learning Center Outreach Grant. She explained the recurring nature of the travel expenses involved and how it will affect the gift fund in the interests of transparency before the board. She also described the positive effects of the use of these funds.

Chairperson Sandy Foley: Mrs. Foley pointed out that this aspect of the grant promotes a greater sense of community and collaboration in northern Nevada.

Director Sena Loyd: Ms. Loyd provided further details from the report.

Phyllis Patton: Mrs. Patton pointed out the distance involved in traveling between all five of Lyon County's library branches.

Director Sena Loyd: Ms. Loyd explained the full extent of Molly's instructional schedule.

Motion: Phyllis Patton

Second: Dianne Solinger

Result: Approved

4. For possible action – Approval of CLAN contract adjustment and signature by Board of Trustee Chair.

Director Sena Loyd: Ms. Loyd explained the yearly fee to the Cooperative Libraries Automated Network, which provides several essential services to the Carson City Library. She stated that the current budgeted amount for 2015 will be increased over the next 5 years and that this contract will establish a 'not to exceed' amount for the fee.

Motion: Pam Graber

Second: Dianne Solinger

Result: Approved

X) Library Director administrative reports (report only)

- a. Report on current FY Budget, Gift Fund & FF&E

Director Sena Loyd: Ms. Loyd stated that this budget reflects the additional expenditures related to CLAN and Envisionware maintenance. She explained that Carson City is also providing funds to adjust for these further expenditures. She provided examples of the additional expenditures, pointing to the fact that printing and advertising has had a higher than normal expenditure in comparison to last year's budget.

Board Member Dianne Solinger: Mrs. Solinger asked for further information regarding the status of the budget.

Director Sena Loyd: Ms. Loyd answered that this reflects a movement of funds throughout the month of January, which the board wouldn't have been made aware of due to the cancellation of the January

board meeting. She went on to relate pertinent information from each of the administrative reports. She noted that the majority of various funding sources have been spent in relation to the library remodel and displayed images of the progress on the rehabilitation of various spaces. She provided details regarding the exact changes that had been made in each of the library's spaces and highlighted various aspects of the use of FF&E funds.

b. Activities and operations of Library since last report

Director Sena Loyd: Ms. Loyd provided more information on the activities in the Digital Learning Center and their relationship to the library's strategic plan, including the Deputy Director Tammy Westergard's GATE program and Youth Librarian Matt Galli's work with Mrs. Fagundes honors' history class. She highlighted the latest library newsletter and its contents, as well as articles in local newspapers that promoted the library and its services. She discussed the upcoming Discover Tech exhibit and how it relates to the library's partnerships with the community. She announced the hiring of Sherry Grundy for the Management Assistant II position. She provided details regarding the current status of the elevator repairs and its effect on patrons. She described her presentations at the Leisure Club and the Rotary Club in January and February, as well as the increase in library use resulting from these visits. She also provided an example of a new app provided by iPhone that uses existing technologies in new and exciting ways.

XI) Administrative reports (report only)

a. Deputy Director

Deputy Director Tammy Westergard: Before beginning her report, Ms. Westergard discussed the implementation of the library's strategic plan and how the library's teamwork has translated the plan's ideas into reality. She expressed satisfaction with the human resources put into place by the new Library Director Sena Loyd and the tasks accomplished by the Friends of the Library. She provided details regarding the partnership between the Carson City Library and the Carson City School District, including the ways in which these activities are related to the goals of the library's strategic plan. She described in greater detail the work done in conjunction with Ms. Nicole Fagundes' class and the efforts made to better provide the library's resources to the school district. She explained how library representatives were on hand at the Carson City School District stakeholder meetings and provided support to the school district with the implementation of its own strategic plan, specifically in relation to the Carson City School District's new goal of student digital portfolios.

b. Adult Services

Programming Outreach Manager Andi Moore: Ms. Moore explained the increase in use of the Carson City Library's Overdrive system. She gave details regarding a seminar available for ReferenceUSA users and pointed out that it is already fully booked. She discussed the importance of the upcoming Nevada Arts Town Meeting and its goal of increasing cultural awareness in the state, in addition to creating a cultural plan for Nevada. She also described the latest Bookmasters Book Club Meeting and the work adult services librarians have been doing in providing basic computer classes in the Carson City Library's Digital Learning Center. Ms. Moore provided the board with additional information about upcoming events.

Board Member Phyllis Patton: Mrs. Patton asked about the location of the Arts Initiative program.

Programming Outreach Manager Andi Moore: Mrs. Moore answered that it would be held at the Business Resource Innovation Center.

Board Member Sandy Foley: Mrs. Foley discussed the increase in activity on the Overdrive system.

Adult Services Librarian Susan Antipa: Ms. Antipa explained issues with ordering and their resolution

c. @Two Outreach Grant

Director Sena Loyd: Ms. Loyd introduced the new Technology Trainer Molly Walt.

Technology Trainer Molly Walt: Mrs. Walt discussed recent efforts to provide outreach and promote library classes in the community.

Director Sena Loyd: Ms. Loyd provided additional details about the class calendars provided in the supplementary materials given to the board.

Technology Trainer Molly Walt: Mrs. Walt explained the increase in classes made available between January and March. She described the availability of library training sessions on a variety of programs and how they have been provided to various organizations and groups in the area, including the Carson City Clerk-Recorder's Office. She explained that programming has been made available at the senior center and the positive response of the community. She provided background information with regards to her exact schedule during the week when travelling throughout Lyon County. She also gave specific examples of the encouraging results found in the Lyon County Library System. Mrs. Walt provided additional information with regards to the marketing that has been done in support of these programs and described the difference between classes at the Fernley Library and the BET Center at Fernley's City Hall. She also explained the importance of one-on-one training sessions in light of the broken elevator in the library.

Deputy Director Tammy Westergard: Ms. Westergard described the ways in which Molly's team has met the goals of the Library Services Technology Act grant, as authorized by the Nevada State Library and Archives. She explained that the positive results from these efforts have highlighted the value of library services in Lyon and Storey Counties.

Technology Trainer Molly Walt: Mrs. Walt discussed the role that open houses made in Lyon County. She also reiterated the value of technology training in the surrounding areas and the need for one-on-one training in the Carson City Library.

d. Youth Services

Youth Services Librarian Matthew Galli: Mr. Galli discussed the rapid transition taking place in the Carson City Library's youth department. He described the troubling statistics of the youth department and explained how this was directly related to the space remodel that occurred during this same period. He pointed out the ways in which the youth services team has made greater efforts to reach out to teens and described the liaison between the school district and the library. He provided details about upcoming programs and discussed long-term goals in the youth department. He also gave information about a program that was missing in his report, an event involving the Hyacinth Preservation Society, and praised the willingness of the staff to support youth programming.

Teen Advisory Board Representative Sheila Lugo: Ms. Lugo provided details about the goals of the Teen Advisory Board and its support of library programs, including the Summer Reading Program.

Chairperson Sandy Foley: Mrs. Foley expressed support for Ms. Lugo's role in serving as a liaison between the board and the teen community.

XII) Non Action Items

- a. Board Members' announcements & request for information. No discussion among members or with staff will take place on these items.

Board Member Phyllis Patton: Mrs. Patton discussed a meeting with former Director Sara Jones and a book that she was given that described the efforts in Marin County. She expressed interest in the book due to the parallels found between their struggles to obtain a new library and Carson City's recent efforts to obtain a new facility for its library.

- b. Report from Board of Trustees youth liaison and teen advisory board representative

(See Above)

XIII) General Public Comment

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Chairperson Sandy Foley: Mrs. Foley expressed satisfaction with the library's efforts in the community.

XIV) Action – Library Board Adjournment

Motion: Pam Graber
Second: Phyllis Patton
Result: Approved

Meeting adjourned at 7:01 p.m.