

**CARSON CITY LIBRARY  
MINUTES OF MEETING  
OF THE BOARD OF TRUSTEES  
May 22, 2014**

**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.

**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.

Board Member Phyllis Patton: Mrs. Patton wanted to congratulate Vice Chairperson Robert Kennedy on his service on the board.

Chairperson Sandy Foley: Mrs. Foley expressed appreciation for Mr. Kennedy's common sense and ability to reach the heart of the matter with regards to library business.

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

- a. April 27, 2014 (Regular Meeting)

Motion: Board Member Pam Graber moved to approve the April 24, 2014 minutes.

Second: Vice Chairperson Robert Kennedy

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 (report only)**

- a. Fund generation & activities since last report.

Board Member Pam Graber: Ms. Graber stated that there has been no meeting.

Vice Chairperson Robert Kennedy: Mr. Kennedy asked about the foundation's meeting times.

Board Member Pam Graber: Ms. Graber answered that meetings only take place on a quarterly basis.

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

- a. Fund generation & activities since last report.

Committee Chairperson Frieda Ford: Mrs. Ford stated that there had been a volunteer appreciation brunch on May 3, 2014 at the Eagle Valley Golf Course, a parking lot book sale on May 10th at the Browsers Corner, and a new partnership between the Friends of the Library and an outfit known as Thrift Books. The organization takes some of the bookstore's inventory and sells it outside the area, and then it splits the proceeds with the Friends.

Vice Chairperson Robert Kennedy: Mr. Kennedy asked about the organization's customers.

Committee Chairperson Frieda Ford: Mrs. Ford discussed the location of Thrift Books' various distributors in Reno, Seattle, and on the East Coast, and she explained the nature of their online work.

Vice Chairperson Robert Kennedy: Mr. Kennedy asked about the cost and work involved.

Committee Chairperson Frieda Ford: Mrs. Ford stated that there are no upfront costs.

**IX) Library Board of Trustees Business**

- a. For possible action - Move June BOT Meeting to 3<sup>rd</sup> Thursday (June 19<sup>th</sup> 2014)

Vice Chairperson Robert Kennedy: Mr. Kennedy described the nature of the move.

Library Director Sena Loyd: Ms. Loyd stated the reason for this change is due to the fact that several board members and library managers will be attending the annual American Library Association meeting in Las Vegas, NV.

Motion: Board Member Dianne Solinger

Second: Chairperson Sandy Foley

Result: Approved

**X) Library Director administrative reports (report only)**

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

Library Director Sena Loyd: Ms. Loyd stated that Management Assistant II Sherry Grundy has been out of the office due to a bite injury and hospitalization; therefore, the detailed report was not prepared in time for the board meeting. She reported that the reason for the under spending in travel and training is due to the upcoming American Library Association trip, which includes funds that have not been expended yet.

Vice Chairperson Robert Kennedy: Mr. Kennedy asked about the budget, pointing out that spending has only reached 77% while 92% of the year has elapsed.

Library Director Sena Loyd: Ms. Loyd stated that some of this is due to salary saving on prior positions and that all other expenses are on track for the time periods involved.

Vice Chairperson Robert Kennedy: Mr. Kennedy asked about the budget finalization as established by the city's Board of Supervisors.

Library Director Sena Loyd: Ms. Loyd provided details on the April 19th meeting, including the increase in salary figures due to a new minimum standard created by a study conducted regarding salaries as established by the city. She went on to discuss the Gift Fund and explained that the entire line item should not be spent in its entirety. She discussed the percentages involved in the BTOP grant, the Outreach grant, and the salaries involved, including the re-addition of Heather Butler to the grant to teach online classes. She described the impact of the Discover Tech exhibit on the start of the Digitorium work and explained the success of the exhibit among the schools and the children in the community.

Vice Chairperson Robert Kennedy: Mr. Kennedy asked about the level of staffing in the library.

Library Director Sena Loyd: Ms. Loyd explained that the library is at the same level of staffing since the changes made during the former Director's time at the library.

b. Activities and operations of Library since last report

Library Director Sena Loyd: Ms. Loyd began by discussing the status of the elevator. She explained that repairs are complete, but the fire department needs to install a new fire alarm system that will be connected to the fire station. The new fire alarm will include the elevator, and there will be a new burglar alarm system as well.

Ms. Loyd described how the latest electrical storm took out the phone system, but that repairs were completed by the end of the day. She explained that, should a severe breakdown occur, the library would likely be added onto the new phone system in place by the city.

Ms. Loyd discussed the recent Engineering Panel that was part of the Discover Tech exhibit programming and explained that it was extremely well-received by the community.

**XI) Administrative reports (report only)**

a. Deputy Director

No report.

b. Adult Services

Programming Outreach Manager Andrea Moore: Mrs. Moore relayed that Susan Antipa was invited to attend a GED class at Western Nevada College to demonstrate the library's learning databases and resources. She discussed the partnership with the Capital City Arts Initiative and the recent programs offered in conjunction with that organization.

Mrs. Moore pointed out the information in the latest library newsletter, *In the Interim*, emphasizing the upcoming Great Carson City Lit Festival. She noted that there will be ticketed events, such as the play adaptation of Ellen Hopkins' novel *Crank*; that well-known authors and poets will be present; and there will be vendors and booths.

Board Member Dianne Solinger: Mrs. Solinger asked if this information is available on social media.

Programming Outreach Manager Andrea Moore: Mrs. Moore explained this post is on the library's Facebook page.

Library Director Sena Loyd: Ms. Loyd pointed out that the festival has its own Facebook page and reminded the board that the closure of the library on June 7, 2014 is associated with this event, so that the space can be available for workshops and library staff can run a booth at Mills Park.

Programming Outreach Manager Andrea Moore: Mrs. Moore talked about the next upcoming presentation: author Gary Noy with his work, *Sierra Stories – Tales of Dreamers, Schemers, Bigots, and Rogues*.

c. @Two Outreach Grant

Technology Trainer Molly Walt: Mrs. Walt explained that she ended the last of her travels on the first week of May. She described the difficulties involved in setting up online classes due to lack of WiFi access at two of Lyon County's library; nevertheless, she stated that she was still able to prepare for online classes for Lyon County employees and local patrons in June. She described the success of the classes offered to city employees, especially on Word and Excel. She trained three librarians, one City of Fernley employee, and one School District employee in teaching these classes, with the hopes that they will continue after the end of the grant. She stated that there were 91 bookings for 36 classes in the library's training hub during the last month. She discussed with Board Member Pam Graber the current listing of classes available and stated that the wide variety of classes scheduled was with the aim of reaching the highest number of individuals possible in the community. Mrs. Walt thanked Robert Kennedy for his service.

d. Youth Services

Youth Services Librarian Matthew Galli: Mr. Galli described the number of attendees to various storytimes and special programs offered in conjunction with the Discover Tech exhibit. He especially noted the extremely high numbers associated with the tours offered to schools in the area and the high number of tours booked. He discussed the events included with El Dia de los Ninos and the success of those programs. He reported on the plans for the Summer Reading Program, including the booth that will be available at the Great Carson City Lit Festival and opportunity for signups at the Kickoff Pancake Breakfast. He also explained that there will be a hand-bell group, Tintabulations, performing at the breakfast. He discussed a variety of special events that have already been booked or are being finalized, including Indiana Bones, Mad Science, and the conservation group, Wild Things, Inc. He also discussed possible events to be booked, including a star lab, a science fair, and duct tape building.

Library Director Sena Loyd: Ms. Loyd asked for details regarding the exact nature of the star lab.

Youth Services Librarian Matthew Galli: Mr. Galli explained that it is a plastic dome that is set up, either indoors or outdoors, that houses a projector unit that shoots a night sky onto the roof of the dome. He explained that final logistical planning is almost complete and that the Summer Reading Program is on track.

e. Youth Liaison Board of Trustees and Teen Advisory Board Representative

Teen Advisory Board Representative Sheila Lugo: Ms. Lugo reported on the latest Teen Advisory Board meeting, which included discussion about the plans for the Summer Reading Program and the Kickoff Pancake Breakfast. She also explained that she will be out of town for the entirety of the summer.

Library Director Sena Loyd: Ms. Loyd stated that there will be a replacement representative that will report in Ms. Lugo's place.

## **XII) Non Action Items**

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

Chairperson Sandy Foley: Mrs. Foley awarded Robert Kennedy with a certificate of appreciation for his work on the board.

Vice Chairperson Robert Kennedy: Mr. Kennedy expressed the joy he received from his work with the board and the changes he had seen over the past 35 years during his time in the community. He thanked the board for its recognition of his work and for the \$125 gift certificate to the Greenhouse Garden.

## **XIII) General Public Comment**

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Library Director Sena Loyd: Ms. Loyd thanked Vice Chairperson Robert Kennedy for his service and expressed appreciation for the inspiration he imparted to her in coming over from the Nevada Department of Transportation to the Carson City Library.

Vice Chairperson Robert Kennedy: Mr. Kennedy described the length of time involved in his work with the library and its various associations.

Committee Chairperson Frieda Ford: Mrs. Ford discussed their work together with the Friends of the Library.

## **XIV) Action – Library Board Adjournment**

Motion: Board Member Phyllis Patton

Second: Chairperson Sandy Foley

Result: Approved

Meeting adjourned at 6:21 p.m.