

**CARSON CITY LIBRARY
MINUTES OF MEETING
OF THE BOARD OF TRUSTEES
May 28, 2015**

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.

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. 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. The Chairperson may remove any person who willfully disrupts this meeting to the extent that its orderly conduct is made impractical.

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

- a. April 21, 2015 (Regular Meeting)

Motion: Board Member Pam Graber
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 (report only)

- a. Fund generation & activities since last report.

Board Member Pam Graber (Grabber): She stated that there was nothing to report.

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

- a. Fund generation & activities since last report.

Board Member Phyllis Patton (Patton): She reminded the board that the parking lot blowout sale is happening this Saturday.

IX) Library Board of Trustees Business

- a. Request use of Gift Fund for:
 - a. Discussion and possible action on matching funds to be used to replace the phone system not to exceed \$20,000.

Library Director Sena Loyd (Loyd): She explained that the library's current phone system is antiquated. She described an issue where an electrical storm damaged the library's system last summer and that parts had to be obtained from the senior center to repair it. She stated that the city's IT department has explained that the phone system is no longer repairable and that if it goes down, the library will have limited phone functionality for months. She explained the advantages of moving the library to the city's telephone system and described the changes that would need to be made in order to accomplish this task.

She added that wiring has already been done in the staff space downstairs but that wiring would have to be done upstairs. She stated that the projected cost would include 25 Cisco phones as well as several wireless phones. She explained the advantages of having wireless phones due to the need for staff to be mobile within the space and still be available to assist at desks. She stated that the cost would include phone programming, staff training, and IT assistance. She reminded the board that the current system requires additional costs for an outside company to come in and make repairs. She stated that a comparison of the recent phone project conducted at the senior center suggests that a library telephone project is estimated to cost \$3,000 more than the \$27,000 project conducted there. She described the process involved in bringing in the fiber connections to the library and the cost involved with that portion of the project.

Vice Chairperson Dianne Solinger (Solinger): She asked about the potential timeframe involved.

Loyd: She answered that it could take between 3-6 weeks, since the timeframe would depend on how much work is actually needed to add the library to the connections currently under Roop Street.

Solinger: She asked about matching funds from the city.

Loyd: She explained that the city has offered a 50% match on funds provided by the library.

Solinger: She asked if the estimate given is reliable.

Loyd: She responded that, since it is based on a similar project, the estimate should be close to the actual cost.

Solinger: She asked about the length of time needed to acquire the equipment.

Loyd: She replied that they should arrive within a month's time.

Graber: She asked about the length of downtime that would be required for the new system to be installed.

Loyd: She answered that there should be no downtime, as the phones will be on two completely different systems.

Graber: She asked if this would mean the library would no longer have to pay for outside assistance or repairs on its telephone system.

Loyd: She answered that the city's IT department would be responsible for the upkeep of the new system.

Chairperson Sandy Foley (Foley): She asked about the portability of the system to a new location in the future.

Loyd: She responded that it would be.

Graber: She asked if the library's half of the project would be \$15,000 or \$30,000.

Loyd: She answered that the library's portion would be \$15,000.

Foley: She asked if the library would be responsible for additional funds if the project were to exceed the \$20,000 request.

Loyd: She explained that the language of the motion is worded as such that the library would not be responsible, but she stated that she was confident the project would not reach the price ceiling granted by the board.

Solinger: She discussed the language of the motion.

Graber: She asked if the senior center also matched city funds at a 50% rate.

Loyd: She replied that because their phone system went down, the city was required to cover the full cost of replacing its telephone system. She explained that this was due to the emergency nature of the repairs.

Graber: She asked for clarification as to whether or not that meant that matching funds were given by the senior center.

Loyd: She reiterated that the senior center did not have to provide funds due to the emergency nature of the project.

Graber: She asked if a 50/50 match was standard in this sort of situation.

Loyd: She stated that she felt it was appropriate since roughly 50% of the cost is due to the technology that the library will be using and will retain control of even if it changes locations in the future.

Foley: She stated that providing matching funds also accelerates the process.

Loyd: She agreed and explained that the phone system is on the city's capital improvement, but that it was far down on the list.

Foley: She expressed appreciation for the library's control of assets in this situation.

Graber: She inquired as to what would happen if the library were to wait for the system to go down and for the city to provide repairs instead of paying for it now.

Loyd: She stated that some of the extra options wouldn't be available and provided an example by describing the issues related to the elevator. She stated that this is a proactive solution to an inevitable problem.

Foley: She stated that the telephone system's status as irreparable suggests that the problem is significant.

Loyd: She responded that the difficulty in simply obtaining replacement parts suggests that a different solution needs to be entertained.

Patton: She stated that she felt there is no other solution.

Loyd: She stated that even the company did not have a positive response.

Graber: She asked when the project would begin.

Loyd: She answered that the project would begin before the end of the fiscal year.

Graber: She asked about the status of the Gift Fund.

Loyd: She provided the board with the amount currently available in the Gift Fund.

Foley: She stated that it is important to show the community that the library is being proactive whenever possible to provide better services to the community. She requested that this improvement be promoted extensively in the community.

Solinger: She stressed the importance of transparency.

Loyd: She agreed.

Patton: She made the motion that matching funds, not to exceed \$20,000, be used to replace the phone system.

Motion: Board Member Phyllis Patton

Second: Vice Chairperson Dianne Solinger

Result: Approved

X) Library Director administrative reports (report only)

- a. Report on current FY Budget, and Gift Fund
- b. Activities and operations of Library since last report

Loyd: She stated that her report would be brief and continued her discussion of the Gift Fund.

Solinger: She asked about the colored numbers on the report.

Loyd: She replied that the colored numbers are a visual reference for each of the budgets.

Graber: She asked about the source of the Gift Fund.

Loyd: She stated that these funds are generated primarily by donations. She stated that she normally didn't give the board a revenue report but that she could provide one at the next meeting. She described the FF&E and Digitorium budgets and current expenditures. She showcased the flyers about the Summer Reading Programs (SRP) at the library and the Sundaes on Sunday event that will be taking place on the library's first open Sunday.

Foley: She asked about the book that the adult Summer Reading Program would be using.

Adult Services Librarian Susan Antipa (Antipa): She explained that the program will utilize genre lists to encourage participation and described its similarity to the youth SRP.

Solinger: She asked about the theme selection process.

Loyd: She answered that a cooperative selects the theme that Nevada participates in each year. She discussed the recent Nevada Appeal article about the new hours of operation and described additional efforts made to promote the article on Facebook. She provided a selection of comments that have come in about the article. She stated that there could be negative remarks due to the changes in the weekly schedule.

Patton: She suggested a sign pointing to the bookstore.

Loyd: She asked the board for questions and comments.

XII) Non Action Items

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

XIII) General Public Comment

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XIV) Action – Library Board Adjournment