

CARSON CITY LIBRARY BOARD OF TRUSTEES

Draft Minutes of the December 3, 2015 Meeting

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A regular meeting of the Carson City Library Board of Trustees was scheduled for 5:30 pm on Thursday, February 4, 2016 in the Library Digitorium, 900 North Roop Street, Carson City Nevada.

PRESENT: Chairperson Phyllis Patton
Trustee Jeremy Hays
Trustee Dianne Solinger
Trustee Pamela Graber
Trustee John Liveratti

STAFF: Sena Loyd, Library Director
Kathy Rush, Access Services Manager
Aubrey White, Library Assistant
Iris Yowell, Deputy District Attorney
Daniel Yu, Deputy District Attorney
Tamar Warren, Deputy Clerk

NOTE: A recording of these proceedings, the Library Board's agenda materials, and any written comments or documentation provided to the Clerk, during the meeting, are part of the public record. These materials are available for review, in the Recording Secretaries Division of the Carson City Clerk's Office, during regular business hours. For minutes and audio recordings of this Board's meetings please visit www.carson.org/minutes.

I. CALL TO ORDER - ROLL CALL (5:28:46) - Chairperson Patton called the meeting to order at 5:28 p.m. Roll was called; a quorum was present.

II. PUBLIC COMMENT (5:29:19) – Chairperson Patton entertained public comments; however, none were forthcoming.

III. FOR POSSIBLE ACTION: APPROVAL OF MINUTES OF PREVIOUS MEETING – (DECEMBER 3, 2015 REGULAR MEETING) (5:30:25) - Chairperson Patton entertained suggested revisions and, when none were forthcoming, a motion. **Trustee Hays moved to approve the minutes, as presented. Trustee Solinger seconded the motion. Motion carried 5-0.**

IV. INFORMATION ONLY - FRIENDS OF THE CARSON CITY LIBRARY REPORT – (5:31:04) – Chairperson Patton reviewed the report, which was included in the agenda materials, and updated the Board on the Annual Meeting held on January 30, 2016 and had taken place after the report had been submitted.

V. FOR POSSIBLE ACTION – LIBRARY BOARD OF TRUSTEES BUSINESS

a. ELECTION OF CHAIR AND VICE CHAIR. (5:31:44) – Chairperson Patton introduced the item noting that she had agreed to serve as a temporary chair and entertained nominations for the position of chair. Chairperson Patton nominated Trustee Hays for the position of chair and when no other nominations were forthcoming she entertained a motion.

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(5:32:40) – Trustee Graber moved to elect Trustee Hays as Chairperson of the Carson City Library Board of Trustees. The motion was seconded by Trustee Liveratti.

(5:33:24) – Trustee Liveratti moved to elect Trustee Solinger to the position of Vice Chair of the Carson City Library Board of Trustees. The motion was seconded by Trustee Patton. Trustee Patton called for the vote.

RESULT:	Approved [5-0-0]
MOVER:	Trustee John Liveratti
SECOND:	Trustee Phyllis Patton
AYES:	Chair Hays; Trustees Graber, Liveratti, Patton, and Solinger
NAYS:	None
ABSENT:	None
ABSTAIN:	None

b. THE USE OF LIBRARY GIFT FUNDS AS MATCH FOR LIBRARY PARKING LOT SAFETY SOLUTION ON CHANGED DESIGN SPECIFICATIONS. (5:34:02) – Chairperson Hays introduced the agenda item. Ms. Loyd introduced Patrick Pittenger, Carson City Public Works Department Transportation Manager. Mr. Pittenger gave background on the project in progress and reviewed an aerial map of the location, incorporated into the record. He also noted that the handrail portion would not exceed \$4,000 of the library gift fund dollars, adding that the estimates were “far more expensive than we anticipated”. Mr. Pittenger advised that having a split-rail fence would be the more affordable alternative and wanted to find out how far the Board would like to extend it.

(5:39:49) – Trustee Patton was informed that the fence was to prevent injuries from walking on the rocks. Discussion ensued regarding the size and slippery nature of the rocks and Trustee Liveratti suggested fencing the entire perimeter of the rock area. Mr. Pittenger believed that the \$4,000 could extend the fence close to the driveway and the difference could be covered by the Public Works Department. Chairperson Hays entertained a motion.

(5:49:58) – Trustee Patton moved to “use the split-rail fence and extend it all the way down to the decorative brick at the driveway” if permitted by the \$4,000 budget. The motion was seconded by Vice Chairperson Solinger. Chairperson Hays called for the vote.

RESULT:	Approved [4-1-0]
MOVER:	Trustee Phyllis Patton
SECOND:	Vice Chair Dianne Solinger
AYES:	Chair Hays, Vice Chair Solinger, Trustees Graber and Patton
NAYS:	Trustee Liveratti
ABSENT:	None
ABSTAIN:	None

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(5:30:39) – Mr. Yu alerted the Board that during agenda item V(a), a vote had not been taken after the nomination of the Chair, and to ensure the appropriate parliamentary procedures had been followed, he advised voting on the motion. Trustee Patton called for the vote.

RESULT:	Approved [5-0-0]
MOVER:	Trustee Pamela Graber
SECOND:	Trustee John Liveratti
AYES:	Chair Hays, , Vice Chair Solinger, Trustees Graber, Liveratti and Patton
NAYS:	None
ABSENT:	None
ABSTAIN:	None

c. PRESENTATION OF THE LIBRARY STRATEGIC PLAN. (5:53:09) – Chairperson Hays introduced the item. Ms. Loyd noted that she would present the Strategic Plan changes that were discussed in the past several meetings. She also explained that the revisions, incorporated into the record, were highlighted in red. Ms. Loyd reviewed the revised organizational structure, the strategic goals with their success metrics, and the priorities and their objectives as related to the goals. Trustee Liveratti suggested adding revision numbers to the document. **Trustee Liveratti moved to approve the Strategic Plan as submitted. The motion was seconded by Trustee Patton.**

RESULT:	Approved [5-0-0]
MOVER:	Trustee John Liveratti
SECOND:	Trustee Phyllis Patton
AYES:	Chair Hays; Vice Chair Solinger, Trustees Graber, Liveratti and Patton
NAYS:	None
ABSENT:	None
ABSTAIN:	None

VI. INFORMATION ONLY - LIBRARY DIRECTOR ADMINISTRATIVE REPORTS

a. REPORT CONCERNING FY 2015 LIBRARY STATISTICS (6:03:40) – Ms. Loyd reviewed the agenda materials, incorporated into the record, and noted that she could place them on the library’s website as they are public records. Chairperson Hays was informed that this report could be provided in Excel format.

b. REPORT CONCERNING JULY – DECEMBER FY 2016 LIBRARY STATISTICS (6:09:55) – Ms. Loyd noted that the packet contained the January statistics as well as December’s. She also notified the Board that these were statistics that were collected to date; however, additional statistics could be provided upon the Board’s request, utilizing the already-collected data.

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c. REPORT CONCERNING CURRENT FY BUDGET, GIFT FUND AND FURNITURE, FIXTURES & EQUIPMENT OR FF&E (6:15:15) – Ms. Loyd also reviewed the budget and library gift fund expenditures, authorized by this Board, which are incorporated into the record. She explained that the phone budget also included the fiber connections, adding that there would be some shifting of the budget to cover that cost. In response to a question, Ms. Loyd clarified that the “book lease was charged to the wrong account” which indicated the books and periodicals were 17 percent over budget.

d. REPORT CONCERNING ACTIVITIES AND OPERATIONS OF LIBRARY SINCE LAST REPORT (6:20:25) – Ms. Loyd discussed the hiring process of two vacancies and explained that an offer had already gone out today.

Trustee Graber left the meeting at 6:20 p.m.

VII. ADMINISTRATIVE REPORTS (6:22:14) – Chairperson Hays Introduced the items.

a. ADULT SERVICES (6:22:18) – Ms. Loyd announced the availability of advanced classes such as Photoshop and other business and community classes. She also informed the Board that the upcoming International Film Weekend, Sponsored by the library and several other organizations, would take place at the Community Center on February 18-20, 2016.

b. ACCESS SERVICES (6:24:58) – Kathy Rush, Access Services Manager, presented a report, incorporated into the record, announcing the new library cards and the revised shared catalog.

c. YOUTH SERVICES (6:28:20) – Aubrey White, Library Assistant, presented the Youth Services Report, incorporated into the record, including the Lego Club and Love on a Leash programs. Mr. White also highlighted the successes of the Habits of Mind(craft) and the Family Reading programs.

d. YOUTH LIAISON BOARD OF TRUSTEES (6:36:03) – Jaime Gudino and Mia Brozovich announced an upcoming Team Leadership Council event on February 27, 2016 called Winter Snowdown to be held inside the Digitorium.

XI. NON-ACTION ITEMS – BOARD MEMBER ANNOUNCEMENTS AND REQUESTS FOR INFORMATION (6:27:37) – Chairperson Hays entertained announcements or requests for information; however, none were forthcoming.

XII. GENERAL PUBLIC COMMENT (6:37:44) – Chairperson Hays entertained public comment. Slava Kolupaev introduced himself as a Carson City resident since 1990, a parent, and a library patron. Mr. Kolupaev requested having fewer library computers dedicated to games and more to homework, and wished to see them placed in a separate location. He also requested more supervision for “kids” playing games as they tended to be loud. Chairperson Hays reminded Mr. Kolupaev that action cannot be taken during public comment as the topic is not agendized.

XIII. ACTION TO ADJOURN (6:46:17) – **Trustee Liveratti moved to adjourn. The motion was seconded by Trustee Patton.** Chairperson Hays adjourned the meeting at 6:46 p.m.

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The Minutes of the February 4, 2016 Carson City Library Board of Trustees meeting are so approved this 25th day of February, 2016.

JEREMEY HAYS, Chair