

**CARSON CITY LIBRARY
MINUTES OF MEETING
OF THE BOARD OF TRUSTEES
April 21, 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. March 26, 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.

Chairperson Sandy Foley (Foley): She explained that she went with Vice Chairperson Dianne Solinger (Solinger) to the Legislative Day luncheon and expressed appreciation for the preparations made by Library Assistant Rachel March (March). She reminded the board that March had prepared quotations in advance by hand for banners at the luncheon and that they were repeatedly praised by attendees. She added that it was an effective meeting between members of legislature and local entities.

Library Director Sena Loyd (Loyd): She stated that Deputy Director Tammy Westergard (Westergard) and herself represented both the Carson City Library and the Nevada Library Association at the luncheon. She explained that they sat with one of the state senators from Las Vegas.

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 significant to report and that the Foundation would be meeting later in the week.

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

- a. Fund generation & activities since last report.

Board Member Phyllis Patton (Patton): She described the birthday party held for the bookstore and that at least 158 people attended. She explained that the bookstore's half-off birthday sale is underway and that on its first sale day, the store brought in \$400. She stated that the food drive brought in over 1000 pounds of food. She added that the organization of the books in the store has been changed to allow customers to find books more easily. She stated that donations have been numerous this spring. She explained that the front door has been painted and that online sales have begun and that the bookstore is considering a move to allow purchases with credit cards.

Foley: She expressed appreciation for the bookstore's efforts in the community.

Patton: She reminded the board that this level of success is due to the efforts of some 50 volunteers.

IX) Library Board of Trustees Business

- a. Request use of Gift Fund for:
 - a. Discussion and possible action on purchase of RFID (Radio Frequency Identification) gates for access to secret garden space not to exceed \$8,500.

Loyd: She stated that this request is for a one-aisle gate similar to the one that is currently located at the entrance to the library. She explained that the main reason that the secret garden was closed to patron access was due to theft of materials and that an alarm gate would allow patrons to access the garden while maintaining control of the collection.

Graber: She asked about the difference between the request and the subtotal given to the board.

Loyd: She answered that the higher subtotal is associated with a previous request that was already approved by the board.

Motion: Board Member Phyllis Patton

Second: Board Member Pam Graber

Result: Approved

- b. Discussion and possible action on use of part of the remaining FF&E (Facilities, Fixtures and Equipment) for roll down gate at library entrance.

Loyd: She explained that there is a total of \$12,000 that has yet to be expended and that this was an amount that the board already approved for updates to the building. She stated that the leftover amount was caused by expenditures that were lower than originally estimated. She requested the board for permission to place a roll-down gate at the entrance so that the Digitorium can be opened to the public outside of normal library operating hours. She explained that, currently, it is difficult to open the library outside of normal operating hours for special events due to individuals attempting to enter the rest of the building. She also explained that automatic sliding doors were considered as an option but that the cost is prohibitive.

Patton: She stated that this topic has come up repeatedly in the past and that it makes sense for the library to have it.

Solinger: She asked if Loyd had an estimate on the cost of a roll-down gate.

Loyd: She explained that she wanted to attempt to work with local businesses first and that she had not received word back from businesses in Reno that she had contacted. She stated that the average price that she found online was between \$5000 and \$7000.

Graber: She asked about the language of the motion.

Loyd: She stated that she wanted approval to take action and that she would return to the board with an exact amount before making a purchase.

Motion: Board Member Pam Graber

Second: Vice Chairperson Dianne Solinger

Result: Approved

b. Discussion and possible action on the Moss Adams Carson City Employee Efficiency Study recommendations.

Loyd: She provided the board with a reminder of the findings of the Moss Adams Efficiency Study and noted that there is no requirement of a fiscal impact on any changes implemented. She presented the board with a recommendation that the board reclassify 2 unclassified management positions as Carson City Employee Association (CCEA) Librarian positions. She added that other management duties would be spread to the remaining managers and that upon Adult Services Librarian Susan Antipa's (Antipa) retirement, the need for a finance position would be addressed. She explained that the move would be fair, as positions would be Y-rated and that salary savings would not occur until a later date when those positions were vacated.

Foley: She asked about the potential timeline for salary savings.

Loyd: She explained that it is difficult to provide an exact savings, due to the benefits that are received by individuals in each employee category. She added that this is a result of city policy, not something that is within the purview of the board. She stated that she has spoken to both of the managers that will be affected and that they agree that this is the fairest option possible.

Patton: She discussed the potential organizational chart given to the board.

Loyd: She described the breakdown of the new organization chart and asked the board if there were any questions about the new structure.

Foley: She stated that it looked like the employee to manager ratio has been addressed in the new chart.

Loyd: She agreed and added that duties would be spread between the remaining managers and the new financial position that would be created.

Foley: She asked about the financial position's start date.

Loyd: She stated that this would occur in January. She clarified that the individual shadowing Adult Services Librarian Susan Antipa would gradually assume her duties, which would then free up the Adult Services Librarian's time to assist with financial duties in the interim. She provided the board with a list of duties that would be moved from the two managers who would be reclassified.

Foley: She asked if this was the most efficient option available to the board.

Loyd: She replied that she did feel it was the best option.

Foley: She asked the board for further questions.

Solinger: She asked about individual positions on the chart and if current employees would fulfill these roles.

Foley: She asked about the employment component of the new grant that will be starting in July.

Loyd: She responded that there is not a full-time position attached to the new grant; instead, there will be part-time instructor positions.

Foley: She stated that this is a good move, since it can be difficult to find a permanent place for temporary positions after the grant period has ended.

Solinger: She asked about the effects of the new chart on desk rotation.

Loyd: She replied that all desks would continue to have rotating schedules.

Graber: She talked about changes that have occurred in the city since the efficiency study was implemented and the attention that the library has received recently with regards to the upcoming grant. She stated that the study's template may not fit the library's current organization and asked if it is really necessary to implement it. She discussed her concern that the library may not be able to handle its current and future levels of service if the structure of the library's staff is changed so dramatically. She reiterated that the need for fairness was addressed and that she appreciated that angle.

Solinger: She asked about the feedback received from staff.

Loyd: She stated that she felt that absence of the two managers most affected by these changes from this meeting should provide sufficient evidence to the board about their views on the change. She added that Programming and Outreach Manager Andrea Moore (Moore) has expressed concerns about the exact nature of her new job duties but not about the change itself. She explained that many of the duties that these individuals have now would remain the same, since they will still be classified as librarians. She added that similar positions did exist before the previous library director changed the organizational chart and sought confirmation of that point from Antipa.

Antipa: She agreed.

Solinger: She stated that she was more concerned with the effect on the rest of the staff.

Loyd: She stated that every staff member has been given an opportunity to review the new chart and that she has not received any negative feedback.

Antipa: She stated that she didn't want to speak for other staff members, but that everyone does worry when changes are made. She stated that she felt the proposed chart was reasonable.

Patton: She agreed and stated that staff members such as Moore are flexible and willing to adapt to new circumstances. She added that retirements are going to occur whether or not the efficiency study is implemented and that this allows administration to be prepared for these changes as they occur.

Loyd: She explained that they would be able to recruit individuals who are capable of performing the necessary tasks. She stated that while no change will be perfect, but that even Circulation and Facilities Manager Elaine Werlinger (Werlinger) has expressed relief that duties would be removed from her and given to others.

Graber: She reiterated that her concern is with the MT1 certification program and that it needs to be successful.

Loyd: She replied that she didn't feel that the success of the MT1 certification program would be dependent upon keeping the organizational chart the same. She stated that she would not recruit an individual who was not capable of delivering upon the requirements of the grant.

Solinger: She added that the organizational chart could be changed again in the future as needed.

Loyd: She agreed and reminded the board that all staff members' job descriptions included the phrase, 'Other duties as assigned.' She explained that this allows for great flexibility in executing the plans of the library.

Solinger: She reminded the board that no change is permanent.

Foley: She stated that the library has staff capable of implementing the grant and these changes do not impact the staff involved with the grant.

Loyd: She explained that the biggest change is that many of the human resources and financial activities are being moved to a single individual and away from multiple positions so that managers can better focus on the work of the library.

Foley: She explained the importance of a financial position to the function of an organization.

Loyd: She reminded the board that the library is one of few city departments that do not have a financial position on its staff.

Foley: She stated that the staff took on additional duties in the past to keep the library open and that this change moves the organization chart back to a more balanced workflow.

Loyd: She described the amount of work involved for each manager to manage the financial aspects of their departments and stated that a financial position would allow each of the managers to devote more time to other activities in the library.

Graber: She stated that this solution is the best option in terms of fairness

Loyd: She agreed.

Foley: She asked for any further comments and then asked for a motion.

Motion: Board Member Phyllis Patton

Second: Vice Chairperson Dianne Solinger

Opposed: Board Member Pam Graber

Result: Approved

X) Library Director administrative reports (report only)

- a. Report on current FY Budget, and Gift Fund

Loyd: She stated that the library is on track to expend its budget as outlined. She explained that amounts will be reallocated as needed to cover software renewals and described the line items that were previously approved by the board. She reminded the board that payments for damaged items enter into the Gift Fund and provided a yearly report on the Gift Fund. She requested questions from the board about the details of the Gift Fund and FF&E expenditures.

b. Activities and operations of Library since last report

Loyd: She explained that many of the items in her report are recurring, such as the grant programs. She stated that there are six applicants for the open board position and that the interviews will take place at the Carson City Board of Supervisors meeting in May. She informed the board that Westergard's last day is June 11. She described a presentation that she gave at the Men's Club of Carson City on behalf of the library. She explained that the library has been working with the new E-Network and Adam's Hub for Innovation to provide access to the library's business databases there. She provided the board with links to articles and other news items about the library throughout the community. She added that she attended a meeting with Westergard and representatives from the University of Nevada, Reno and Washoe County to discuss the MTI certification program that will be offered at the library and how a similar program could be implemented in Washoe County.

XI) Administrative reports (written report only)

- a. Deputy Director
- b. Circulation and Access Services

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