

**CARSON CITY LIBRARY  
MINUTES OF MEETING  
OF THE BOARD OF TRUSTEES  
January 26, 2012**

**\*Item 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, January 26, 2012.

**\*Item II:**            **For possible action - Roll Call of Board Members and Determination of Quorum**

\*Chairperson Sandy Foley; Vice-Chairperson Drew Simmons; Board Member Robin Williamson; Board Member Maxine Nietz

Quorum Established

\*Chairperson Sandy Foley: Are there any comments from our general public?

No Comments

**a.) Consideration of any absences of Trustees** (Action)

We have received word from Board Member Kennedy that he is ill and therefore, we will move to excuse his absence.

\*Motion:            Board Member Maxine Nietz: Madame Chair, I move that we excuse Robert Kennedy from tonight's meeting since he is ill.

\*Second:           Board Member Robin Williamson

\*Result:            Unanimous

**\*Item III:**           **General Public Comment:**

Chairperson Sandy Foley: Is there any member of the public that wishes come forward at this time and address the Library Board of Trustees and speak on any topic that is relevant to the Library Board and our meeting?

\*None

**Item IV:**            **For possible action - Minutes of previous meeting for approval/amendment. (Action)**

**a.**    October 27, 2011 (Regular Meeting)

**b.**    December 7, 2011 (Regular Meeting)

Chairperson Sandy Foley: Regarding the Minutes; we had a meeting on October 27, 2011, and we had a very short meeting on December 7, 2011. We did not have a meeting in November 2011. Are there any corrections or modifications that need to be made?

Board Member Drew Simmons: Regarding both sets of Minutes, please correct the header on both documents to reflect the correct date. On page 6 of the October 27, 2011 Minutes, please correct 'staff' to read 'participants'; and further down, please change 'meetings' to 'meeting rooms'.

\*Motion:            Board Member Maxine Nietz: Madame Chair I move to approve the Minutes of the October 27, 2011, and the December 7, 2011 meeting of the Library Board of Trustees as amended.

\*Second:           Board Member Robin Williamson

\*Result:            Passed (Unanimous)

**\*Item V:**            **Notice - Modification to agenda (Action)**

\* None

**\*Item VI:**           **Disclosures**

Chairperson Sandy Foley: Is there any member of the Library Board of Trustees who may wish to explain any contact with the public regarding an item on the agenda or business of the Board of Trustees?

\*None

**\*Item VII: Carson City Library Foundation Report (Discussion only)**

**a.) Fund generation and activities since the last report.**

Planning and Development Deputy Director Tammy Westergard: Madame Chair, the last general board meeting was on January 5, 2012, and activities included financial reports and an update on the holiday open house.

\*You will all be happy to know that over one hundred (100) people attended the open house. The Foundation received \$13,100 in pledges as part of the "First-in, All-in" appeal for the Knowledge and Discovery Center capital campaign. Mr. Carlson has asked me to thank the Carson City Library Board of Trustees as well as his own Board for one hundred percent (100%) participation.

\*The Capital Campaign is in full swing. I am happy to report that the meetings are robust and a lot of people are interested in opportunities to support the vision of the Knowledge and Discovery Center and their next general meeting will be held on April 5, 2012, at 5:30 p.m. at the BRIC.

\*Chairperson Sandy Foley: Thank you. Are there any questions?  
No questions.

**\*Item VIII: Friends of the Carson City Library report (Discussion only)**

**a.) Fund generation and activities since the last report.**

Phyllis Patton, Vice-President Friends of the Carson City Library reported.

\*We had a very successful Holiday Book Sale in November, which was held at the same time our meeting was held. On Thursday evening, November 17, 2011, we held the Member Preview Sale and the sale continued through Friday, November 18, 2011, and Saturday, November 19, 2011. During this time, we made a total of \$4,225.78. We would like to thank all of the hard-working volunteers who help to sort and set up the books for the sale and the people who worked during the sale. I would like to give a very special 'thank you' to the community members who donated all those wonderful books and then came back to buy more books.

\*Our next book sale will be the "Book Lover's Sale" which will be held on Friday, February 10, 2012, from 10:00 a.m. to 5:00 p.m. and Saturday, February 11, 2012, from 10:00 a.m. to 3:00 p.m. There will be a Preview Sale for members on Thursday, February 9, 2012, from 5:30 p.m. to 7:00 p.m. If you are not a Member of the Friends of Carson City Library, you may join up during the preview night and shop that same night.

\*We also took part in the Carson City Chamber of Commerce Wellness Fair at the mall. We had a table set up with Health & Beauty books. We made a lot of contacts with the public. We had our name out there and we made \$25.

\*Other than that, we are quietly working on plans and ideas for upcoming events and we will fill you in on that when we know exactly what we're doing.

Questions invited:

No questions

**\*Item IX: For possible action - Library Board of Trustees Business**

**a.) Performance Review of Library Director (Action)**

Chairperson Sandy Foley: I would like to say that we have received wonderful and glowing reports. After watching the Branch Anywhere open today at the Boys & Girls Club, I think we should commend not only Library Director Sara Jones, but we should

give a standing ovation to the entire group of people who worked on this. Because of Planning and Development Deputy Director Tammy Westergard's commitment, we are the first library in the country to have the Branch Anywhere mobile vending machine library system. People are very thrilled to have it and the children are savvy and able to work with it. For you to have that machine filled up with the items children are looking for and to have them appreciate it so much, you have all of our thanks. Tammy you are awesome.

\*Performance evaluation: I would like to ask each member of the Carson City Library Board of Trustees to offer any comments that you would like to have me add to the evaluation.

\*Board Member Maxine Nietz:

- Library Director Sara Jones handles young patrons who violate rules with professionalism.
- The BRIC is a pleasure to use a meeting space. It is always good to see the library packed full with patrons and staff.
- I am always helped immediately when I need something and the staff is cheerful and helpful. I am very happy with the staff and leadership at the library.
- I am also glad to see that Director Jones is always up-to-date on the financials and the budget which is a very important issue these days.

\*Board Member Robin Williamson:

- Library Director Sara Jones is both effective and efficient.
- She leads our community and those at the library to bigger and better things that can be accomplished by working together. By working together, we can accomplish so much more.
- When we traveled to Washington DC for the National Library Conference, it was easy to see how revered Director Jones was. She is nationally recognized from being on so many committees and review boards. This obvious recognition made me realize how fortunate we are to have Director Jones working for the Carson City Library.

\*Vice-Chairperson Drew Simmons: "We provide feedback annually for the evaluation of the Library Director and it is important for me to put this on the record because of what Director Jones has brought to the community. I feel strongly that a Library Director should have initiative and accountability".

- "Sara's entrepreneurial spirit and innovative vision of how to improve service to library patrons and the community to enhance their experience is exemplified by her leadership in these areas: Implementation of RFID technology and self check out, partnering with the school district to enhance youth education, installation of the first Branch Anywhere library vending system in the country into the Carson City Boys and Girls Club, reorganization of the library floor and collections to maximize efficiency and service, establishment of the Business Resource and Innovation Center (BRIC), relationship building and partnership with the Mae B. Adams Trust and the Hop and Mae Adams Foundation, and the development and planning of the Knowledge and Discovery Center/City Center Project, robustly marketing and successfully promoting the benefit of library evolution that shifts awareness from book warehouses to Knowledge and Discovery Centers for all ages through traditional options and new possibilities including technology and digital media. These are just a few of the things I have noted.
- Director Jones always takes responsibility for the well-being of her staff and patrons and the outcome of her actions.
- Two other areas of the evaluation are worth mentioning right now.

- Teamwork: Sara's relationship building skills are demonstrated by the loyalty of her staff and satisfied library patrons. She has a good relationship with the Library Foundation members, the Friends of Carson City Library, Library Board of Trustees, City officials and the community at large.
- Managerial Skills: It is my observation, and in speaking to the staff, staff members report that working with Sara is great because she delegates to them, which allows them to do what they do best. This encourages high morale and cooperation and staff support is vital for the success in meeting the Library Director's objectives. Sara treats everyone with respect and importance and in return, receives steadfast support and dependable cooperation.
- Thank you for your leadership and your vision and for being such a wonderful citizen of our city."

\*Chairperson Sandy Foley: That was a wonderful list of accomplishments. In fact, if you read Library Director Jones' year-end report you will realize all of the things she has done. Her work is stunning. I would like to add that Daphne DeLeon was present at the opening of the Branch Anywhere and she mentioned a skill that Director Jones, Planning and Development Deputy Director Westergard, and everyone in the library has; and that is the ability to leverage one accomplishment on to the next accomplishment exponentially. That is a great skill that the Director and her staff have. It started with the check-in, check-out system. That system increased the library hours. After that, each improvement will lead us to our ultimate goal will be to build the Knowledge and Discovery Center.

Is there anyone from the audience who would like to make a comment before we wrap this item up?

\*Vice-President, Friends of Carson City Library, Phyllis Patton: When we first hired Director Jones, she was picked from a number of other applicants. We gave her one direction, and that was to do whatever can be done to help us get a new library. She has followed that direction and has been a pleasure to work with.

\*Library Director Sara Jones: It is a true pleasure to work with you. I have worked with many Boards for twenty five (25) years. We are successful because the Board and the library staff work together and all pull in the same direction. Thank you for all of the things you have said. I truly appreciate your comments. I do work hard and I work with a lot of people who work hard. "I am the sum of my parts and I have a lot of really great parts including, Deputy Director Tammy Westergard, Susan Antipa, Youth Librarian Amber Sady, Programming Outreach Manager Andi Moore and the library staff". Everyone does their best to make the experience at the library a good one. Everyone pulls together and they all work extremely hard.

\*I just want to be sure that this goes on the record because no one person can do it alone. We are building a big snowball in a good way. We are doing a good job of proving to this community that we are worthy of their investment in us.

\*I am always interested in knowing if there is ever anything that you would want me to do differently or better and I will do it. Continuous improvement is very important.

Chairperson Sandy Foley: Member Robert Kennedy's wife brought over his evaluation and it is a good evaluation.

\*Is there a motion for me to approve, compile and turn in the reports I have been given to the City and to Director Jones?

- \*Motion: Board Member Maxine Nietz: Madame Chair, I move that we approve the individual Board Members evaluations and that we approve that you compile them and turn them in to the City as our Chairperson.
- \*Second: Board Member Robin Williamson
- \*Results: Unanimous

**b.) Update on Knowledge & Discovery Center Project (Discussion Only)**

\*Library Director Sara Jones: Since our last formal meeting on October 27, 2011, the City Manager, Larry Werner has been assembling a team that consists of himself, the Public Works Director, Darren Schultz the Finance Director, Nick Providenti and Randy Munn from the District Attorney's office. Steve Neighbors from the Mae B. Adams Trust is occasionally there and I am always there. We have been meeting every other week since September 15, 2011, to work on the project. We have done some significant work with the City Financial Advisors for the structure of the deal.

\*We continue to work with H&K Architects, specifically regarding a proposal for the garage. The garage is the first in the phasing situation because of the possibility of displaced parking.

\*The largest part, from the Carson City Library perspective has been the Capital Campaign which is going extremely well. We know that everyone would like more information and you did hear Planning & Development Deputy Director Westergard mention the "First-in, All-in" which was a huge success. There have been dozens of meetings with potential donors determining where we are in the Capital Campaign. That is the update for the progress of the Knowledge and Discovery Center.

\*The next City meeting is Wednesday, February 1, 2012, or Thursday, February 2, 2012.

\*We haven't been on the front page of the paper lately nor have we been in the paper consistently, but I want you to be assured that everything is moving along as we have expected it to progress. I do not have any kind of pitfalls to report.

\*I would be happy to answer any questions anyone may have.

Board Member Maxine Nietz: Do we have any ideas on a timeframe for groundbreaking or is it to soon to ask about that?

Library Director Sara Jones: It is a little premature to answer that but we are on trying to remain on track to be finished in 2014.

**c.) Report on Branch Anywhere at the Boys & Girls Club of Carson City (Discussion only)**

Library Director Sara Jones: I would like to turn this over to Planning and Development Director Tammy Westergard because she was the applicant for the grant and she was the central focus for making all this happen.

Deputy Director Westergard: As you all know, the Branch Anywhere has been installed and it is very exciting. Some of the things worth discussing are how we anticipate it working on the 'go-forward'. The piece of equipment is not small. A very sophisticated computer robot makes it work. It has taken almost a month to do the installation and we have had the opportunity to do some trouble-shooting and to work with some of the IT services that are available to us. This gave us some experience about how all of it works. The catalog collection is customized to not only provide basic reading materials to the youth at the Boys and Girls Club; it is also focused around certain kinds of learning outcomes that relate to STEM skills. We also have a partnership with a beginning opportunity to try to test out classroom curriculum as it relates to the material in the Branch Anywhere. We are going to deploy a week-long lesson with one of the teachers,

Raquel Abowd the Carson City Montessori School. We will look at moving the needle on learning outcomes. This will be a good opportunity to more actively engage library services as day-in and day-out partners in learning during the school year and through the summer.

\*We want to use this as an entry point for the youth at the Boys and Girls Club whose families have never been to the main branch of the library or have not been in to the library for a long time. We created categories of materials for grown-ups. We have provided items from parenting books to trip books to writing a resume. Members of the Boys and Girls Club can be proud to come in and show their families this resource. We also have materials other than books available. We have Lego kits, games, 'Play-Away's' and other material that foreshadows how we anticipate using the collection to create outcomes and provide information on a bunch of different levels.

\*Logistics: The Branch Anywhere holds two hundred forty (240) items. The total collection is up to five hundred (500) so items can be circulating all the time. We will be anointing our partners at the Boys and Girls Club as ambassadors of the Carson City Library. They are going to facilitate issuance of library cards. They are going to learn how to answer basic questions about the collection and will get a little taste of what it means to be information professionals from their point of view. They are eager and excited about that.

It's all about the 'Go-forward' and the opportunity for robust customized programs and partnerships.

\*Board Member Robin Williamson: Can people just bring their library card and go and see the Branch Anywhere?

\*Planning and Development Deputy Director Westergard: Yes, anybody can go and check it out. The kids at the Boys and Girls Club will be thrilled to show people how it works. However, use of the Branch Anywhere is restricted to the members, staff and families of the Boys and Girls Club. We would actually have to go in and make an adjustment to a patron's library card to allow them to use the resource there as well as at the regular library. So you can not just walk in from the street and go check out an item.

\*Chairperson Sandy Foley: At the ribbon cutting today, several people asked if we would name the robot.

\*Library Director Sara Jones: The best part of seeing the installation of Branch Anywhere at the Boys and Girls Club was the pure, unadulterated excitement on the kid's faces. They want to use it. They are completely thrilled. That is very satisfying. We wanted them to be so excited about getting library books and this worked.

\*Board Member Drew Simmons: The kids were naturals. There was absolutely no fear of approaching the Branch Anywhere and pressing the buttons to get what they wanted. I was also impressed with the movement of the robotic arm. I thought that it would be awesome if one of those seven (7) or eight (8) year olds looked at that arm like I did and thought "*I want to do that! I want to understand how that works*". That inquisitiveness might plant a seed for future exploration and lead them to the Library, the BRIC, or the Knowledge and Discovery Center. I appreciated being there today. It was a wonderful experience.

\*Library Director Sara Jones: It is not an accident the robot is science, technology, engineering and math all in one.

\*Chairperson Sandy Foley: Youth Services Librarian Amber Sady and I were at the GATE (Gifted and Talented Education Program) at Freemont Elementary School yesterday. One of the students had seen the robotic arm. When asked if she had seen the robot she jumped up and down and said it was so cool. The other children in the classroom want to see it now so I think this will also help the Boys and Girls Club membership!

**\*Item X: Library administrative reports (Discussion only)**

**a.) Report on current Fiscal Year Budget (Discussion only)**

(See attached report)

\*Library Director Sara Jones: You have in front of you the Carson City Library Board of Trustees Financial Report. The first page is the detail budget. This was run yesterday so it is relatively current. We are at fifty eight percent (58%) of the year elapsed and we are at fifty three percent (53%) of the budget expended. That is a good match. There are a few categories that are overspent and I am watching them. You will continue to see categories to be overspent and then I will watch the bottom line. I believe that you should use line item budgets accurately. As you can see, our postage budget is gone. In fact, it is \$50 in the hole. You will continue to see that postage expense rise. If there is no new money available, which there is not, it is important for us to use line items as tools to make this effective in the long run. My assurance to you is that I watch the bottom line. If anything goes over budget, I will use a category with an excess to make it all balance at the end of the year. I can not overspend and I do not intend to.

\*Under the category of Professional Services, we have some people who work part-time. Some work pretty regularly and some work occasionally on special projects. That category is at seventy four percent (74%). I am well aware of that but you might notice that Hourly Professional Services is significantly less than its category at forty four percent (44%). I can use some of those salary categories to balance below. It is mostly managing who is hourly part-time through the City and who is part-time through Professional Services. I am managing both of those carefully.

\*We have a large extra expenditure in membership and publications which is a direct result of the attendance at the Nevada Library Association but, we are fine on training. Travel is in pretty good shape too. Those would offset because we were able to let people go to a conference in our city and we did not need to use the Travel Expense to make that happen.

Are there any questions about the General Budget?

No questions.

**b.) Report on current Fiscal Year Gift Fund (Discussion only)**

(See attached report)

\*Library Director Sara Jones: You have not seen a Gift Fund Expense Report for a while so you see expenses through December 22, 2011, and revenue through January 18, 2012. The running total is what we put into the gift fund less what we spend. The City is in the process of looking at our next year's budget. We don't know much about that except we expect that it is not going to look much better. There is a possibility that it might actually look worse. We do not have any guidance on that yet from the City Manager. They have to get serious about what the City Budget will look like. There is a tentative budget due in April 2012 and something much more concrete will be coming in May 2012. In February 2012, I should be able to tell you something about the budget process.

\*Those are the financial reports and I would be happy to answer any questions.

No questions

**c.) Activities and operations of Library since last report** (Discussion only)

\*Library Director Sara Jones: We have a new BRIC Manager. Deputy Director Westergard will tell you more about that. The BRIC Manager is an employee of the Carson City Library and if you would like to put him on the agenda in February, I'm sure he would be happy to come and give you a brief synopsis of his goals and objectives and what he has seen since he's been hired.

\*You know quite a bit about the Boys and Girls Club and we're happy that the Branch Anywhere turned out as well as it did.

\*As far as grants go, we are in competition for the Economic Development Administration Grant of 2.48 million dollars (\$2,480,000.) and we got a letter back in September 2011, which said we were highly competitive. We were given quite a long list of things that we had to answer. I did answer all of the items and the answer was five hundred (500) pages long. I had to use a paper box to return the answers. The answers were accepted, however, they had two (2) issues that they needed resolved before we could go completely through the process. They want to see an appraisal on the land and they want to see the one hundred percent (100%) match of the 2.48 million (\$2,480,000.) in the bank. This is not inconceivable for us; however, it was not in the bank on January 1, 2012. I had a conversation with the representative from the Economic Development Administration and they asked us to look at the next cycle which is March, 2012, or perhaps, June, 2012, depending on how long the appraisal takes. I don't think that this is any indication that we are not fundable; in fact, he says that the Seattle officer who reviewed it thinks it is a novel project and they are all positive about it but they needed those two (2) things before they could actually move it forward to funding.

\*That is the status of the grants and I will keep you updated.

\*Miss DeLeon, whom the Vice-president of the Friends of Carson City Library, Phyllis Patton mentioned earlier actually has the final say but, the council recommends whether we get funded in the future for Library Services and Technology Act. It was critical that we were successful today.

\*I left right after the BranchAnywhere opening to defend two (2) grants that we have in front of them. I was the first one up and they didn't have very many questions and that is actually a very good sign. We were looking for a professional assessment of the Twain Collection; its value and its care, and we would also like to get \$85,000 (eighty five thousand dollars) to do another extension of our RFID which is enough bins to move that whole thing to the new library and make things better for us in the meantime.

\*The way it works is they listen for two (2) days to all the grant proposals statewide. Then they rank them in a range list and when the federal money becomes available, we get some award notice. It went pretty well. There wasn't any difficult question or any indication that they didn't like the grants.

\*The one question I was asked about the Twain Collection was, 'What will we do if we can't build a new library?' We understand that we are taking this collection and when that happens we will have to have custody of it. I would have to figure out what to do with that. We can do something similar to what a museum would do. We could store some of it and reveal some of it at certain times.

\*Other activities are the Governor's Board of Economic Development, but Deputy Director Westergard will cover that.

\*I did provide everyone with a copy of this brochure that I got from the American Library Association Conference. It is a really good document showing the status of public libraries nationwide. I think it would be a good document for you to use for some background information as we think about rewriting our strategic plan. The first page has a picture of a Branch Anywhere-like machine. The difference between the machine in the

picture on this page and what we installed today is that you can take things out of this machine but you can't put things back in. That's why Branch Anywhere is so distinctive. Because of RFID, users of Branch Anywhere can take something out and put something back in and make it available for the next patron. Whereas a machine like the one in the photo (which is in a variety of libraries across the country) is just like a candy distribution machine. There is no real-time return so that the next person can take something out. I do hope that you will take some time to look at this. We do need to look at the strategic plan. It's great that this is so complete for the beginning of 2012, but we should stretch and spend this year writing grants for the next five years (2013 to 2018).

\*I will be happy to answer any questions you may have at this time.

No questions.

**d.) Planning and Development Activities Tammy Westergard (Discussion only)**

\*Planning and Development Deputy Director Tammy Westergard: In regard to the Knowledge and Discovery Center, I worked with the Governor's Office of Economic Development, the Secretary of State's Office and the Governor's Office to facilitate a "deeper dive". The Knowledge & Discovery Center project was acknowledged by name in the Brookings Study that was released in November 2011. Everyone has been provided with that background material and you can see what marks we made in the Governor's agenda for economic development for the State of Nevada.

\*The report from the Brookings Institute is divided into three (3) imperatives that talk about our state's need to unify, to regionalize and find synergies within the different parts of the state that can create an environment for economic growth and to diversify away from gaming and tourism to find those niches and help move those ideas to businesses and industries.

\*As we talk about the BranchAnywhere, one of the greatest stories about it is that it is an example of that kind of innovation. The inventor of the technology is the person who did the installation. He has been on the phone with us during the past few days helping to troubleshoot. This person saw a need in terms of delivering library services and worked that idea into what has been commercialized. Solving the problems of tomorrow that we can't see is part of the industry of tomorrow. We bought the first one out on the open market. The reference to the Knowledge and Discovery Center in the Brookings Study is about needing to create whole communities of innovation. It specifically says that this project in and of itself is a community of innovation. Where you could conceivably be in a place of learning, dream up an idea, and then get the follow up support that you need in order to take that idea into industry and help with everything from licensing, to IP, to writing a business plan, to helping build a customer base and how to do your best on Facebook and Twitter for business. As a result of our mention in that report, we were invited to present to the Nevada Board of Economic Development which is a nine-member board, chaired by the Governor and seeded with the Secretary of State, the Lieutenant Governor, and six other business people from throughout the state who represent a variety of different industries. This board meets monthly and their aim is to deliver on the promise of the analysis from the Brookings Study. Just as you developed a strategic plan for the library, stuck to the plan, leveraged the plan into a dream; so does the Governor intend to bring new opportunity to our state. We did present in Las Vegas, to this group. It was a great meeting. Everyone who hears our story continues to ask questions about the project and offer opportunities to help. The meeting was held at Switch Communications in Las Vegas. When you hear about 'the cloud', 'the cloud' is actually in Las Vegas! It's in bunker-like warehouses where you go underground into very cold chambers and walk past rows and rows of servers. The owner of the data storage center's name is Rob Roy and he hosted this meeting. He is also a member of the

board. After the meeting we had a great conversation with him and his team and we will be able to engage that brain-power to be sure our data pipes are wide enough and open enough and meet all those requirements.

\*In anticipation of the meeting, the Governor's Office of Economic Development asked us to submit background material online two (2) weeks prior to the meeting. When they noticed the meeting, all of their board members were able to review the background material. This can all be found at [Nevadasworkingcapital.com](http://Nevadasworkingcapital.com). We have used that URL for a variety of things and currently it is in direct address to the Governor and to this group. I recommend that you go there and watch the seven (7) minute video. You may recognize parts of it. There are additional voices in the video from Dr. Chen and John Say of Say Design. The briefing paper that I just handed out is also online and there is also a Power Point presentation on there. Nevada's Working Capital website is a great resource to understand how this project is rooted in economic development, diversity and job training. It makes the case for why this library is a 'have-to-have' not a 'nice-to-have'.

\*Community Education Partnerships: That was BranchAnywhere.

\*Business Resource and Innovation Center: I have been working with Mr. Salogga over the past four (4) weeks to develop an action plan to determine the steps that need to be taken by the leadership team at the BRIC to implement a communication strategy and to define the different actions that will be required and in what priority and to determine which will be the responsible departments. Then we can begin a bigger conversation with the community about programming, accessing not only the BRIC face-to-face as well as in classes, but to get a virtual presence going so that the information can be shared. You will see that those areas of focus include: government relations, media relations and community relations. We have milestone activities defined and communication tools that we need.

\*The goal is to get all of this into place and then do a re-opening of the programming that will be available at the BRIC. It will be a good idea to have Mr. Salogga come in and report about all of these things.

\*My other duties include: Financial duties, the Youth Reference Desk (which I love!) and any other duties as assigned.

\*I can answer any questions you may have.

No Questions

\*Comment: Library Director Jones: We have been actively engaged with the School District's strategic plan and the community partnerships. Right after Thanksgiving, I was called upon to be on the committee of the community partnerships. The School Board accepted the beginning parts of that strategic plan. You may have read about this in Tuesday's newspaper. I have been to six (6) to eight (8) community meetings helping that community partnership conversation and making sure that the library is directly aligned with the school district's vision initiatives.

**e.) Youth Services Librarian Amber Sady (Discussion only)**

\*Youth Librarian Amber Sady: Hello and thank you. We have had very full programming scheduling. We have had very full attendance at our Christmas programs.

\*Our Scholastic Book Fare went very well. With the proceeds from the Book Fare, I was able to purchase quite a few brand new books that we were able to catalog and fit into our BranchAnywhere. That was very exciting. The Book Fare went very well. Thank you to all of you who helped.

\*I have given everyone a pink February calendar. We have returned to our regular story time schedule after taking a few weeks off in December.

\*Love on a Leash has been a very successful program, as always. We have not only dogs that come in but now we have two (2) certified rabbits that are coming in. That is a very good addition for us. Love on a Leash is on February 4, 2012, and February 18, 2012, from 1:00 p.m. to 2:00 p.m.

\*We will not have our Lego Club on February 11, 2012. Instead we will have our Book Lover's Book Sale that weekend.

\*We are going to have a special program on Saturday, February 25, 2012. Ronald McDonald is coming and he is bringing his flea circus! I will push on advertising this program so we can get a lot of people in the door. It seems like a lot of fun.

\*Our Teen Advisory Board meeting will be held on Friday, February 17, 2012. We always have pizza and soda. We play games and discuss what types of programming the teens would like to see. Many have already volunteered for our Summer Reading Program which is coming up.

\*There is going to be a special "El Dia de Los Libros" (The Day of the Books) coming up in April. I just turned in a grant for this and the teens have already volunteered to help with it. There will be face painting. We have a partnership with the Children's Museum. We will be handing out free passes for two (2) days to the museum. That is a good partnership for us.

\*In June 2011, my main core of Teen Advisors graduated from High School. We started out fresh this year with just a few members. Yesterday I had an impromptu meeting because Friday's meeting was scheduled due to the unfortunate fire in Washoe Valley. Nine members showed up at the impromptu meeting. It's been a very busy February.

\*I have visited three (3) Elementary Schools and gave out library cards to Kindergarten and Pre-K kids.

\*I followed up on the Third-grade Outreach showing them how to logon to BrainFuze so they can get the free homework help that we offer.

\*Abby and I are already planning for our Summer Reading Program. The theme for 2012 will be 'Dream Big-Read!'. I am very excited about that and we have lots of program ideas.

\*I can answer any questions anyone may have for me.

\*Comment: Board Member Maxine Nietz: I hope that the Love on a Leash and the Flea Circus are kept separate!

As you know, Youth Services Librarian Amber Sady and her Teen Advisory Board were instrumental in the Kit Carson Trail Holiday Art Contest. Youth Librarian Sady was nice enough to come down on December 4, 2011 to help present the prizes to the winners. We presented all of the youth with both a cash award and a free pass to the ice skating rink. I am very pleased with that. Some of those winners were then placed in the 'Artsy Fartsy' Gallery during the month of January when they did a youth art display in their gallery. They liked it so much; they said they are going to do it every year from now on. We should let the youth know about that. Thank you, Amber and your group.

\*Comment: Vice-Chairperson Drew Simmons: The Scholastic Book Fare is a blast! Thank you for letting me help with the cash register. It was great to interact with the patrons and teens that were much more adept at using the cash register than I was. How do you schedule the Scholastic Book Fare? Do you have to sign up for that?

\*Response: Youth Librarian Amber Sady: I plan it months in advance. I specifically pick the first two (2) weeks in December because by then all of the school libraries have already had their Book Fare's. I schedule the Book Fare the summer before the event to make sure it is scheduled for the auditorium. Scholastic makes it easy. Everything comes in these cool cases that open up and they come with displays that pop-up behind it so you

are ready to go. Then you just put out all the extra books. Running it is easy as long as I have volunteers.

\*Comment: Vice-Chairperson Drew Simmons: One of the things that I noticed when I walked in was the layout. Since we are so parched for other book opportunities, since the Topsy Lane Border's closed, people walked in and remarked "*It's a real book store*". Sales were high when I was there. I am getting a good reputation for sending cool gifts like the pens with the eyeballs on the end. It's a great place for holiday gifts and I am very pleased that you have the foresight to get that booked every year.

\*I also wanted to mention that I attended the Tintabulations Hand Bell Choir that you participated in. I was very impressed. If you have not had a chance to recognize Amber's musical talent, please go see her whenever she is booked.

\*Youth Librarian Amber Sady: Thank you. It was a wonderful learning experience for me. They enjoyed playing for the Carson City Library more than any other performance they have ever done. The audience was very welcoming and appreciative.

\*Library Director Sara Jones: It was a completely full house. It was standing room only. It was wonderful. You could hear it throughout the library. It was extremely beautiful.

\*Youth Librarian Amber Sady: Thank you. Hopefully, we can make it an annual event. Are there any questions?

No other questions.

**f.) Programming Outreach Manager Andrea Moore** (Discussion only)

The first meetings of the BookMasters-Toastmasters Book Club took place in January. At the first meeting we had fifteen (15) participants and at the second meeting we had seventeen (17) participants. We do have more interest. We discussed the first chapters of 'The Great Gatsby' at the first meeting and concluded the book at the second meeting. They are coordinating the book club under the Toastmasters fashion of operating their meetings. It's not a Charter as yet, but as it grows we hope to see that happen. Meanwhile, the meetings are being conducted under the rules of Toastmasters. It's a lively group. There is a lot of personality in that Book Club. The book for February 14, 2012 and February 28, 2012, is Kurt Vonnegut's 'Player Piano'. That is the second and fourth Tuesday of every month at 6:00 p.m.

\*On, Saturday, February 4, 2012, at 2:00 p.m. we have the opportunity to provide a learning workshop for OverDrive on your mobile device. Fortunately, Youth Services Librarian Amber Sady was able to contact John Crockett, a former colleague from Washoe County Library, who will be here to deliver tips on how to download eBooks and audiobooks directly to your mobile device. You are welcome to bring your mobile device, your library and any questions you may have.

\*As mentioned, we have the Book Lover's Book Sale coming up on Friday, February 10, 2012 from 10:00 a.m. to 5:00 p.m. and on Saturday, February 11, 2012, from 10:00 a.m. to 3:00 p.m.

\*On Wednesday, February 15, 2012 at 6:00 p.m. we will host 'Vamos a Platinar' (Let's Talk). Tonight she has a full house for 'Explore the World at the Library'. Yun Yuan is presenting 'China' which started about forty (40) minutes ago. He has been bringing in different artifacts from China so it should prove to be a fascination program tonight.

\*On Saturday, February 18, 2012, Sue Ballew will conduct her History Research Group. That has a following of about twenty five (25) people.

\*At 2:00 p.m. that same day (Saturday, February 18, 2012) the Sierra Publishers & Writers Group will meet. That is hosted by Sue Ballew and others. This writers group is free. At the next meeting Sue Ballew will try to coordinate a published, non-fiction author who lives locally, to attend the meeting. I do not know if this has been confirmed yet.

\*We will be closed on Monday, February 20, 2012 for President's Day.

\*On Wednesday, February 22, 2012, at 6:30 p.m. Mike Thomas, who is a very popular lecturer from Western Nevada College, will present 'George Washington, American Hero'. He is being hosted by the Carson City Historical Society. There will be a slide show and lecture. We are looking forward to hearing Mike Thomas. He has spoken at the library before and he is a phenomenal speaker.

\*On Thursday, February 23, 2012, Nevada Legal Services will continue their Self-Help Forms Completion Clinic at 1:00 p.m. and the Sealing Criminal Records at 3:30 p.m. These workshops have been very popular and very helpful within the community and have been very well attended.

\*On Friday, February 24, 2012 at 6:30 p.m. we are doing a salute to the Oscar's. The Academy Award Nominated film 'The Tree of Life' will be shown. It has not yet come to Carson City and could be a very nice date-night. It stars Sean Penn, Brad Pitt and Jessica Chastain who has been nominated for her role.

\*On Wednesday, February 29, 2012, at 7:00 p.m., Capital City Arts Initiative will be presenting Nevada Neighbors. They will present Lexi Boeger and the program presentation will be '*Hand Spun Revolution: Blurring the Line Between Art & Craft*'. I hope to have bookmarks for this. This should prove to be a very interesting lecture. Capital City Arts Initiative provides tremendous educational programs which are very entertaining.

\*In our display cases, you may have seen the coverage that our current display has received for the political memorabilia. This is on display thanks to Mr. Chuck Dietz. For the month of February, 2012, we will have the American Association of University Women (Capital Branch) on display. For the year of 2012, the Carson City Library will host one of the display cases and for February, 2012 we are doing the Academy Awards. Please come on in and write down your favorite movie on our ballot sheet. If you get the answers correct, you will be entered into a drawing. Does anyone have any questions?

\*Question: Chairperson Sandy Foley: Did you find an Oscar?

\*Answer: Planning and Development Manager Andi Moore: Yes! To all my Facebook Friends, I had the audacity to ask if anyone had an Oscar I could borrow! Maxine Cotton and I unpacked a box that we had kept in our shed over the years from the last National Library Week when we had celebrated 'Hollywood at your Library' and inside this box we found a treasure of four Oscar statues! So we are gong to have a lot of fun!

**\*Item XI: Non Action Items:**

Board Member's announcements and requests for information. No discussion among members or with staff will take place on these items.

\*Board Member Maxine Nietz: I would like to say that when I come into the library, my husband and I always leave with a bag of books. I see that a lot of other people are doing that too. I read the acknowledgements that the author puts in at the beginning of the book where they say who helped them with the book and I found the name of my first cousin who lives in Maine. She was being complimented as contributing copy editing skills to the book. I was really pleased to see that and I sent her an email saying so. I told her that she must be famous now because you're in a book. When she responded, she said '*yes, now I have to hide from the paparazzi in the restroom of my local Wal-Mart!*'

**\*Item XII: General Public Comment**

Members of the public who wish to address the Library Board of Trustees may come forward and speak on any matter that is not specifically included on the agenda as an action item. Comments may be limited to three minutes per person or topic. If your item requires extended discussion, please request the Chairperson to schedule the matter for a future meeting.  
No public comments.

**\*Item XIII: Action; Library Board Adjournment**

\*Motion: Board Member Robin Williamson: I move that the Library Board of Trustees for Carson City adjourn for this month.

\*Second: Drew Simmons

\*Result: Passed (Unanimous) Meeting adjourned at 6:50 p.m.

The next meeting of the Carson City Library Board of Trustees will be on Thursday, February 23, 2012.