

**CARSON CITY LIBRARY  
MINUTES OF MEETING  
OF THE BOARD OF TRUSTEES  
April 25, 2013**

**Item I:**        Call to Order of the Carson City Library Board of Trustees  
Chairperson Sandy Foley called the meeting to order at 6:05 p.m., Thursday,  
April 25, 2013.

**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 Robert Kennedy

**Quorum Established**

Absent: Board Member Maxine Nietz and Board Member Robin Williamson were  
absent with cause.

**Item 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. Comments may be limited to three minutes per person or topic. If your  
item requires extended discussion or action, please request the Chairperson to  
schedule the matter for a future meeting. No action may be taken on a matter  
raised under this item of the agenda until the matter itself has been specifically  
included on an agenda as an item upon which action may be taken.

**None**

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

**a) February 28, 2013 (Regular Meeting)**

Motion:        Vice-Chairperson Drew Simmons moved to approve the February 28,  
2013 minutes as written.  
Second:        Board Member Robert Kennedy  
Result:         Passed

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

**None**

**Item VI: Disclosures**

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: Strategic Planning Session (one hour)**

a) **Tour of the Library**, including general condition and space issues; RFID operations; and the @TWO Digital Learning Center.

b) **Reconvene in auditorium**

c) **Overview of accomplishments and goals not met in the 2009-2013 Strategic Plan: A Place for Everyone**. Library Director Sara Jones gave an overview of the current goals:

- i. The Carson City Library will be a community gathering place.
- ii. The Carson City Library will provide exceptional community service to everyone.

The automated services helped the library increase hours, and a huge effort was made to walk patrons through every step of the automated system process. Library staff takes the role of exceptional customer service very seriously.

- iii. The Carson City Library will proactively seek, expand and maintain collaborations.
- iv. The BRIC is another good collaboration center. Collaboration is what the library needs to be thinking about while constructing the next strategic plan.
- v. The Carson City Library will dramatically increase awareness of the library's resources and services.  
Kudos to Youth Librarian Amber Sady for doing community outreach with all of the Carson City schools and helping them with the online, library databases such as Homework Help.
- vi. The Carson City Library will train, encourage, reward and celebrate a knowledgeable and dedicated staff, generous volunteers and vital support organizations.

The library does a very good job and needs to think of ways to continue to do that. The Friends and the Foundation are an invaluable help to the library.

- vii. The Carson City Library will provide the materials and resources the Community wants and needs.

Lynda.com was one example of a wonderful resource for helping the community.

The library continues to provide high-demand materials in several formats.

- viii. The Carson City Library will continue to expand and improve technology and access to the Internet.
  - Automated materials handling continues to make handling of materials more efficient.
  - The @Two media lab continues to offer many enrichment activities for Carson City patrons.
- ix. The Carson City Library will provide a place that improves and enhances the quality of life for everyone in Carson City and for every visitor to Carson City.

**d) Brainstorming session for 2014-2019 strategic plan, including its structure, goals, and objectives:**

- i. Library Director Sara Jones asked all Board Members and volunteers to brainstorm ideas for the basic needs for a new strategic plan. The ideas included:
  - Find a teen tech space that is separate from the adult tech place.
- ii. Deputy Director Tammy Westergard gave a presentation on the [Onward.ning.com](http://Onward.ning.com) website, which allows users to have an online forum and discussions to help promote collaboration. Most of the library staff has already joined the NING site in order to begin discussions internally and provide information to the Trustees.
- iii. Input on completing needs assessment from community stakeholders.
  - Chairperson Sandy Foley suggested meeting with the school district librarians and school principals.
  - Board Member Robert Kennedy suggested contacting various churches in the community.
  - Vice-Chairperson Drew Simmons suggested reaching out to young business professionals as chamber of Commerce, CAMPN.
  - Other suggestions included:
    - Cultural Coalition/Commission
    - Community Center
    - Western Nevada College
    - Senior Citizens Center
    - Superintendent of Schools
    - Carson City Board of Supervisors
    - Behavioral Health Department
    - Juvenile Detention
    - State Division of Health and Family Services
    - Hispanic and Tribal communities
- iv. Review of suggested timeline and meeting locations necessary to adopt a plan by September 2013. A current strategic plan is a requirement for

applying for state and federal grants and the current plan expires December 2013.

Library Director Sara Jones stated that in May 2013, there will be a meeting at the BRIC, and in June 2013, there will be a meeting at Boys and Girls Club. The goal is to have the new strategic plan completed by September 2013. The State requires that the library has a five year plan and that the library board members review it every two years. A September deadline will ensure there is time to make revisions before the current plan expires.

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

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

- i. Deputy Director Tammy Westergard stated that the next quarterly meeting will be May 15 at the BRIC at 5:30.
- ii. The Foundation is still in a membership recruitment period.
- iii. Carson City Library Foundation Pam Graber has informed all members about the strategic planning process, and they are aware of the significance of the next number of months.
- iv. The entire Foundation extended warm congratulations to Sara on her new position in Marin County. They are sad to learn Sara is leaving but very happy for her.

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

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

- i. Friends President Phyllis Patton stated that the Friends are holding monthly book sales. The March book sale netted \$1,449.00. The Friends are selling back logs of books.
- ii. The Paula Poundstone show was a huge success and after all expenses were paid netted \$18,552.27. Thanks to Carson Nugget.
- iii. The April book sale netted \$2,221.35.
- iv. The next book sale will begin May 16, 2013 with the members-only preview and continue May 17, and May 18, 2013, for general public.
- v. Planning process for next annual meeting has begun, which is tentatively set for July 25, 2013.
- vi. Planning has begun for the New Year's Eve 2013 party. All dates will be firmed up and announced soon.
- vii. The Friends of the Carson City Library made an offer to buy the building at 711 Washington Street to serve as the location for the book store and book operations. Unfortunately, the building was sold to another buyer.

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

- a) **Discussion and possible action to partner with the Carson City Friends of the Library to purchase the property located at 711 Washington, adjacent to the Carson City Library property for use by the Friends of the Library and Carson City Library operations. Funds would come from the Library Gift Fund. (Action)**

**Item cancelled.**

b) **Notice of retirement of Carson City Library Director, Sara Jones**

- i. Library Director Sara Jones stated that her last work activities will take place the first week of July. Director Jones will be happy to continue to help with strategic planning and any recruitment for a new library director.
- ii. Vice-Chairperson Drew Simmons stated that Library Director Jones has made a huge impact on her and on the library and thanked her.
- iii. Library Director Jones stated that she feels it is important to finish the new strategic plan before a new candidate to come to the library, so that Carson City library will attract a well-qualified candidate.

c) **Notice of resignation of Library Board Member, Robin Williamson**

- i. Library Director Sara Jones stated that Board Member Robin Williamson is now a resident of Colorado, and she has submitted her letter of resignation.
- ii. Vice-Chairperson Drew Simmons and Board Member Maxine Nietz are eligible interested for re-appointment to the Carson City Library Board of Trustees. The Board will not be without members until July 2013.

**Item XI: Library administrative reports (Discussion only)**

a) **Report on current Fiscal Year Budget & Gift Fund (Discussion only)**

- i. Library Director Sara Jones: stated that the detailed budget shows that the library is at 75 % expended and 83% of the year has lapsed. There will be a flat budget for next year, although staff members are once again eligible for merit increases.
- ii. Gift Fund is currently at \$215,292.29.

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

Library Director Sara Jones gave the following report:

- i. Grants/Support: We are pursuing a grant to build cabinets and shelving for the Mark Twain collection. We will need to find someone to store what we can't display but the gift to the library was permanent. We are working with the donor to find a way to accept his gift and make his direction for public use and display possible. We have met several times the last few months with the donor and been in contact with a rare book appraiser.
- ii. @Two Digital Learning Center: Completing training for other libraries in the Cooperative Libraries Automated Network (CLAN) as required by the BTOP grant. Churchill County attended training last week. Elko is scheduled in May.
- iii. Personnel

Aubree Burkholder resigned as the Library Assistant III; we are lucky because she is able to help with meetings until we get the new hire for the Library Assistant III position, Alicia Stimka, who will start on May 13, 2013. In addition to her other duties she will be the Recording Secretary.

As all of you know we lost Richard Leuthauser first of this month, and we are in the recruitment process for his position.

I announced my retirement this year with 25 years of service in Nevada and my acceptance of the position of Director of Library Services in Marin County. I will work through the first week of July, and as promised will assist with the completion of the strategic plan and any assistance the Board would like from me in the recruiting process.

I have also been notified that Amber Sady will be leaving this fall. The community will miss her dearly but her new community will be extremely lucky to have her. The recruitment for the Director and the Youth Services Librarian can be done together (advertised in trade journals websites).

iv. Other Activities

City Manager Meetings

Digital Bookmobile, 3/28.

Strategic planning activities including staff input, 3/29.

Paula Poundstone- very successful and very well attended.

Worked with Friends of the Carson City Library in regards to 711 Washington

Nevada Library Legislative Day, 4/16.

c) **Deputy Director Tammy Westergard Report (Discussion only)**

- i. BranchAnywhere at the Boys and Girls Clubs of Western Nevada has a new Director, Ms. Laurie Gorris. Deputy Director Westergard met with her to discuss the coming Summer Reading Program at the Boys and Girls Club as well as other opportunities to continue the partnership. BGCA has a number of literacy initiatives they would welcome our help with.
- ii. Met with Carson City School District curriculum development leader, Ben Contine, and worked out details of a survey soon to be deployed to select Carson High School classes regarding preferences for project types @Two, that are very similar to the signature projects of the Chicago YouMedia Center.
- iii. Support for the new Nevada Performance Academy continues as they work toward opening doors this coming school year. NPA is hosting its registration events at the BRIC. The digital media production activities above will also comprise opportunities for NPA as well. Additionally they are committed to offering their students information literacy instruction and plan to include the library MLS staff in their school year.
- iv. 2013 program Grant In Aid forms are said to be on their way for our projects, the continuation of professionals @Two and the Summer Reading Program at the BGCWN.

- v. NLA Legislative Day was April 16, and extremely successful. Many legislators joined Nevada librarians for a hosted lunch at the legislature, floor session included librarians sitting with many different legislators to include Sara with Senate Majority Leader Mo Denis and Tammy with Senator Tick Segerblom
  - vi. Foot traffic and resources use continues to climb at the BRIC. April was particularly fruitful with the VITA program:
    - 67 federal returns
    - 8 state returns
    - \$117,697 in federal refunds
    - \$1,488 in state refunds
    - \$119,185 in total refunds
  - vii. Working on Strategic Planning, staff engagement and NING site to facilitate community input and visioning.
  - viii. Worked on financial duties, Youth and Reference desk duties and other duties as assigned.
- d) **Youth Services Librarian Amber Sady (Discussion only)**
- i. Teen Tech Week was March 10, -16, 2013, and we had classes and programs for teens and adults in the @Two tech lab, like Photoshop CS6 and an iPad Petting Zoo. Also as part of Teen Tech Week, the library teen patrons created a video for the summer reading program video challenge, hosted by CSLP (Collaborative Summer Library Program), and they won. Each state submitted a video, and ours was chosen for Nevada. They get to split up \$400.00 between themselves and the library.
  - ii. The library also hosted a movie night, The Avengers, and a gaming tournament with Wii games, DDR and Rock Band.
  - iii. The El Dia de los Niños grant time is in full swing. Hispanic Services coordinator Elisa Seiler has purchased all the Spanish youth books and craft materials. World musician Tim Snider and The House of Waters were here on April 18th. The ethnic music and cultural instruments his group performed on were amazing. The audience was enthralled with their music.
  - iv. Love on a Leash will be here twice this next month, on the 4th and 18th from 1- 2 p.m.
  - v. Lego Club will be held in the auditorium on Sat., May 11, 2013, from 10:00 a.m., until 12:00 p.m.
  - vi. The Teen Advisory Board will be meeting from 3:00 p.m., until 5:00 p.m., on Friday, May 17, 2013.
  - vii. Cinco de Mayo crafts will take place on Thursday, May 2, 2013, from 2:00 p.m., until 3:00 p.m., in the children's picture book room, and a repeat on Thursday, May 9, 2013, 12:00 p.m., to 1:00 p.m., also in the picture book room.
  - viii. Summer Reading Program 2013 planning has commenced. The Pancake Breakfast Summer Reading Program Kickoff is officially scheduled for Saturday, June 8, 2013.
- e) **Programming Outreach Manager Andrea Moore (Discussion only)**

- i. Special Thanks to the Friends of the Library for their generous support of our annual celebration of National Library Week. Over 200 patrons enjoyed the weeklong calendar of special events.
- ii. The BookMasters Book Club will meet May 14th, 2013, book selection is Michael Archer's "The Life and Times of Nevada's Senator William J. Raggio"
- iii. Thursday, May 9, 2013, at 6:00 p.m., there will be an Explore the World program featuring New Zealand with Una Gauper.
- iv. Monday, May 13, 2013, and Tuesday May 14, 2013, from 10:00 a.m. to 6:00 p.m. The library will host Mutual of Omaha's "Aha Moment" Tour. <http://www.ahamoment.com/tour/rapup>.
- v. Wednesday, May 22, 2013, at 6:00 p.m., there will be a "Comedy Jackpot" with stand-up comic Darryl Littleton.
- vi. Thursday, May 23, 2013, there will be a Nevada Legal Service Self-Help forms Completion Clinic at 1:30 p.m., and a Guardianship Education program at 3:30 p.m.
- vii. Display cases feature Warren Engine Company, and Daughters of Norway.

**Item XII: Non Action Items:**

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

**None**

**Item XIII: 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.

- a) **Fred Voltz** stated that he would like to know what plans are there for input into the selection of a new Library Director. Mr. Voltz would like to see the following qualifications for a new Library Director candidate: Possesses a Master's in Library Science degree from an accredited school. Willingness of the candidate to review management structure at library for changes. Supports First Amendment free speech for all members of the community and will not attempt to obstruct free speech on public property, as the outgoing Library Director illegally and unsuccessfully attempted to do.
- b) **Deputy District Attorney Joe Ward** interjected and stated that public comment is not a time to make personal attacks. State Law gives the Board of Trustees the authority

- c) **Fred Voltz stated** that he was simply stating what he was witness to. Willingness to consistently advocate for the best interests of the library facilities rather than selectively choosing items. Commitment to judiciously spending other people’s public funds by avoiding duplication of computer equipment, library vending machines at the Boys and Girls Club and initiating research and collaboration with local library systems and schools to cost effectively provide services. Supports financial transparency by posting monthly financials, gift fund, city budget-to-actuals, grant spending vs. budget, to the library’s website. Does not attempt to run an unaccredited school with instructors lacking certification credentials at the second floor computer operation or at the BRIC. Documents, justifies and demonstrates a tangible return on investment for the 2.5 million expenditure on the BRIC building and operation with a publically disclosed listing of the specific new jobs, new businesses created and new tax revenues going to Carson City’s government.

**Item XIV: Action; Library Board Adjournment**

Motion: Vice-Chairperson Drew Simmons  
Second: Board Member Robert Kennedy  
Result: Passed

Meeting adjourned at 7:23 p.m.

The next meeting of the Carson City Library Board of Trustees will be on Thursday, March 21, 2013, at 5:30 p.m. at the Carson City Community Center Sierra Room.