

**CARSON CITY LIBRARY
MINUTES OF MEETING
OF THE BOARD OF TRUSTEES
June 6, 2013**

Item I: Call to Order of the Carson City Library Board of Trustees
Chairperson Sandy Foley called the meeting to order at 11:30 a.m., Thursday,
June 6, 2013.

Item II: **For possible action - Roll Call of Board Members and Determination of
Quorum**
Chairperson Sandy Foley; Board Member Maxine Nietz; Board Member Robert
Kennedy

Quorum Established

Absent: Vice-Chairperson Drew Simmons was 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. The Board respects the right of citizens to present differing opinions
and views but the Board cannot function effectively in an environment of personal
attacks, slander, threats of violence and willful disruption. The Chairperson
reserves the right to maintain proper order and decorum during the Board's
Meeting and may rule such out of order. The failure to maintain such order and
decorum may result in the violator's exclusion from the remainder of the public
meeting. 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.

* Fred Voltz stated that the comments are aimed at the Library Director job search
process. With the widespread use of the internet for recruiting employees, Carson
City taxpayers should not pay for two employees to visit the library trade groups
convention at the end of June. If the booth can be cancelled it should be. The
\$700.00 refund plus the unused travel expenses can be redirected toward listing
the Library Director and Children's Librarian position with major online job sites
overlooked by those in charge of recruiting: monster.com, careerbuilder.com,
jobcentral.com and usjobs.com. If the booth rent cannot be refunded, then only
the Board Chair and the Friends' President should attend at their own expense.
This Board has publicly stated that there are no funds to bring finalists to Carson
City for in-person interviews. Thus, spending on employees travel and a booth is

inappropriate. The ALA's (American Library Association) website contains a job list. In 2013, 361 open library positions have been listed to date. The comparison indicates Carson City is considerably overpaying its Library Director. The take away: all salary ranges for library personnel need review for appropriateness before proceeding with hiring with hiring in either open position given the current job market. Ames, Iowa, as suggested by the current Library Director, is not an accurate touchstone for Carson City's Library Director salary range. Ames has a 30,000 student university driving professional and managerial salaries in that community. As we know, Carson City has no such institution. Candidates offering the most to Carson City as a Library Director would have a strong information technology management background and not necessarily an MLS/MLIS degree. We have several library staff with professional degrees; they can guide a new director in collection development, circulation, reference and operations responsibilities. The critical skill set needed in a prospective Library Director is the proven ability to guide the seamless, effective and cost-conscious migration to digital materials, as well as the full integration and networking of all publicly-funded libraries in our state. In conclusion for the population served, Carson City's salary range for its Library Director is significantly higher than competing jurisdictions. Additionally, the salary scales for subordinate management positions in Carson City's library should be similarly compared against other jurisdictions for appropriateness and competitiveness.

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

a) May 23, 2013 (Regular Meeting)

Motion: Board Member Maxine Nietz moved to approve the May 23, 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) Overview of accomplishments and goals not met in the 2009-2013 Strategic Plan: A Place for Everyone

- * Library Director Sara Jones stated that it is necessary to have these strategic planning sessions at each branch of the Carson City Library including the main branch, BRIC building and the Boys and Girls Club. Statistics indicate that 1,000 registered patrons *utilize* the Branch Anywhere as their primary library branch.
- * Goal 1: The Carson City Library will be a community gathering place. Library Director Jones stated that Love on a Leash is a Saturday program offered at the main library branch in which children read books to therapy animals, which has been proven to boost children's reading skills. The Lego Club in partnership with Western Nevada College is utilized by children from age two up to middle school age and gives them the opportunity to build and receive reading enrichment. Nevada Legal Services provides lawyers in the library that offer free workshops for patrons in need of legal advice.
- * Goal 2: The Carson City Library will provide exceptional community service to everyone. The library regularly asks the patrons for their advice using surveys, each survey has indicated that the patrons of Carson City are happy overall with the level of service provided by library staff.
- * Goal 3: The Carson City Library will proactively seek, expand and maintain collaborations. The collaboration with the Boys and Girls Club has been very beneficial to the library. A number of regional and national inquiries have been received regarding the Branch Anywhere and recently Deputy Director Tammy Westergard met the Education Director of the Boys and Girls Club of America in order to discuss a way that the Branch Anywhere might be deployed at other Boys and Girls Clubs all over the country. There have recently been discussions with Washoe County to see if the Branch Anywhere might be deployed there. The collaboration with the school district is strong and vital to the community. With the @Two Digital Learning Center and the Reach for the Top grant it is the general consensus that kids are well educated and ready for future jobs. The library is very proud of collaborations with Ellen Hopkins and Ventana Sierra. Other collaborations include Circles, Ron Wood Resource Center, Nevada Performance Academy, Food for Thought, Big Brother and Big Sisters and the Wild Horse Children's Theater. The library focuses on education and youth partnerships and the gifted and talented program with the Carson City School District. Homework Help is a program available through the Carson City library website which gives students access to a certified teacher from 2:00 p.m., until 10:00 p.m., each day and has been very effective in helping students with homework after

school hours.

- * Goal 4: The Carson City Library will dramatically increase awareness of the library's resources and services. There are many Carson City library patrons that are unaware of many of the services that the library offers such as eBooks, Branch Anywhere, Homework Help BRIC. The library will continue to improve awareness of resources and services in various ways including Facebook and other forms of social media. During the eBook presentation seminar Live Radio and were able to successfully download eBooks and were very excited to be able to utilize this service that they had previously been unaware of.
- * Goal 5: The Carson City Library will train, encourage, reward and celebrate a knowledgeable and dedicated staff, generous volunteers and vital support organizations. The library staff is wonderful, and the Friends of the Carson City Library and the Carson City Library Foundation as well as various other organizations are very viable and do tremendous work that helps support the library. The library will continue to make these people feel that their contributions are worthwhile and that it is worth continuing to support the library.
- * Goal 6: The Carson City Library will provide the materials and resources the community wants and needs. In the last ten years it has been more challenging to determine if and when the need for print resources will decrease and if and when the need for eBooks will increase. As a library we need to determine what resources get spent on printed materials and what resources get spent on eBook materials. The library needs to be able to continue to assist patrons in obtaining eBooks and or utilizing the ones that they currently have.
- * Goal 7: The Carson City Library will continue to expand and improve technology and access to the Internet. Library Director Jones stated that she is proud of what the library has accomplished, in 2007 there were 6 computers and currently there are 118 including tablets and laptops. The Carson City library is only the second public library in Nevada that could find the resources to implement RFID (Radio Frequency Identification). RFID technology is the reason that the reason Branch Anywhere works, some resources at the Branch Anywhere do need to be supplemented, but for the most part the machine all inclusive. RFID allowed library to take a 5 full time person reduction, absorb the loss and expand library hours.
- * Goal 8: 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. The library staff and many dedicated people went through the exhaustive process in determining how large a new library should be, where it should be and what it should look like. After the vote failed, it became more important to look at how to rehabilitate the current library building and exterior facilities.

b.) Overview of Branch Anywhere/ BGCWN partnership, discuss positive outcomes and areas for improvement

NONE (?)

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

- * Library Director Sara Jones Library Director Sara Jones stated that in the last five years the library was very focused in building a new library in a downtown location, but now in the next five it is necessary to be more focused on the current library location and how to make it the best that it can be. The current library building is located very conveniently for the purposes it needs to serve, because it is near Community Center, a park and is still in the rehabilitated area. It is important to be thinking about space and ways to partner with other Carson City entities in order to expand overall library presence. Categories for brainstorming include: Learning, Community, Connections and resources.
- * Deputy Director Tammy Westergard stated that the library will utilize the onward.ning.com website to assess the continuation and progress of the new strategic plan.

a) **Item X: Discussion and action on finalizing recruitment of Library Director, including job description, salary, invitation to apply, process and timeline - Melanie Bruketta, Carson City Human Resources Director (ACTION)**

- * Library Director Sara Jones stated that if approved the new job description dated July 1, 2013, will be a part of the Library Director recruitment, and will go to the Carson City Human Resources department.
- * Chairperson Sandy Foley stated that it is a very thorough and comprehensive idea of what a new library director would be responsible for.
- * Human Resources Director Melanie Bruketta stated that the City hired Pontifax which is performing a classification and compensation study, and employees submit what they believe is their current job description and Pontifax takes that information and puts it into format and sends it back to the Human Resources Department for review. Pontifax is looking at the compensation portion of the recruitment throughout northern and southern Nevada library districts. The compensation will not be decided until recruitment is concluded, and so the recommendation is to stay with the current compensation structure.

- *Motion: Board Member Maxine Nietz moved to accept new job description as given to the Board Members in the Carson City Library Director recruitment packet.
- *Second: Board Member Robert Kennedy
- *Result: Passed

- * Library Director Sara Jones stated that the established salary range in the recruitment for the Carson City Library Director is \$72,215.94 - \$101,103.60, which includes a 2% cost of living increase that will be afforded to employees after July 1, 2013. The Board has the ability to hire within that range depending on what this candidate has to offer including education and experience. If the Board Members endorse the range it will be the range that

will be published in the position. The Board has the authority to make the decision to hire the library director and decide the salary range. If the Board decides that the desired candidate deserves a higher compensation than that decision would lie with the Carson City Board of Supervisors.

- * Motion: Board Member Maxine Nietz moved to accept salary range as given in the Invitation to Apply document of June 6, 2013
- *Second: Board Member Robert Kennedy
- *Result: Passed

- * Library Director Sara Jones stated that the Board Members need to pick the dates that the recruitment will run for.
- * Board member Robert Kennedy suggested the recruitment run from June 10, 2013 until August 30, 2013.

- *Motion: Board Member Maxine Nietz moves that the Board holds the position open from June 10, 2013, through August 30, 2013.
- *Second: Board Member Robert Kennedy
- *Result: Passed.

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
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taken on a matter raised under this item of the agenda unless the matter is noticed on a Board agenda as an action item.

* Fred Voltz stated that when public meetings have action items on their agendas, NRS 241.020 states "...comments by the general public must be taken after each item on the agenda on which action may be taken is discussed by the public body, but before the public body takes action on the item. The local Board of Supervisors that appointed each Library Trustee operates on this basis and this Board needs to follow Nevada law in conducting future meetings. As you have been given notice of this statutory requirement today, required by NRS 241.040, future meetings need to comply with this statute or each participating Board Member can be convicted of a misdemeanor offense and be fined up to \$500.00.

Item XIV: Action; Library Board Adjournment

Motion: Board Member Maxine Nietz moved to adjourn.
Second: Board member Robert Kennedy
Result: Passed

Meeting adjourned at 12:55 p.m.