

**CARSON CITY LIBRARY  
MINUTES OF MEETING  
OF THE BOARD OF TRUSTEES  
March 26, 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. February 5, 2015 (Regular Meeting)

Motion: Board Member Phyllis Patton

Second: Board Member Pam Graber

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 described a working lunch that she attended with Library Director Sena Loyd (Loyd), where they discussed future library activities with Carson City Mayor Bob Crowell.

**VII) Carson City Library Foundation Report (report only)**

- a. Fund generation & activities since last report.

Board Member Pam Graber (Graber): She stated that, in lieu of a formal meeting, the Foundation board is conducting research on funding sources for the library's upcoming grant project this summer and is considering ways to seek corporate support.

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

- a. Fund generation & activities since last report.

Board Member Phyllis Patton (Patton): She stated that, despite the construction project outside the Browsers Corner, the bookstore's recent sales still raised at least \$1000 each. She explained that the online project to scan and sell books continues to be successful. She added that a food drive is being conducted in the store right now and that another drive will be conducted later in the

year. She stated that the one-year anniversary of the bookstore is coming up and that a party is planned for the 13th of next month. She explained that there is an upcoming author event on April 9th featuring a children's book author and that summer hours will begin April 1st

Foley: She asked if there are plans to inform the school district about the event.

Patton: She stated that she would look into it and that she was planning to have flyers handed out at the library's next storytime.

## **IX) Library Board of Trustees Business**

### **a. Presentation only on Carson City Chamber Leadership Project**

NAI Alliance Commercial Sales & Leasing Agent Alejandra Avila (Avila): She described the individuals involved in the Carson City Chamber Leadership Project and its plans to renovate the children's area in the library's youth department. She presented to the board the details of the group's plans for the area.

WNC Controller Coral Lopez (Lopez): She explained the research that the group conducted in preparation for the renovation project and described the exact nature of the renovations, which will include a mural and a raised platform. She added that Silver State Industries has been contracted to provide the labor on the project and that safe upholstery will also be provided. She explained that a new area rug, storage cubbies, a cabinet, and an oversized plush chair will be purchased for the space. She stated that the group has raised over \$4000 and that it hopes to complete all of its goals for the children's area.

Vice Chairperson Dianne Solinger (Solinger): She asked about the total project budget.

Lopez: She replied that the group hoped to raise around \$6000 and that the group is still waiting for quotes from different organizations regarding the proposed projects. She added that Silver State will also be able to add an additional layer of shelving to the units currently in use in the children's area for picture books. She explained that this is needed since the platform will lower the amount of space available for shelving books. She stated that the project is slated for completion mid-May and that the group will have its graduation in the children's area.

Loyd: She stated that the group is trying to accomplish most of this work in the span of a single weekend, which means that library staff will be assisting with the prep work beforehand in the space.

Lopez: She estimated that there would be over 100 volunteer hours associated with the project by its completion.

Foley: She stated that since the library did not receive a new facility, it is important to make efficient use of its current space and she expressed appreciation for the group's efforts on behalf of the library. She inquired as to whether or not the board needed to approve the group's plan.

Loyd: She explained that the plan did not require board approval and that this was simply a presentation to the board.

(OPTION E TOOK PLACE HERE; SEE BELOW)

### **b. Presentation only on Student SWOT (Strength Weaknesses Opportunity and Threats) Analysis of Carson City Library**

Library Assistant Aubrey White (White): He presented to the board a student project that studied the strengths, weaknesses, opportunities, and threats facing the Carson City Library. He provided the board with a summary of the findings of the project's research. He asked the board if they had any questions or comments for him.

Foley: She expressed appreciation of his project's report and compared it to the citywide efficiency study. She added that it was especially useful since it was a focused study of the library itself.

Solinger: She asked if any of the other students were working in libraries while going to school.

White: He responded that none of them were currently working in libraries and that this influenced the decision to use the Carson City Library as the subject, although he pointed out that he offered the library as a subject early on in the project.

c. Discussion and possible action on Sunday open weekly hourly schedule (Sunday start June 1<sup>st</sup>)

Foley: She discussed a recent letter to the editor in the Reno Gazette Journal about Washoe County and its libraries' lack of open hours and how it relates to the Carson City Library's plan to open on Sundays.

Loyd: She explained that there will still be closures for holidays and staff training. She explained her method for choosing hours that would be easier for patrons to understand and remember the new schedule in order to increase customer satisfaction.

Solinger: She asked about the staff response to the proposed change.

Loyd: She stated that the board could ask staff members who are present at the meeting for feedback.

Adult Services Librarian Susan Antipa (Antipa): She said that it is definitely a good move on behalf of the patrons, and she stated that she didn't feel she could provide the board with an average staff member's viewpoint, since she will be retiring soon and therefore is minimally impacted by the change.

Loyd: She stated that she asked the staff to email her with desired schedule changes and that out of fourteen full-time staff members, seven asked for one schedule and seven asked for the other, which made it easy for her to implement the proposed change.

Foley: She stated that the needs of the patrons are more important than the needs of the staff.

Antipa: She stated that a consistent workweek is important for staff members and explained that staff members are used to being flexible with changes

Solinger: She asked about publicity plans with regards to the changes.

Loyd: She stated that they were in-process and discussed a survey that was conducted about the desires of the community and that many considered Sunday open hours to be incredibly important. She explained that an open house will occur.

Patton: She stated that a full-page ad should be taken in local newspapers.

Foley: She described the importance of public relations and that acknowledgment should be made with regards to the efforts of the staff and the library.

Solinger: She asked if information could be displayed on the community center's board due to the library's location on a side street off of William's St.

Loyd: She stated that it was possible and added that the library is also partnering with them during its Summer Reading Program. She reminded the board that it needed to approve the schedule change before she could implement any of these plans.

Graber: She asked if the option of closing on Mondays was considered.

Loyd: She stated that this was considered but that the Carson City School District has planned all of its early-release and staff development days on Mondays; she stated that this makes closing the library on Mondays difficult given the close partnership with the school district and the needs of children in the community. She added that the elementary schools have planned an additional fifteen days of staff development during the next school leader.

Solinger: She asked if the school year was being changed to reflect these days.

Loyd: She explained that, especially on the early-release days, it is difficult for parents to pick-up children and therefore makes the library an attractive location for children to come on these days.

Antipa: She stated that computer usage on Monday mornings are also significantly higher than on other mornings.

Motion: Board Member Phyllis Patton

Second: Vice Chairperson Dianne Solinger

Result: Approved

#### d. Discussion and possible action on 2015 Library Closures

Loyd: She explained the need for certain closures, such as early closures to accommodate staff members attending the ALA Conference at the end of June. She added that the proposed addition of Sunday open hours results in the need for additional closures to accommodate holiday traveling for staff members. She explained that, while this does lead to seemingly lengthy periods where the library is closed, there are never four full days where the library is closed at any time.

Solinger: She asked if the August 19th closure is associated with staff training.

Loyd: She replied that it is and explained that the date may change in order to coincide with public works that will close down the library's driveway for a period of time.

Foley: She asked if closures could be made on the weekend following Christmas.

Loyd: She stated that it was completely within the board's authority to do so, but she explained that the open hours on the schedule currently presented to the board are similar to the open hours the library had last year.

Foley: She stated that she felt the staff was being asked to make a pretty significant change this year and that closing for the weekend after Christmas was a way to thank staff members for their flexibility.

Patton: She pointed out that many private sector employees will have the weekend off as well.

Loyd: She asked if the Friends bookstore has considered its schedule for that time period yet.

Patton: She stated that they had not.

Loyd: She stated that they could consider closing half-days during that weekend and reminded the board that the schedule could be amended before approval.

Patton: She asked about the breakdown of staff schedules.

Loyd: She reminded her that half of the library's staff would be working on each day that weekend.

Patton: She stated that the library would need to be closed both days to give all staff the weekend off.

Antipa: She pointed out that Sunday staff would have to work on Thanksgiving weekend under the proposed closure dates.

Loyd: She pointed out that staff members on the Sunday schedule would be taking Wednesday off instead. She added that on half-days, staff members would not have mandated lunch. She explained that staff members requesting days off would have an easier time if the library closed for half-days or even full days.

Solinger: She stated that complicating the schedule further could cause other problems.

Patton: She expressed understanding of Foley's point that traveling to see family during that time can be difficult.

Solinger: She replied that staff members have the opportunity to request leave during that time period.

Foley: She stated that this schedule is a test of new open hours and that further changes may need to be made in the future anyway.

Loyd: She responded that the 2016 schedule will likely be brought before the board sometime in November and December.

Foley: She stated that the Thanksgiving schedule is helpful, especially for those who prepare meals. She explained that she felt that, due to the Christmas holiday's timing, adding two days off to the calendar doesn't represent a hardship.

Solinger: She replied that, by comparison, the hospital has a five-year schedule for holidays and time off. She reiterated that she felt this was a significant amount of time off already.

Graber: She asked about patron traffic during these time periods.

Loyd: She stated that since this represents a new schedule, it is difficult to know for certain. She described how students do still make use of the library during winter break for incomplete homework assignments.

White: He stated that usually the only children who visit the library during this period are those who are not traveling to visit family.

Loyd: She reminded the board that staff members do have to take annual leave during these periods if the library closes and that some staff members may wish to work rather than take leave. She explained that this is the same procedure for early-closure days.

Motion: Vice Chairperson Dianne Solinger

Second: Board Member Pam Graber

Result: Approved

- e. Discussion and possible action on Library Policy to include "space naming opportunities".

(MOVED TO TAKE PLACE BEFORE OPTION B)

Loyd: She explained that with corporate sponsorship opportunities, there are issues related to space naming policies. She stated that the need for the board to be able to grant space naming opportunities is important and that a new section in the library's policy will allow for that.

Foley: She described the straightforward nature of the policy's language and explained that the policy supports the efforts of the Foundation to raise funds on behalf of the library.

Graber: She stated that the imbedding of the gift acceptance portion of the new policy section is important and asked if the Foundation would simply work with someone from the library to identify spaces.

Loyd: She said that all such opportunities would come before the board for approval.

Patton: She asked if the children's area could be named after former board member Robert Kennedy.

Loyd: She stated that such an action would be covered under the new section in the policy.

Deputy Director Tammy Westergard (Westergard): She stated that when these opportunities are presented to the board, the terms and conditions of the donations are also presented. She reminded the board that there is a difference between naming a space in perpetuity and a temporary naming of a space.

Foley: She stated that the naming and renaming section is important. She asked if the leadership group was aware of the funds that have been made available from the Friends.

Loyd: She replied that they were aware.

Patton: She stated that the leadership group was planning on attending the Friends' next meeting and that they would know the full amount of the donation by then.

Westergard: She replied that it was important for the board to keep in mind Graber's experience with such philanthropic endeavors.

Graber: She stated that there is a great deal of excitement associated with the upcoming certification program and that she felt confident that local businesses would like to be involved.

Westergard: She described Graber's background at the hospital and explained how it pertained to the board's current fundraising activities.

Motion: Board Member Pam Graber

Second: Vice Chairperson Dianne Solinger

Result: Approved

## **X) Library Director administrative reports (report only)**

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

Loyd: She began by explaining that the line item contractual services is completely expended due to renewal of the library's membership in the Cooperative Libraries Automated Network (CLAN). She stated that overexpenditures occurred in software maintenance due to unexpected renewals of software. She stated that fleet management is completely spent due to vandalism that occurred in connection with the library's van. She stated that the rest of the budget is on track to be spent. She informed the board that Access Services Library Assistant Maxine Cotton is retiring as of June 30, 2015. She stated that in the Gift Fund, there are no noteworthy expenditures but asked the board if there was any need for clarification. She explained the difference between the budgeted amounts and the actual amounts available in the Gift Fund.

She stated that in the FF&E Budget still has funds remaining in it, roughly \$12,000 that will be brought before the board to be requested for use for new doors on the interior of the foyer. She added that more details would need to be brought before the board, but she stated that the primary reasoning behind the expense is to allow the Digitorium to be open for use afterhours. She explained that there is roughly \$7000 remaining in the Digitorium budget, but that this amount will be spent on the previously-approved Digitorium assistant position. She stated that any remaining funds could be moved back into the Gift Fund.

She described to the board the two LSTA-granted programs that will be taking place in fiscal year 2016, Nevada's Working Capital and Habits of Mindcraft, and explained that they will be focusing on developing career-focused skills. She stated that the recruitment for the Library Board of Trustees is open until April 6th and that there are currently no applicants.

She described the new table that has been received from the Capital Conference Room at City Hall and that, despite its size, she felt that it will be a useful asset. She also explained that new computers are going to be put in the training hub using LSTA, Foundation, and library funding.

### b. Update on Efficiency Study

Loyd: She stated that she is awaiting necessary information before the board can implement it.

### c. Activities and operations of Library since last report

Loyd: She stated that the new issue of *In the Interim* is available and showed the board links to articles that have gone out and other items in the newsletter.

## **XI) Administrative reports (written report only)**

- a. Deputy Director
- b. Adult Services

Antipa: She discussed the book that is associated with an upcoming author event that will be occurring during National Library Week. She stated that the library will be showing the movie based on the book, *The Motel Life*. She added that the reference cases for the reference collection have been finished and explained that the length of time involved had to do with new locks that needed to be fixed by the company that made them. She also informed the board that the book takes place locally, in Reno, NV.

### c. Circulation and Access Services

- d. Youth Services
- e. Youth Liaison Board of Trustees and Teen Advisory Board Representative

#### **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**