

**CARSON CITY LIBRARY BOARD OF TRUSTEES**

**Minutes of the August 24, 2017 Meeting**

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A regular meeting of the Carson City Library Board of Trustees was scheduled for 5:30 p.m. on Thursday, August 24, 2017 in the Community Center Sierra Room, 851 East William Street, Carson City Nevada.

**PRESENT:** Chairperson Jeremy Hays  
Trustee John Liveratti  
Trustee Amanda Long  
Trustee Phyllis Patton

**STAFF:** Sena Loyd, Executive Director  
Iris Yowell, Deputy District Attorney  
Tamar Warren, Deputy Clerk

**NOTE:** A recording of these proceedings, the Library Board's agenda materials, and any written comments or documentation provided to the Clerk during the meeting are part of the public record. These materials are available for review, in the Recording Secretaries Division of the Carson City Clerk's Office, during regular business hours. For minutes and audio recordings of this Board's meetings, please visit [www.carson.org/minutes](http://www.carson.org/minutes).

**I. CALL TO ORDER - ROLL CALL**

(5:30:26) – Chairperson Hays called the meeting to order at 5:30 p.m. Roll was called and a quorum was present. Vice Chair Dianne Solinger was absent.

**II. PUBLIC COMMENT**

(5:30:45) – Chairperson Hays entertained public comment; however, none were forthcoming.

**III. FOR POSSIBLE ACTION: APPROVAL OF MINUTES OF PREVIOUS MEETING**

**a. APPROVAL OF MINUTES OF THE JUNE 22, 2017 REGULAR MEETING**

(5:30:55) – Chairperson Hays introduced the item. There were no changes or corrections to the minutes. **Trustee Patton moved to approve the June 22, 2017 meeting minutes. Trustee Liveratti seconded the motion. Motion carried 4-0-0.**

**IV. INFORMATION ONLY - FRIENDS OF THE CARSON CITY LIBRARY REPORT**

**a. FRIENDS OF THE CARSON CITY LIBRARY REPORT**

(5:31:28) – Chairperson Hays introduced this item, and Trustee Patton referenced the report which is incorporated into the record. She also noted the organization's upcoming participation in several community events, adding "you'll be seeing us more and more around town".

**V. FOR POSSIBLE ACTION – LIBRARY BOARD OF TRUSTEES BUSINESS**

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**V.a FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION FOR ELECTION OF BOARD CHAIR AND VICE CHAIR.**

(5:32:05) – Chairperson Hays introduced the item and entertained nominations.

**(5:32:24) – Trustee Patton moved to reelect Chairperson Hays. The motion was seconded by Trustee Liveratti. Motion carried 4-0-0.**

**(5:32:41) – Trustee Liveratti moved to elect Trustee Long to the position of Vice Chair. The motion was seconded by Trustee Patton. Motion carried 4-0-0.**

**V.b FOR POSSIBLE ACTION - PRESENTATION AND DISCUSSION ON PLACEMENT OF SMOKING AREA ON CARSON CITY LIBRARY PROPERTY.**

(5:33:18) – Chairperson Hays introduced the item. Ms. Loyd presented the agenda materials and noted that both items V.b and V.c are related because they allow “the use of covert areas of our facility by individuals when we are not open”. She also recommended relocating both the smoking area in front of the building and in the one in the back of the building, which is used as a staff entrance. Chairperson Hays inquired about laws regarding a designated smoking area and Department Business Manager, Diane Baker, clarified that according to the City’s Risk Manager, the City policy was to have smoking areas at least 25 feet away from City buildings. Trustee Patton was informed that the proposal was to have one smoking area instead of two and if smokers do not comply, the rules will be enforceable. In response to a question by Chairperson Hays, Ms. Loyd explained that they had worked with the Carson City Sherriff’s Office on appropriate locations, far away from the low level windows.

(5:37:45) – Trustee Liveratti was informed that the current location of the benches would not change; however, Ms. Loyd stated that they had been working with the Public Works Department on a solution. Trustee Long inquired about the bus stop area; however Ms. Baker noted that the area provided ADA access. Trustee Liveratti suggested converting the cobblestone walkway area into a smoking area. Ms. Baker explained that the ashtrays must be moved and signs must be posted, and until then enforcement would be difficult. Creative Learning Manager Natalie Wood reminded the Board that the grassy area is used for outdoor activities such as the recent viewing of the solar eclipse and having a smoking area there or near the digitorium exit will prevent outside activities. Ms. Loyd stated that the Secret Garden was a non-smoking area as well. She also read an email from Trustee Solinger, a former physician, that smokers, even away from the building, “still carry residue of smoke and the smell of smoke on their hair, clothing, etc. when they return indoors.

**(5:42:46) – Trustee Liveratti moved to accept the [Staff’s] request and allow the [proposed area] to be the new smoking area. The motion was seconded by Vice Chair Long. Motion carried 4-0-0.**

**V.c FOR POSSIBLE ACTION - PRESENTATION AND DISCUSSION ON REDUCING THE HOURS WI-FI IS AVAILABLE AT THE LIBRARY TO LIBRARY OPEN HOURS (56 HOURS PER WEEK).**

(5:43:07) – Chairperson Hays introduced the item. Ms. Loyd presented the agenda materials and recommended using Wi-Fi during library hours and turning off the capability when the library is closed, to reduce the number of

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individuals present around the library. She also noted that disconnecting the Wi-Fi may restrict access to those who are in need of the service. Trustee Long was informed that there were no video cameras outside the Library building. Ms. Loyd clarified for Chairperson Hays that some Library equipment would remain connected; however eight to 10 individuals using the Wi-Fi after library hours were not affiliated with the Library. She gave the example of one incident where individuals had set up camp near the Secret Garden and she had to ask the Sherriff's Office for assistance in the removal of the individuals. Vice Chair Long received confirmation that all the Library computers were hard-wired to the network and not connected wirelessly. Discussion ensued regarding setting a timer on the Wi-Fi equipment.

**(5:48:35) – Trustee Patton moved to restrict the Wi-Fi to Library hours. Vice Chair Long seconded the motion. Motion carried 4-0-0.**

**V.d FOR POSSIBLE ACTION - PRESENTATION AND DISCUSSION ON LIBRARY BOARD OF TRUSTEE MEMBERS ATTENDANCE AT THE NLA/MPLA CONFERENCE OCTOBER 17TH&18TH 2017 USING LIBRARY GIFT FUND 230-0000-455-05-80 TO FUND REGISTRATION TO THE CONFERENCE AT A MAXIMUM OF \$500.00.**

(5:48:52) – Chairperson Hays introduced the item. Ms. Loyd presented the Staff Report and recommended attending the conference since it was close by, at the Hard Rock Hotel in South Lake Tahoe, and since funding was available through the Library Gift Fund. She also recommended taking advantage of the early bird registration and gave background on the conference. Collection Development Manager Amy Lauder, a member of the program committee, explained that the conference theme was “turn up the volume” and reviewed some of the topics and speakers. Additional conference information is available on <https://nevadalibraries.org/conference>. Ms. Baker wished to receive the Trustees' responses on attendance by August 31, 2017 to take advantage of early registration fees. Chairperson Hays suggested approving the full amount for all trustees and spending less, if needed.

**(5:55:40) – Trustee Liveratti moved to request the amount of \$500, \$100 for each Trustee's registration fee, [from the Library Gift Fund to attend the NLA/MPLA Conference]. The motion was seconded by Vice Chair Long. Motion carried 4-0-0.**

**V.e FOR POSSIBLE ACTION - DISCUSSION AND POSSIBLE ACTION TO APPROVE FUNDING FOR INSTALLATION OF CRADLE POINT ON PEDAL LIBRARY USING \$1,000 FROM LIBRARY GIFT FUND 230-0000-455-06-36.**

(5:56:02) – Chairperson Hays introduced the item. Ms. Wood presented the agenda materials and recommended approval for installation of a cradle point on the Pedal Library using \$1,000 from the Library Gift Fund, specifically from the Friends of the Library, through the Kohl's Cares donation. She also noted that the cradle point installation will be completed through TSA Custom Car and Truck Accessories, which had donated \$506.97 towards the installation. Ms. Wood noted that this was a custom installation since the Pedal Library required a special design and fabrication. Ms. Loyd clarified that the cradle point was different from a hotspot and was similar in bandwidth to the ones used by the Carson City Sherriff's Office vehicles.

**(5:58:11) – Trustee Patton moved to approve the spending out of the [Library] Gift Fund to put the cradle point on the Pedal Library. The motion was seconded by Trustee Liveratti. Motion carried 4-0-0.**

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**VI. INFORMATION ONLY - LIBRARY DIRECTOR REPRESENTATIVE ADMINISTRATIVE REPORTS**

**VI.a INFORMATION ONLY - LIBRARY DIRECTOR ADMINISTRATIVE REPORTS REPORT CONCERNING THE CONDITION OF THE CITY FY BUDGET (101), GIFT FUND (230) AND GRANT FUNDS (275).**

(5:58:32) – Chairperson Hays introduced the item. Ms. Loyd reviewed the end of FY’17 budget, the up to date current budget, the Gift Fund, and the Grant Funds, all of which are incorporated into the record. She also responded to clarifying comments. Ms. Loyd noted that the September figures will represent the final FY’17 budget.

**VI.b INFORMATION ONLY - LIBRARY DIRECTOR ADMINISTRATIVE REPORTS. REPORT CONCERNING ACTIVITIES AND OPERATIONS OF LIBRARY SINCE LAST REPORT.**

(6:06:32) – Ms. Loyd explained that a biennial report will be published soon and will be used to apply for the National Medal, through the Institute of Museum and Library Services. She also elaborated on a Staff training event, with lunch provided by the Friends of the Carson City Library. Ms. Loyd noted that the training covered Staff concerns, team communication, and team building. Additionally, she announced a City initiative for Employee of the Quarter and the hiring of a new circulation librarian to Start on September 1, 2017. Ms. Loyd explained that due to the increased level in construction, the Library project may not be completed in the December 2017 timeframe, as previously planned. Ms. Baker clarified that a painting contractor had been secured; however, finding one to complete the concrete project would be more difficult. Lastly, Ms. Loyd reported that the September meeting agenda would contain “a slew of policies and processes”.

**VII. INFORMATION ONLY – OTHER ADMINISTRATIVE REPORTS**

**VII.a INFORMATION ONLY - GRANTS ADMINISTRATION UPDATE AND ACTIVITIES SINCE LAST REPORT. GRANTS ADMINISTRATION PROVIDES INFORMATION REGARDING GRANTS, INCLUDING NARRATIVE REPORTS OF ACTIVITIES OF CURRENT, PAST AND UPCOMING GRANTS.**

(6:15:38) – Ms. Baker presented a report, incorporated into the record.

**VII.b INFORMATION ONLY – OTHER ADMINISTRATIVE REPORTS ACCESS SERVICES UPDATE AND ACTIVITIES SINCE LAST REPORT. ACCESS SERVICES CATALOGS AND PROCESSES ALL PHYSICAL RESOURCES IN THE LIBRARY AND FACILITATES CIRCULATION OF RESOURCES (CHECK IN AND OUT).**

(6:17:59) – Access Services Manager Kathy Rush presented her report which is included in the agenda materials.

**VII.c INFORMATION ONLY - OTHER ADMINISTRATIVE REPORTS COLLECTION DEVELOPMENT UPDATE AND ACTIVITIES SINCE LAST REPORT. PURCHASING AND FORMAT**

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**REPORT OF THE MATERIALS ADDED TO THE LIBRARY COLLECTION DURING THE PAST MONTH.**

(6:20:33) – Collection Development Manager Amy Lauder presented her report which is included in the agenda materials.

**VII.d INFORMATION ONLY - OTHER ADMINISTRATIVE REPORTS CREATIVE LEARNING UPDATE AND ACTIVITIES SINCE LAST REPORT. ADULT SERVICES PROVIDE PROGRAMMING AND SERVICES TO THOSE 18 YEARS AND OLDER. YOUTH SERVICES PROVIDES PROGRAMMING AND SERVICES TO THOSE 17 YEARS AND YOUNGER.**

(6:24:33) – Ms. Wood presented her report which is incorporated into the record. She also stated that the solar eclipse viewing event had attracted over 240 participants and was very successful.

**VIII. INFORMATION ONLY – BOARD MEMBERS’ ANNOUNCEMENTS & REQUEST FOR INFORMATION.**

(6:26:15) – Chairperson Hays entertained Trustee announcements; however, none were forthcoming.

**IX. PUBLIC COMMENT**

(6:26:26) – Chairperson Hays entertained public comments; however none were forthcoming.

**X. FOR POSSIBLE ACTION – ADJOURNMENT**

(6:36:37) – **Trustee Patton moved to adjourn the meeting.** Chairperson Hays adjourned the meeting at 6:26 p.m.

The Minutes of the August 24, 2017 Carson City Library Board of Trustees meeting are so approved this 28<sup>th</sup> day of September, 2017.

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JEREMEY HAYS, Chair