

**CARSON CITY LIBRARY BOARD OF TRUSTEES**

**Minutes of the November 30, 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, November 30, 2017 in the Community Center Sierra Room, 851 East William Street, Carson City Nevada.

**PRESENT:** Chairperson Jeremey Hays  
Vice Chair Amanda Long  
Trustee John Liveratti  
Trustee Phyllis Patton  
Trustee Dianne Solinger

**STAFF:** Sena Loyd, Executive Director  
Diane Baker, Department Business Manager  
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**

(5:31:05) – Chairperson Hays called the meeting to order at 5:31 p.m. Roll was called and a quorum was present.

**II. PUBLIC COMMENT**

(5:31:19) – 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 October 19, 2017 REGULAR MEETING**

(5:31:28) – Chairperson Hays introduced the item. There were no changes or corrections to the minutes. **Vice Chair Long moved to approve the October 19, 2017 meeting minutes. Trustee Liveratti seconded the motion. Motion carried 5-0-0.**

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

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

(5:32:02) – Chairperson Hays introduced this item, and Trustee Patton presented the Friends of the Carson City Library report which is incorporated into the record. She also announced the extension of the Holiday Bazaar until Friday, December 8, 2017.

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

**V.a FOR POSSIBLE ACTION: PRESENTATION AND DISCUSSION ON STATUS OF PART-TIME HOURLY WAGE RATES AND CITY PART-TIME BUDGET TO CONSIDER POTENTIAL WAGE INCREASE.**

(5:32:30) – Chairperson Hays introduced the item. Department Business Manager Diane Baker presented the agenda materials which are incorporated into the record. Trustee Liveratti was informed that the item was agendized as a result of legislative consideration to increase the minimum wage. Ms. Baker also clarified that the current part-time employee roster did not include anyone receiving an hourly wage below \$10. Ms. Loyd noted that the item was brought to the Board upon a request by Human Resources and reminded the Trustees that the only \$25 per hour wage was for a temporary part-time librarian until the newly-hired librarian “is up to speed”. Ms. Baker recommended a proposed action for the Board to decline the wage increase for 2018, adding that the Board would have the ability to vote for a 2019 merit increase in the future. Ms. Loyd noted that a pay raise is not budgeted for the current fiscal year, and should it be approved, part-time hours will have to be reduced to keep within budget. There were no public comments.

**(5:48:08) – Trustee Liveratti moved to offer performance rate increases to part-time [library] staff [for the current fiscal year].**

(5:48:27) – Ms. Loyd explained that a part-time employee pay increase scale would also have to be determined by this Board; however, it must be discussed in another meeting in order not to violate the Open Meeting Law, since that item was not agendized for discussion in this meeting. Vice Chair Long was informed that the increase would be for all part-time employees who “meet expectations or higher”. Trustee Patton was informed that the reduced hours as a result of a wage increase would affect all part-time employees, not just those who receive the increases. Trustee Liveratti expressed concern that people working for the same wages while others are rewarded, do not stay at their current positions long enough. Ms. Loyd offered to reagendize the item, along with a pay increase scale and a fiscal impact analysis, for the next meeting. Chairperson Hays also wished to understand the turnover rate and the working hours impact. Ms. Yowell recommended that the Board also give direction on the increase scale. Trustee Patton was informed that hourly wage increases are always added to the budget; however, they are not guaranteed to be approved. **Trustee Liveratti repeated his motion which failed for lack of a second. Chairperson Hays recommended reagendizing the item for the following meeting.** Ms. Loyd clarified that many hourly students are in high-school and they would leave for college, causing a turnover.

**V.b FOR POSSIBLE ACTION - APPROVAL AND DISCUSSION ON CARSON CITY LIBRARY CALENDAR 2018, WITH HOLIDAY AND STAFF DEVELOPMENT CLOSURES.**

(6:00:48) – Chairperson Hays introduced the item. Ms. Loyd gave background and presented the proposed calendar. She also explained that the holiday closures were based on the City calendar, adding that the Board could change those dates; however, overtime and Staff morale should also be taken into consideration when altering the dates. Ms. Loyd noted that the Tuesday through Saturday Staff must have a holiday; therefore, she was recommending closure of the Library on Tuesday, May 29, 2018 and Tuesday, September 4, 2018 in observance of the Memorial Day and Labor Day Holidays. She also reviewed the Staff Development Day

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closures. Chairperson Hays commented that despite the closure for the Library Refresh, the 2017 hours exceeded those of 2016. Ms. Loyd clarified that in 2018 the Library would be open for 2,657 hours, despite the balance of the Library Refresh closure. There were no public comments; therefore, Chairperson Hays entertained a motion.

**(6:07:08) – Trustee Patton moved to accept the [Carson City Library 2018] Calendar. The motion was seconded by Trustee Solinger. Motion carried 5-0-0.**

**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).**

(6:07:29) – Chairperson Hays introduced the item. Ms. Loyd reviewed the City’s budget for the Library, the Gift Fund, and the Grant Funds, all of which are incorporated into the record, and responded to clarifying questions and comments. She also updated the Board on the recent hires and a resignation.

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

(6:12:05) – Ms. Loyd presented her report which is incorporated into the record and invited the trustees to attend the joint meeting between the Board of Supervisors and the Carson City School Board, which will take place on January 18, 2017. She presented a preliminary report on how to show patrons the value they receive from the Library and the amount they save by using it, amounting to a community savings of \$2.6 million for the 2017 fiscal year alone. She individually thanked all the organizations that have facilitated “pop-up” appearances in other locations while the Library Refresh is underway and thanked the neighboring library systems who will support moving of library materials within the network. Ms. Loyd encouraged the public to check the Library website for closure or volunteer information, and to check the social media videos on the refresh progress. Additionally, she read letters from the public, and a statement on net neutrality, all of which are incorporated into the record.

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

**VII.a 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).**

(6:36:09) – Access Services Manager Kathy Rush presented her report which is incorporated into the record.

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

(6:38:52) – Department Business Manager Diane Baker presented her report which is incorporated into the record and responded to clarifying questions by the Board.

**VII.C 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.**

(6:43:12) – Creative Services Manager Natalie Wood presented her report as late material, which is incorporated into the record.

**VII.D INFORMATION ONLY - OTHER ADMINISTRATIVE REPORTS - YOUTH LIAISON BOARD OF TRUSTEES UPDATE AND ACTIVITIES SINCE LAST REPORT. YOUTH LIAISON BOARD OF TRUSTEE UPDATE IS PROVIDED BY THE PRESIDENT OF THE TEEN LEADERSHIP COUNCIL.**

(6:45:09) – Ms. Wood also presented a report, incorporated into the record, on behalf of the Teen Leadership Council. Additionally, she announced the resignation of the Digitorium Facilitator and encouraged interested individuals to apply for the open position.

**VII.E INFORMATION ONLY - OTHER ADMINISTRATIVE REPORTS - COLLECTION DEVELOPMENT UPDATE AND ACTIVITIES SINCE LAST REPORT. PURCHASING AND FORMAT REPORT OF THE MATERIALS ADDED TO THE LIBRARY COLLECTION DURING THE PAST MONTH.**

(6:46:43) – Collection Development Manager Amy Lauder presented her report, which is incorporated into the record.

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

(6:51:40) – Chairperson Hays introduced the item. There were no Board member announcements.

**IX. PUBLIC COMMENT**

(6:51:50) – Chairperson Hays entertained public comments; however, none were forthcoming.

**X. FOR POSSIBLE ACTION – ADJOURNMENT**

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(6:52:02) – **Trustee Liveratti moved to adjourn the meeting.** Chairperson Hays adjourned the meeting at 6:52 p.m.

The Minutes of the November 30, 2017 Carson City Library Board of Trustees meeting are so approved this 22<sup>nd</sup> day of February, 2018.

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JEREMEY HAYS, Chair