

CARSON CITY LIBRARY BOARD OF TRUSTEES (LBOT)
Draft Minutes of the January 28, 2021 Regular Meeting
Page 1

A regular meeting of the Carson City Library Board of Trustees was scheduled for 5:15 p.m. on Thursday, January 28, 2021 online via WebEx.

PRESENT: Chairperson Amanda Long via WebEx
Trustee Julie Balderson via WebEx
Trustee Beth Lucas via WebEx
Trustee Phyllis Patton via WebEx

STAFF: Tod Colegrove, Library Director via WebEx
Joy Holt, Department Business Manager via WebEx
Jason Woodbury, District Attorney via WebEx
Minutes by: Danielle Howard, Public Meetings 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 Public Meetings 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.

I. CALL TO ORDER - ROLL CALL

(01:25) – Chairperson Long called the meeting to order at 5:20 p.m. Roll was called, and a quorum was present. Trustee Balderson arrived at 5:31 p.m.

II. PUBLIC COMMENT

(02:09) – Chairperson Long entertained public comments; however, none were forthcoming.

III. FOR POSSIBLE ACTION – LIBRARY BOARD OF TRUSTEES BUSINESS

III.a FOR POSSIBLE ACTION -- APPROVAL OF MINUTES OF PREVIOUS MEETING (DECEMBER 2, 2020).

(02:28) – Chairperson Long introduced the item and entertained questions, comments, and/or a motion.

(03:23) – MOTION: Trustee Patton moved to approve the December 2, 2020 meeting minutes as presented. Trustee Lucas seconded the motion. Motion carried 4-0-0.

IV. INFORMATION ONLY – SPECIAL PRESENTATION

IV.a INFORMATION ONLY: PRESENTATION OF LENGTH OF SERVICE CERTIFICATES TO LIBRARY EMPLOYEES.

CARSON CITY LIBRARY BOARD OF TRUSTEES (LBOT)
Draft Minutes of the January 28, 2021 Regular Meeting
Page 2

(03:38) – Chairperson Long introduced the item and provided an overview of the Staff Report, which is incorporated into the record, before presenting Senior Library Assistant Rachel March with the Carson City Longevity Award. The Trustees and Staff complimented, thanked, and congratulated Ms. March for her service with the Library.

(11:11) – Chairperson Long welcomed Joy Holt as the new Library Department Business Manager.

V. FOR POSSIBLE ACTION – LIBRARY BOARD OF TRUSTEES BUSINESS

V.a FOR POSSIBLE ACTION – PRESENTATION, DISCUSSION AND POSSIBLE ACTION ON CARSON CITY LIBRARY CALENDAR 2021, WITH HOLIDAY AND STAFF DEVELOPMENT CLOSURES.

(12:25) – Chairperson Long introduced the item. Dr. Colegrove presented the proposed 2021 Library Calendar, which is incorporated into the record. Chairperson Long entertained comments, questions, and a motion.

(15:17) – MOTION: Trustee Lucas moved to approve the 2021 Library Calendar as presented. Trustee Patton seconded the motion. Motion carried 4-0-0.

VI. INFORMATION ONLY – LIBRARY DIRECTOR REPRESENTATIVE ADMINISTRATIVE REPORTS

VI.a INFORMATION ONLY – PRESENTATION AND DISCUSSION OF A REPORT CONCERNING CONDITION OF THE CITY FY BUDGET (101), GIFT FUND (230), AND GRANT FUNDS (275).

(15:47) – Chairperson Long introduced the item. Dr. Colegrove noted that with a new Department Business Manager, “we are reinventing a lot of the workflow” and indicated that the attached document, incorporated into the record, was the FY 2021 Budget. He also responded to clarifying questions.

VI.b INFORMATION ONLY – PRESENTATION AND DISCUSSION OF A REPORT CONCERNING ACTIVITIES AND OPERATIONS OF THE LIBRARY SINCE THE PRESENTATION OF THE LAST REPORT.

(20:10) – Dr. Colegrove presented his report, which is incorporated into the record, and responded to clarifying questions. He brought to the Board’s attention that Ms. Holt had listened in during the December 2020 LBOT meeting before being on record for the position as Department Business Manager in order to be “one month further ahead of the curve in getting up to speed in working with this Board,” and he thanked Ms. Holt for joining the Board.

(25:48) – Ms. Holt commented that the Carson City Library is likely her favorite library as both a user and a librarian and mentioned that she had recently earned her Master’s in Library Science (MLS) degree. She thanked the Board and entertained questions; however, none were forthcoming.

(26:39) – Dr. Colegrove commended Carson City for “having its act together” when working with the Legislature. Dr. Colegrove stated that he could keep the Trustees informed about the Legislature activity as well as provided the

CARSON CITY LIBRARY BOARD OF TRUSTEES (LBOT)
Draft Minutes of the January 28, 2021 Regular Meeting
Page 3

Bill Draft Requests (BDRs) referenced in the report, which included BDR 34-76, BDR 167, BDR 34-297, BDR 32-9, and Senate Bill (SB)62.

(42:38) – Chairperson Long wished to have a section on the agenda regarding Legislative updates and wished to be kept aware of Legislative matters. Mr. Woodbury advised that because the Legislative Process moves so quickly and sometimes sporadically, per Open Meeting Law (OML), the Board must specifically identify in an agenda item for possible action if it wishes to discuss matters concerning Legislation and whether it will take a position on Legislative matters as well as identify the particular Legislation. He stated that he would work with Dr. Colegrove with this route. He clarified that it is acceptable to receive the information concerning Legislation, including the status as Chairperson Long had inquired about, and indicated that he was referring to the Board having a discussion among itself and taking any sort of official position.

VII. INFORMATION ONLY – OTHER ADMINISTRATIVE REPORTS

VII.a INFORMATION ONLY – PRESENTATION, DISCUSSION AND UPDATE ON ACCESS SERVICES ACTIVITIES SINCE THE PRESENTATION OF THE LAST REPORT, TO PROVIDE INFORMATION CONCERNING THE CATALOGING AND PROCESSING OF ALL PHYSICAL RESOURCES IN THE LIBRARY AND THE CIRCULATION OF RESOURCES (CHECK IN AND OUT).

(54:39) – Chairperson Long introduced the item. Access Services Manager Ermal Reinhart presented his report, which is incorporated into the record, and entertained Trustee questions; however, none were forthcoming.

VII.b INFORMATION ONLY – PRESENTATION, DISCUSSION AND UPDATE ON COLLECTION DEVELOPMENT ACTIVITIES SINCE THE PRESENTATION OF THE LAST REPORT, TO PROVIDE INFORMATION CONCERNING MATERIALS ADDED TO THE LIBRARY COLLECTION DURING THE PAST MONTH.

(58:24) – Chairperson Long introduced the item. Collection Development Manager Amy Lauder presented her report, which is incorporated into the record, as well as the test website design for the Library that was scheduled to launch during the following weekend. She also entertained Trustee questions; however, none were forthcoming. The Trustees commended Ms. Lauder for her work on the website and complimented the website design.

VII.c INFORMATION ONLY – PRESENTATION, DISCUSSION AND UPDATE ON CREATIVE LEARNING ACTIVITIES SINCE THE PRESENTATION OF THE LAST REPORT, TO PROVIDE INFORMATION CONCERNING PROGRAMMING AND SERVICES FOR PERSONS OF ALL AGES.

(1:07:16) – Chairperson Long introduced the item. Dr. Colegrove presented the Creative Learning Manager’s report, which is incorporated into the record. There were no Trustee questions.

VII.d INFORMATION ONLY – ADMINISTRATION UPDATE AND ACTIVITIES SINCE LAST REPORT.

(1:10:08) – Chairperson Long introduced the item. Ms. Holt presented her report, which is incorporated into the record. There were no Trustee questions.

CARSON CITY LIBRARY BOARD OF TRUSTEES (LBOT)

Draft Minutes of the January 28, 2021 Regular Meeting

Page 4

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

(1:20:24) – Chairperson Long introduced the item and entertained Trustee announcements and requests for information. Trustee Patton presented a report on the Friends of the Carson City Library, during which she noted that the Friends of the Carson City Library had their annual meeting two weeks prior and reported that they had ended up with a net profit of \$6,727, and 95 percent of that profit was voted to be given to the Library. She stated that the Library would receive \$6,391 for the year. She announced that they had an election of officers during the meeting, and Sena Loyd was elected to the position of President.

IX. PUBLIC COMMENT

(1:24:43) – Chairperson Long entertained public comments; however, none were forthcoming.

X. FOR POSSIBLE ACTION – ADJOURNMENT

(1:24:52) – Chairperson Long adjourned the meeting at 6:43 p.m.

The Minutes of the January 28, 2021 Carson City Library Board of Trustees meeting are so approved this 25th day of February, 2021.