

CARSON CITY LIBRARY BOARD OF TRUSTEES (LBOT)
Minutes of the February 25, 2021 Regular Meeting
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A regular meeting of the Carson City Library Board of Trustees was scheduled for 5:15 p.m. on Thursday, February 25, 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
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

(5:15:51) – Chairperson Long called the meeting to order at 5:15 p.m. Roll was called, and a quorum was present.

II. PUBLIC COMMENT

(5:16:43) – 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 (JANUARY 28, 2021).

(5:17:00) – Chairperson Long introduced the item and entertained questions, comments, and/or a motion.

(5:17:17) – **MOTION:** Trustee Balderson moved to approve the January 28, 2021 meeting minutes as presented. Trustee Patton seconded the motion. Motion carried 4-0-0.

IV. FOR POSSIBLE ACTION – LIBRARY BOARD OF TRUSTEES BUSINESS

IV.a FOR POSSIBLE ACTION – DISCUSSION AND POSSIBLE ACTION CONCERNING POTENTIAL EDITS TO AND UPDATES OF THE CARSON CITY LIBRARY STRATEGIC PLAN SURVEY, TO BE USED TO COLLECT INPUT FROM THE COMMUNITY OF THE LIBRARY FOR THE REFRESH OF THE LIBRARY STRATEGIC PLAN. A COPY OF THE SURVEY INSTRUMENT USED IN THE DEVELOPMENT OF THE 2019 STRATEGIC PLAN IS ATTACHED FOR POTENTIAL INPUT.

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(5:17:36) – Chairperson Long introduced the item and entertained Trustee questions and comments regarding the Library Strategic Plan survey, which is incorporated into the record, and Dr. Colegrove responded to clarifying questions. Chairperson Long believed that “email” should be added as one of the options for question #8 in the survey, and she suggested that “local publications” should be elaborated on to include such options as “newspaper” and “local media” due to potential clarity issues with the public. She also believed that “library publications” was unclear. Collection Development Manager Amy Lauder suggested using parenthesis to clarify the forms of local publications.

(5:23:26) – Trustee Patton informed Dr. Colegrove that a portion of the bottom of the survey’s pages had been cut off when she had attempted to print the survey out at home.

(5:23:51) – Chairperson Long suggested adding the following question to the survey:

“How do you like to get your updates from the Carson City Library?”

She added that the question could include such answer options as “emails,” “the paper calendar,” “going into the Library,” and “social media.”

(5:25:09) – Dr. Colegrove informed the Trustees that the survey would be distributed by handing it out to people visiting the Library, handing it out to people at events when possible, and through an online link shared through Library social media. He added that he would be meeting with some individuals from the University Center for Economic [Development] in order to “brainstorm” methods of gathering input that had not been obtained through the previous survey. He stated that he was considering leveraging the existing budget with the one that is generally used to market Library content and present the survey as a press release. He confirmed that the other avenue for getting disengaged former Library patrons and potential new patrons to participate in the survey would be through a contracted public relations (PR) member. Trustee Balderson proposed reaching the non-patron population by using some of the Library’s partnerships, such as with Western Nevada College (WNC) and the Carson City School District, and Dr. Colegrove stated that he would present a list of partners that have already been identified and encouraged the Trustees’ input on the list.

(5:34:43) – Trustee Lucas pointed out that many of the survey questions were not applicable to non-patrons, and she questioned how many non-patrons would want to engage with the survey as presented. Trustee Balderson noted that Trustee Lucas had made a good observation and added that the opposite could be true for those who are unfamiliar with the Library services to use the survey as an educational tool.

(5:35:38) – Chairperson Long acknowledged that a big challenge for administering the survey might be working with the desire of somebody who is not a patron to complete the survey, as many might not care to engage unless there is some sort of beneficial reason for participating in the survey. She also wished to be informed about the details of the survey through a future Director’s Report. No formal action was taken on this item.

V. INFORMATION ONLY – LIBRARY DIRECTOR REPRESENTATIVE ADMINISTRATIVE REPORTS

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

(5:39:00) – Chairperson Long introduced the item. Dr. Colegrove presented the Budget report, which is incorporated into the record.

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

(5:43:42) – Dr. Colegrove presented his report, which is incorporated into the record.

V.c 275 GRANTS BRD RPT_02092021

Dr. Colegrove noted in Item V.b that this item was an error and not meant to be agendized.

VI. INFORMATION ONLY – OTHER ADMINISTRATIVE REPORTS

VI.a 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.

(5:50:42) – Chairperson Long introduced the item. Collection Development Manager Amy Lauder presented her report, which is incorporated into the record, and entertained Trustee questions.

(5:53:33) – Ms. Lauder confirmed that the Library’s website is Americans with Disabilities Act (ADA) accessible, and Trustee Balderson informed Ms. Lauder of the free options that are available to help keep the website vendor honest. Chairperson Long noted that there would be legislation coming up regarding ADA compliance in websites with possible mandatory company requirements for ADA compliance.

VI.b 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.

(5:58:49) – Chairperson Long introduced the item. Creative Learning Manager Maria Klesta presented her report, which is incorporated into the record, and she responded to clarifying questions.

(6:01:21) – Trustee Lucas mentioned that her son in seventh grade had gone to the Think Bionics Camp referenced in the report, and he had some great feedback about the camp.

V1.c INFORMATION ONLY – ADMINISTRATION UPDATE AND ACTIVITIES SINCE LAST REPORT. GRANTS AND ADMINISTRATION – PROVIDES INFORMATION REGARDING GRANTS

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AND LIBRARY PROJECTS, INCLUDING NARRATIVE REPORTS OF ACTIVITIES OF CURRENT, PAST AND UPCOMING GRANTS, AWARDS, AND PROJECTS.

(6:03:43) – Chairperson Long introduced the item. Ms. Holt presented her report, which is incorporated into the record.

VI.d 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).

(6:07:09) – Chairperson Long introduced the item. Access Services Manager Ermal Reinhart presented his report, which is incorporated into the record.

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

(6:10:16) – Chairperson Long entertained Member announcements and requests for information; however, none were forthcoming.

VIII. PUBLIC COMMENT

(6:10:25) – Chairperson Long entertained public comments. In response to Trustee Balderson’s question, Dr. Colegrove stated that he hoped that he would have updates from the Friends of the Carson City Library so their report could be read to the agenda.

IX. FOR POSSIBLE ACTION – ADJOURNMENT

(6:11:29) – Chairperson Long adjourned the meeting at 6:11 p.m.

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