

**CARSON CITY LIBRARY BOARD OF TRUSTEES**  
**Minutes of the January 23, 2020 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, January 23, 2020 in the Community Center Sierra Room, 851 East William Street, Carson City Nevada.

**PRESENT:** Chairperson Amanda Long  
Vice Chair Nicholas Cranston  
Trustee Julie Balderson  
Trustee Beth Lucas  
Trustee Phyllis Patton

**STAFF:** Tod Colegrove, Library Director  
Diane Baker, Department Business Manager  
Jason Woodbury, District Attorney  
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](http://www.carson.org/minutes).

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

(5:15:26) – Chairperson Long called the meeting to order at 5:15 p.m. Roll was called, and a quorum was present.

**II. PUBLIC COMMENT**

(5:16:02) – Chairperson Long entertained public comments; however, no public was available to comment.

**III. FOR POSSIBLE ACTION – APPROVAL OF MINUTES OF THE PREVIOUS MEETING**

**III.a FOR POSSIBLE ACTION - APPROVAL OF MINUTES OF PREVIOUS MEETING (December 9, 2019).**

(5:16:14) – Chairperson Long introduced the item and entertained questions, comments, and/or a motion.

**(5:16:34) – MOTION: Vice Chairperson Cranston moved to approve the December 9, 2019 meeting minutes. Trustee Patton seconded the motion. Motion carried 5-0-0.**

**IV. FOR INFORMATION ONLY – FRIENDS OF CARSON CITY LIBRARY REPORT**

**IV.a FOR INFORMATION ONLY – FRIENDS OF THE CARSON CITY LIBRARY REPORT (FRIENDS OF THE LIBRARY REPRESENTATION). THE FRIENDS OF THE CARSON CITY LIBRARY IS A NON-PROFIT GROUP THAT GENERATES FUNDS FOR THE PUBLIC LIBRARY THROUGH BROWSER'S CORNER BOOKSTORE AND OTHER FUNDRAISERS. THERE WILL BE**

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**AN OVERVIEW OF FUND GENERATION AND ACTIVITIES DISCUSSED SINCE THE LAST REPORT.**

(5:15:46) – Chairperson Long introduced the item and entertained discussion on the report from the Friends of the Carson City Library President Patricia Cooper-Smith, which is incorporated into the record.

(5:18:06) – Trustee Balderson wished to see the Friends of Carson City Library report use a template that shows how it ties back to the Library’s Strategic Plan.

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

**V.a FOR POSSIBLE ACTION – PRESENTATION, DISCUSSION AND POSSIBLE ACTION ON CARSON CITY LIBRARY CALENDAR 2020, WITH HOLIDAY AND STAFF DEVELOPMENT CLOSURES.**

(5:18:38) – Chairperson Long introduced the item. Dr. Colegrove apologized for the incorrect information regarding the 2020 Calendar from last meeting’s Agenda and indicated that some corrections had been made.

(5:19:28) – Collection Development Manager Amy Lauder inquired about half-day hours for Staff development, specifically which half of the day, and discussion ensued regarding the matter. Dr. Colegrove received Mr. Woodbury’s approval to have Library Management determine the half-day schedule and post on the Library website. No public was available to comment.

(5:22:11) – Chairperson Long entertained a motion.

**(5:22:15) – MOTION: Trustee Patton moved to approve the Carson City Library Calendar 2020 as presented with the exception of the half-day schedule which would be decided by Staff and added to the website at a later date. Vice Chairperson Cranston seconded the motion. Motion carried 5-0-0.**

**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), ADAMS HUB FUND (232), AND GRANT FUNDS (275).**

(5:22:45) – Chairperson Long introduced the item. Dr. Colegrove and Ms. Baker presented the budget, which included a snapshot of the FY 2020 dashboard and supporting details, all of which are incorporated into the record, and Ms. Baker responded to clarifying questions from the Trustees. No public was available to comment.

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

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(5:27:07) – Chairperson Long introduced the item. Dr. Colegrove presented his report, which is incorporated into the record. No public was available to comment.

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

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

(5:34:49) – Chairperson Long introduced the item. Ms. Baker presented her report, which is incorporated into the record, and entertained questions from the Board; however, none were forthcoming. No public was available to comment.

**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.**

(5:38:46) – Chairperson Long introduced the item. Collection Development Manager Amy Lauder presented her report, which is incorporated into the record, and entertained questions from the Board; however, none were forthcoming. No public was available to comment.

**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.**

(5:41:23) – Chairperson Long introduced the item. Creative Learning Manager Maria Klesta presented her report, which is incorporated into the record, and responded to clarifying questions. No public was available to comment.

**VII.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).**

(5:49:09) – Chairperson Long introduced the item. Access Services Manager Ermal Reinhart presented his report, which is incorporated into the record, and responded to clarifying questions. No public was available to comment.

(5:51:50) – Discussion ensued regarding Trustee Balderson’s question about the Library turnover rate for such positions as Shelver, Library Clerk, and Library Assistant. Dr. Colegrove believed that the turnover rate is a result of a strong job market and the positions being demanding, low-paying part-time jobs.

(5:55:27) – In response to Trustee Balderson’s question, Mr. Reinhart confirmed that the Library has had a number of volunteers to assist with shelving and book repairs, and some of these volunteers are later hired as Shelves. In response to Chairperson Long’s question, Mr. Reinhart confirmed that the Library has a couple of teen volunteers, and Ms. Klesta clarified that the Library tends to have more teen volunteers towards the end of the year (April and May) for scholarship reasons.

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**VIII. BOARD MEMBERS' ANOUNCEMENTS & REQUEST FOR INFORMATION.**

(5:56:39) – Chairperson Long introduced the item and wished to discuss available options for bringing in a Social Worker for the Library to address the issue with homeless individuals gathering and sleeping at the Library due to safety concerns for Staff and patrons.

(5:59:19) – Trustee Balderson mentioned how the Denver Public Library model included peer involvement and training Peer Advocates as a potential solution, and she stated that the homeless issue was a priority for her.

(6:01:18) – Dr. Colegrove assured that conversations regarding the matter had begun internally among the Library Management Staff and that he and Ms. Baker could develop a report for the next LBOT meeting, summarizing discussion and materials from previous meetings.

(6:02:28) – Trustee Patton believed that the issue with the homeless was a community issue and proposed bringing it to the Board of Supervisors' attention to get the City more involved and to obtain information from the churches to potentially assist them. Trustee Patton noted that the Library is in a homeless-concentrated area.

(6:03:54) – Trustee Balderson wished to review an overview of the Library Strategic Plan and how the homeless issue ties in and whether Library Strategic Plan needs to be adjusted. She also requested a time to dedicate towards gathering updates from community collaborators such as the Library's Western Nevada College (WNC) partners and the State Library. Vice Chairperson Cranston pointed out that Friends in Service Helping (FISH) is involved with assisting the community homeless and are fairly accessible.

(6:07:53) – Ms. Baker mentioned that the Library keeps an incident log as data for discussion.

(6:08:49) – Dr. Colegrove pointed out that many of the homeless people use the Library resources in a way that he wished to see the rest of the community use them, although he was concerned about patrons being deterred by the homeless issue at the Library.

(6:12:50) – Trustee Balderson requested a Board retreat and review of the LBOT history 10 to 15 years before the recession.

**IX. PUBLIC COMMENT**

(6:15:00) – Chairperson Long introduced the item; however, no public was available to comment.

**X. FOR POSSIBLE ACTION – ADJOURNMENT**

**(6:15:14) – Trustee Patton moved to adjourn. Chairperson Long adjourned the meeting at 6:15 p.m.**

The Minutes of the January 23, 2020 Carson City Library Board of Trustees meeting are so approved this 27<sup>th</sup> day of February, 2020.