

CARSON CITY LIBRARY BOARD OF TRUSTEES (LBOT)
Minutes of the April 28, 2022 Regular 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, April 28 2022 in the Community Center Robert “Bob” Crowell Board Room, 851 East William Street, Carson City, Nevada.

PRESENT: Chairperson Julie Knight
Trustee Beth Lucas
Trustee Sarena Nichols

STAFF: Tod Colegrove, Library Director
Joy Holt, 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.

I. CALL TO ORDER - ROLL CALL

(5:34:38) – Chairperson Knight called the meeting to order at 5:34 p.m. Roll was called; a quorum was present. Trustee Markle was absent during this meeting.

II. PUBLIC COMMENT

(5:35:12) – Chairperson Knight entertained public comments; however, none were forthcoming.

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

III.a FOR POSSIBLE ACTION – APPROVAL OF MINUTES OF PREVIOUS MEETING (MARCH 24, 2022).

(5:35:35) – Chairperson Knight introduced the item and entertained modifications and/or a motion.

(5:36:01) – **MOTION:** Trustee Nichols moved to approve the March 24, 2022 meeting minutes as presented. Trustee Lucas seconded the motion. The motion carried 3-0-0.

IV. INFORMATION ONLY – LIBRARY BOARD OF TRUSTEES BUSINESS

IV.a FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION CONCERNING THE PROCESS BY WHICH THE ANNUAL UNCLASSIFIED JOB PERFORMANCE APPRAISAL AND EVALUATION WILL BE COMPLETED FOR THE LIBRARY DIRECTOR AND THE INFORMATION AND ASSESSMENT TOOLS TO BE GATHERED AND UTILIZED IN ADVANCE OF THE APPRAISAL AND EVALUATION, INCLUDING, WITHOUT LIMITATION, SURVEYS TO BE COMPLETED BY LIBRARY PERSONNEL.

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(5:36:12) – Chairperson Knight introduced the item. She explained that a link for the 360 evaluation was sent out to Library staff, the responses for which had been compiled and prepared into a report, and the next piece needed for the annual job performance appraisal would be the Trustees’ assessments. Chairperson Knight entertained Trustee feedback, and the consensus among the Trustees was to review the 360 evaluation responses from Library staff prior to completing the Trustee assessment portion. Ms. Holt indicated that the unclassified employees print out the certifications for the Human Resources (HR) training or Ms. Holt can print out the certifications for those who forgot to do so, as the certifications are included with the appraisal. No formal action was taken on this item.

IV.b FOR POSSIBLE ACTION – PRESENTATION, DISCUSSION AND POSSIBLE ACTION REGARDING THE APPROVED CARSON CITY LIBRARY CALENDAR 2022 AND RECOGNIZED LIBRARY CELEBRATION WEEKS AND PROMOTIONAL EVENTS

(5:39:39) – Chairperson Knight introduced the item. She referenced the proposed Carson City Library Calendar for 2022 and the email memo to City employees concerning Juneteenth National Independence Day, both of which are incorporated into the record. Dr. Colegrove and Ms. Holt also responded to clarifying questions.

(5:42:01) – Chairperson Knight entertained Trustee input, and discussion ensued regarding the potential closure of the Library on June 20, 2022. Trustee Nichols wished to consider Library staff and noted that a majority of the staff have children who are out of school due to the holiday, which may lead to daycare issues and the Library being short-staffed. Trustee Lucas also believed Library staff should be asked about their opinion on the matter, and in response to Trustee Lucas’ question, Dr. Colegrove stated that Staff did not have “any historical context in terms of whether or not it will have impact to have the Library open on the day or not.” He offered to ask for feedback from Library staff and commented, “my kneejerk reaction is that it’s a mixed bag; as a general rule, we love a day off, but if staff were working in the Library on that day, they would also be getting compensated for the holiday rate of pay, which has its own rewards.” He also recommended that the Board revisit the matter for holidays generally, and he suggested that the Board “pilot this year” to gain more information to make a long-term decision based on staff attending or not attending that day. Trustee Lucas expected Juneteenth to be comparable to “a normal day” for the Library because the holiday falls during the summer, and she did not believe that most office-type jobs offered such “less observed” holidays as Juneteenth off from work. She proposed considering magnitude and impact when thinking about the Library staying open on holidays. Ms. Holt stated that there were not many Library staff members with children, though more could be hired in the future, and she did not believe that the Library staff were concerned about the decision on the matter other than wanting to know if they would have the day off. She also agreed with Trustee Lucas regarding closures depending on the holiday.

(5:48:47) – Dr. Colegrove pointed out that the Library was “beginning to really amplify that connection with our community,” and he believed that the Library was “coming to life in a sense that having it closed really does have an impact.” Chairperson Knight commented that it may be worth considering why the day is now represented as a holiday. Dr. Colegrove agreed that the LBOT does not wish to act as if it was keeping the Library open in defiance and asked if it would be helpful if the Library “ramped up” some of its social media content to celebrate the City’s longstanding respect for liberty, freedom, and democratic values as stated in the email memo.

(5:51:52) – Trustee Lucas suggested advertising on the Library marquee that the Library would be open for Juneteenth and would be offering a special Storytime if the Board did decide to stay open. Chairperson Knight added that the Library could announce that it is honoring Juneteenth and offering certain programming. In response to Dr. Colegrove’s inquiry on the matter, Mr. Woodbury stated that he could see potentially offending segments of the

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community by not closing for the holiday, but he also believed that the Board was sensitive to such sentiments and that some sort of programming put in place to honor the purposes of the holiday could alleviate offending those segments of the community. Trustee Nichols was in favor of Trustee Lucas' suggestion and believed that staying open and offering programming could be "a really good way" for the City to learn what this new holiday is. She added that books could be displayed at the Library for the focus of Juneteenth. Ms. Holt confirmed that Library staff could plan an event for Juneteenth; however, she noted that Summer Learning would be starting around a week or two weeks before the holiday, which could pose a bit of a challenge.

(5:59:19) – Trustee Lucas supported the idea of the Library staying open for Juneteenth this year as "a bit of a test case" and using the day to honor the holiday. Trustee Nichols agreed with Trustee Lucas' input. Chairperson Knight noted that the Board could consider what other holidays that the same logic could be applied to for the next calendar year.

(6:00:36) – Discussion ensued regarding the holiday pay and the Library Budget, during which Ms. Holt indicated that the holiday pay would not be "particularly impactful" to the Library during the current year, though it would have an impact in following years if the Board chose to allow the Library to remain open for Juneteenth. She also informed the Trustees that the City has a contingency fund for unplanned events during the fiscal year. Trustee Nichols proposed considering having limited service on holidays when the Library is open, and Library staff that wish to work on those days may do so.

(6:06:04) – MOTION: Trustee Lucas moved to allow the Carson City Library to remain open on Monday, June 20, 2022 in honor of Juneteenth with appropriate programming to honor the holiday and educate on its purpose. Trustee Nichols seconded the motion. The motion carried 3-0-0.

V. INFORMATION ONLY – LIBRARY DIRECTOR REPRESENTATIVE ADMINISTRATIVE REPORTS

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

(6:06:41) – Chairperson Knight introduced the item. Dr. Colegrove presented the Late Materials, incorporated into the record, as well as reference the agenda materials. He also responded to clarifying questions.

(6:27:20) – In response to Chairperson Knight's question, Dr. Colegrove indicated that there was no update regarding the tables or reworking the landscaping in the front lawn area of the Library due to focusing on expanding the outreach and wanting to include the Workforce Development and Social Services Coordinator. He stated that, as advised by the Carson City Board of Supervisors (BOS), the matter would require significant outreach and working with the identified agencies. In regards to how to address homebound users of the Library, Dr. Colegrove confirmed that the idea was to deliver materials from the Library to members of the community safely in a similar method as Meals on Wheels, and the Library would be "doing that by default" through the use of the Pedal Library and the "Maker Van." He commented that "it will be a critical path response because the people that need it really need it." Ms. Holt added that the Library had developed a homebound service to deliver materials to various individuals, including to some of the nursing homes, and the intention was to expand that service and tie the service in with the Carson City Senior Center outreach. She wished to have the capability to provide access to anything that would be accessible at the Library. Chairperson Knight requested information concerning afterschool programming, as she

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believed it could be a potential access barrier, especially due to transportation needs. Dr. Colegrove brought to the Trustees' attention the proposal that would be delivered to the Nevada State Library, Archives and Public Records for rebooting the Library's outreach and engagement with students around middle school age, the intent for which would be to hire some part-time workers and possibly a consultant to work with Library staff. He clarified that the afterschool programming would involve partnering with the Carson City Parks and Recreation Department. He was hopeful for the opportunity to get a school bus route to provide students with access to the Library, and in response to Trustee Lucas' comment, Dr. Colegrove indicated that the conversation regarding afterschool programming would include the Carson City Boys and Girls Club and the Carson City School District. Ms. Holt added that Staff were working with the Collection Development team and the Programming team concerning the "tween" age group and how to maintain engagement with that age group.

VI. INFORMATION ONLY – BOARD MEMBERS' ANNOUNCEMENTS & REQUEST FOR INFORMATION.

(6:44:27) – Chairperson Knight introduced the item. In response to Chairperson Knight's inquiry, Ms. Holt indicated that the annual job performance appraisal and evaluation of the Library Director would need to be entered and completed by July 1, 2022, though she also added that it would be preferable to have entered and completed the appraisal and evaluation by May 2022. During discussion, Dr. Colegrove stated that he would be surprised if the LBOT had a newly appointed Trustee by May 2022 and indicated that a new Trustee may be appointed by June 2022. Chairperson Knight suggested keeping the content of the May 2022 LBOT agenda limited to the appraisal and evaluation. No other requests for information or announcements were forthcoming.

VII. PUBLIC COMMENT

(6:49:35) – Chairperson Knight entertained public comments; however, none were forthcoming.

VIII. FOR POSSIBLE ACTION – ADJOURNMENT

(6:50:01) – Chairperson Knight adjourned the meeting at 6:50 p.m.

The Minutes of the April 28, 2022 Carson City Library Board of Trustees meeting are so approved this 23rd day of June 2022.