

CARSON CITY LIBRARY BOARD OF TRUSTEES (LBOT)
Minutes of the May 27, 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, May 27, 2021 online via WebEx.

PRESENT: Chairperson Amanda Long via WebEx
Vice Chair Nicholas Cranston 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 via WebEx

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

(5:19:12) – Chairperson Long called the meeting to order at 5:25 p.m. Roll was called, and a quorum was present. Trustee Balderson arrived at 5:30 p.m.

II. PUBLIC COMMENT

(5:19:44) – Chairperson Long 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 (APRIL 22, 2021).

(5:20:02) – Chairperson Long introduced the item and entertained comments, changes, and/or a motion.

(5:20:20) – MOTION: Vice Chairperson Cranston moved to approve the April 22, 2021 meeting minutes as presented. Trustee Lucas seconded the motion. Motion carried 3-0-0.

IV. FOR POSSIBLE ACTION – FRIENDS OF THE CARSON CITY LIBRARY REPORT

IV.a INFORMATION ONLY – PRESENTATION OF THE REPORT FROM THE FRIENDS OF THE CARSON CITY LIBRARY (FRIENDS OF THE LIBRARY REPRESENTATIVE).

(5:20:46) – Chairperson Long introduced the item and entertained comments and questions regarding the report, which is incorporated into the record. Dr. Colegrove emphasized the “tremendous work” of the volunteers with the Friends of the Carson City Library.

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(5:22:57) – Trustee Patton noted that, while she was no longer a spokesperson for the Friends of the Carson City Library, the work referenced in the report was “a collaborative effort all the way around.”

V. FOR POSSIBLE ACTION – LIBRARY BOARD OF TRUSTEES BUSINESS

V.a FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION TO APPROVE THE UNCLASSIFIED JOB PERFORMANCE APPRAISAL FOR THE LIBRARY DIRECTOR, TOD COLEGROVE.

(5:23:16) – Chairperson Long introduced the item, referenced the agenda materials that are all incorporated into the record, and entertained Trustee discussion on the agenda materials. Trustee Lucas noted that it had been a difficult year and the Board did not get to address many things that they had wanted to as a result, and she commented that the survey results contained valuable feedback. She suggested making the Staff meetings more regular and more inclusive in order to improve communication and to help Staff feel like they are getting their information firsthand.

(5:29:28) – Dr. Colegrove pointed out that the Library has all-Staff meetings every Friday. He noted that he would appreciate having feedback shared anonymously so he could improve his own performance as directed by the Board, and Chairperson Long agreed. Dr. Colegrove added that he had repeatedly received comments about how surprised the City Manager and the Carson City Director of Human Resources (HR) were regarding how inclusive and how engaged the Staff input seemed during the review with the City HR person and the City Manager’s Office person.

(5:31:30) – Chairperson Long believed that the overall “feeling” during the review was positive and noted that she had seen the same feedback for previous Library Directors in regards to the survey results. She also was concerned about the feedback regarding getting direct information and emphasized having clearer communication lines with the Director and the Managers, and Dr. Colegrove indicated that he and the Managers and Supervisors are in constant communication. He also assured that he would do his best to be even more proactive at pushing more direct communication and stated that the Managers and Supervisors “will have all experienced more discomfort” if anonymous input was coming from them, as “they are being asked to be a very collegial part of the solution” and are expected to work collectively with Dr. Colegrove to come to the necessary conclusions and solutions. He encouraged his colleagues on the Management Team to reach out and ask for direction if it is not being given, and he emphasized that he would stop whatever he is doing in order to provide his attention to actively engage if he has been “dropping the ball.”

(5:37:50) – Trustee Lucas pointed out that it seemed that there were some feelings that workloads have been too high, which she believed was also an indication of the last year being so challenging and employees having been forced to cover all of the different challenges. She suggested that, in addition to better communication among the Managers, the workloads are evaluated and determined how they can be distributed fairly. Dr. Colegrove thanked Trustee Lucas and Chairperson Long for the input and agreed with Trustee Lucas’ comments. He noted that the concern of workloads being too high has been expressed repeatedly, which led to bringing in external resources to begin processing what all the tasks are that Staff have been doing, what tasks Staff does not need to be doing, and how Staff can share some of the responsibilities between departments, and he assured that he would “redouble that effort.” He stated that although Staff have all been busy, it does not mean that they have all been engaged in making the most effective use of their time and use of their resources, and that required the Management Team to collaborate and work on “a more matrix-level” to share the resources at their disposal. Dr. Colegrove also added that there were ongoing strategies in place to help reduce some of the work overload.

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(5:44:00) – Trustee Balderson requested that Dr. Colegrove consider the power differentials in the workplace, including with approaching a superior who has the ability to enforce a write-up or terminate employment. She pointed out that an inequity exists among the power structure that would prevent her from approaching her supervisor regarding a concern unless the “temperature” on that issue was “high enough,” and it would not be indicative of a poor relationship or low esteem for the supervisor. Trustee Balderson commented that part of the employees’ ability to prioritize include “the tools they have and the resources and supports they have in place to share the work or assist in the decision making.”

(5:47:27) – Chairperson Long agreed with empowering the Managers to “step up” and believed that doing so may need more “touch points” and connection-building to get people to a level of comfort with the clear expectations to either do what they need to do or ask for direction.

(5:49:02) – Dr. Colegrove commented that the Board has actively been involved in triaging Library matters and provided examples of having done so. He agreed with Trustee Balderson that it was important for himself and the Managers to be mindful of the workplace power differential, but he also believed that people coming to the Board with an anonymous complaint suggested an inconsistency and they were not willing to make a face-to-face or anonymous request with Dr. Colegrove. He suggested that there may need to be some “growing ... on both sides” and looked forward to carrying that conversation forward. Trustee Lucas believed that the people Dr. Colegrove was referring to felt that the survey did not completely reflect everything that they wanted it to reflect, and she did not sense any malice from having provided the anonymous feedback. Dr. Colegrove clarified that he did not mean to suggest an interpretation of any negative intent and mentioned that there was no intent on his or the Board’s part to leave out any opportunity for the Managers or other members of Staff to offer their input. He also encouraged providing input during the public comment sections of the LBOT meetings. Chairperson Long also did not believe that the anonymous feedback was provided maliciously.

(5:57:08) – In response to Chairperson Long’s inquiry for changes or feedback for the Library Director evaluation, Trustee Patton suggested adding to the “comments” section of the Unclassified Job Performance Appraisal under the Library Director’s objectives that Objective #1 was continued to the next time period due to the challenges from the COVID-19 pandemic and potential management differences. With Mr. Woodbury’s confirmation, Chairperson Long agreed with adding the suggested language to the evaluation and entertained a motion.

(6:01:02) MOTION: Trustee Lucas moved to approve the annual review of Director Colegrove with one change to Objective #1 to continue to work on the communication from the objective of the prior year. Trustee Patton 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), AND GRANT FUNDS (275).

(6:02:11) – Chairperson Long introduced the item. Dr. Colegrove presented the agenda materials, all of which are incorporated into the record, and no questions were forthcoming.

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

(6:03:01) – Dr. Colegrove presented his report, which is incorporated into the record, and entertained Trustee questions; however, none were forthcoming.

VII. INFORMATION ONLY – OTHER ADMINISTRATIVE REPORTS

VII.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.

(6:13:08) – Chairperson Long introduced the item. Collection Development Manager Amy Lauder presented her report, which is incorporated into the record, and entertained Trustee questions; however, none were forthcoming.

VII.b 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).

(6:18:15) – Chairperson Long introduced the item. Access Services Manager Ermal Reinhart presented his report, which is incorporated into the record, and responded to clarifying questions.

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.

(6:22:51) – Chairperson Long introduced the item. Creative Learning Manager Maria Klesta presented her report, which is incorporated into the record, and entertained Trustee questions; however, none were forthcoming.

VII.d INFORMATION ONLY – ADMINISTRATION UPDATE AND ACTIVITIES SINCE LAST REPORT. GRANTS AND ADMINISTRATION – PROVIDES INFORMATION REGARDING GRANTS AND LIBRARY PROJECTS, INCLUDING NARRATIVE REPORTS OF ACTIVITIES OF CURRENT, PAST AND UPCOMING GRANTS, AWARDS, AND PROJECTS.

(6:26:02) – Chairperson Long introduced the item. Ms. Holt presented her report, which is incorporated into the record, and responded to clarifying questions.

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

(6:35:11) – Chairperson Long entertained Member announcements and requests for information. She informed the Board that the June 2021 LBOT meeting would be her last meeting, as her term on the Board would be ending, and she would not be reapplying for a second term due to her schedule. She noted that Trustee Patton's final meeting would also be the June 2021 meeting, and the Trustees would need to consider nominations for the next LBOT Chair.

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IX. PUBLIC COMMENT

(6:38:56) – Chairperson Long entertained public comments; however, none were forthcoming.

X. FOR POSSIBLE ACTION – ADJOURNMENT

(6:39:06) – Chairperson Long adjourned the meeting at 6:39 p.m.

The Minutes of the May 27, 2021 Carson City Library Board of Trustees meeting are so approved this 24th day of June, 2021.