

NOTICE OF PUBLIC MEETING
of the
FRIENDS OF CARSON CITY LIBRARY

Day: Monday
Date: October 15, 2018
Time: Beginning at 5:30 pm
Location: Browsers Corner Book Store
711 E. Washington St.
Carson City, Nevada

AGENDA

Reasonable efforts will be made to assist and accommodate physically disabled persons attending the meeting. Please notify the Friends of Carson City Library in advance so that arrangements may be made. Requests may be made in writing and addressed to the Friends of Carson City Library at 711 E. Washington St. Carson City, NV 89701, or by calling 885-9807.

NOTE: Below is an agenda of all items scheduled to be considered. Notice is hereby provided that items on the agenda may be taken out of order, two or more agenda items may be combined for consideration and an agenda item may be removed from the agenda, or discussion relating to an item on the agenda may be delayed at any time. **

1. Call to Order

1 a. **Roll Call - Determination of Quorum**

2. Public Comment

Members of the public who wish to address the Friends Board of Directors may come forward and speak on any topic that is relevant to or within the authority of the Board of Directors. The Board respects the right of citizens to present differing opinions and views. Comments may be limited to three minutes per person. If you believe your item requires extended discussion or action, you may ask a member of the Board to place it on the Board's agenda for a future meeting. No action may be taken on a matter raised under this item of the agenda unless the matter is noticed on a Board agenda as an item on which action may be taken. In accordance with the Open Meeting Law, the President may prohibit public comment if the person speaking is willfully disruptive of the meeting by being irrelevant, repetitious, slanderous, offensive, inflammatory, irrational or amounting to personal attacks or interfering with the rights of other speakers.

3. Approval of September Meeting Minutes- Recording Secretary, JoAnn Carpenter- Action Item

3a. for possible action - approval of the minutes of previous meeting (September 17, 2018 regular meeting)

4. Acceptance of September Treasurer's Financial Report - Treasurer, Sandy Osheroff – Action Item

4a. for possible action - to accept the Treasurer's September Financial Position and Income/Expense for the month of September, 2018

5. Browsers Corner Book store Manager's Report - Patti Ferguson -Information Only

5a. Book Store Manager Patti Ferguson reports on the activities of the book store for the month of September and upcoming events in October

6. Library Director's Report - Sena Loyd - Information Only

6a. Library Director Sena Loyd, will give a report on Library activities in September and upcoming activities in October

7. Budget Chairman's Report - Phil Patton -Information Only

7a. Budget Chair reports how we did in September compared to what was budgeted for September

8. Committee Reports - Information Only

8a. These committees are: corresponding secretary, fundraising, membership. & publicity. The written reports are in the meeting packet.

8b. Any questions pertaining to these reports may be asked of the chair of the committee at this time

8c. Any update from the nominating committee chair since his written report was turned in

9. Resignation of Member at Large, Jan Peace and naming her replacement – information and then possible action

9a. After the agenda for the September meeting had been posted I got an e-mail resignation from Jan Peace from the Friends Board of Directors. She cited health problems as her reason.

9b. I have asked Darlene Nevins to join the Board as a member at Large. I think she will be a good addition to the board and it will give her an opportunity to learn more about the operation of the group.

9c. Vote to confirm this recommendation to the board

10. Participation in the Community Boonanza on Oct. 30 – information only

10a. I think we are about ready for this fun event. Patti has been diligently going thru multiple tubs, donated by Food for Thought full of childrens' books so that we can hand them out along with our candy to all 1500 trick or treaters. We don't have a firm time for set up at this point but welcome any help in that effort.

11. Updates on past and upcoming events – information only

11a. Our Author Event featuring our very own Ursula Carlson was very well attended and informative

11b. Our Author last Wednesday was a little nervous as this was the first one of this type of thing he had done. He had a pretty good crowd and performed very well.

11c. On Oct. 22 Todd Borg will be here to talk about his newest book Called "Tahoe Skydrop". This book has a character with the name of a local person, who bought the right for that privilege at the New Years Eve auction last year.

This Event will be at 5:30 pm since we will be on winter hours in October.

12. Board Member Comments - Information Only

13. Public Comment -

Members of the public who wish to address the Friends Board of Directors may come forward and speak on any topic that is relevant to or within the authority of the Board of Directors. The Board respects the right of citizens to present differing opinions and views. Comments may be limited to three minutes per person. If you believe your item requires extended discussion or action, you may ask a member of the Board to place it on the Board's agenda for a future meeting. No actions may be taken on a matter raised under this item of the agenda unless the matter is noticed on a Board agenda as an item on which action may be taken. In accordance with the Open Meeting Law, the President may prohibit public comment if the person speaking is willfully disruptive of the meeting by being irrelevant, repetitious, slanderous, offensive, inflammatory, irrational or amounting to personal attacks or interfering with the rights of other speakers.

14. For Possible Action - Adjournment

**** Copies of the reference material and any additional supporting material will be made available at the Browsers Corner Book Store, located at 711 E. Washington St., Carson City, NV 89701 or by contacting Phyllis Patton, President at 775-885-9807 or phylpat@att.net. Copies of any such materials will also be made available at the meeting site.**

**** In accordance with NRS 241.020, this agenda has been posted before 9 a.m. three working days before the day of the meeting at the following locations:**

Carson City Hall, 201 N. Carson St. Carson City, NV 89701

Carson City Community Center, 851 E. William ST., Carson City, NV 89701

Carson City Fire Station, 777 S. Stewart Street, Carson City, NV 89701

Nevada State Library & Archives, 100 N. Stewart SL Carson City, NV Carson City, NV 89701

Carson City Library, 900 N. Roop St. Carson City, NV 89701

Browsers Corner Book Store, 711 E. Washington St. Carson City, NY 9701

Friends of Carson City Library website: <http://www.friendscclibrary.org>

Board of Directors Meeting of Friends of the Carson City Library Minutes
Monday, September 17, 2018
6:30pm
Browsers Corner Bookstore

Call to Order: President Phyllis Patton called the meeting to order at 6:30pm. Attending were board members Phyllis Patton, William Crowell, Robin Meyer, JoAnn Carpenter, Sandy Osheroff, and Phillip Patton. Dana Danforth, member at large, Ursula Carlson and Linda Bellegray, members, and Library Director Sena Loyd were also in attendance. President Patton asked if anyone in attendance would like to make a statement. There were no responses.

Determination of Quorum: It was determined that a quorum was present.

Public Comment: President Patton asked if anyone in attendance would like to make a statement. There were no responses.

Introduction of new interim Vice-President: President Patton introduced Robin Meyer as the new interim Vice-President. She will take over the position until the term expires in 2020.

Approval of Minutes for the August 20, 2018 meeting: Budget Chairman, Phillip Patton made a correction to the minutes. The minutes indicated there was a profit of \$3,600 for July. However, Mr. Patton indicated that FOCCL was \$3,600 ahead of budget. Sandy Osheroff moved to approve the minutes as amended and Linda Bellegray seconded. The motion was approved with no opposition.

Acceptance of the Treasurer's Report for the Month of June: Bill Crowell suggested that Ms. Osheroff should report on anything noteworthy that happened during the month in addition to the financial reports she currently provides. He would like her to provide the information before we move to accept the report. Ms. Osheroff then provided information regarding the Edward Jones accounts. She then indicated that money due from the foundation has not been forwarded to her as yet. President Patton stated she is working on that issue. Mr. Crowell suggested that she look into getting legal counsel to review the matter. Ms. Patton is waiting for return information she has requested from various sources. Ms. Carlson asked about a bequest and legal issues described at a previous meeting related to the bequest. She indicated she believed we were waiting to resolve that matter. Ms. Osheroff stated that was a different funding source and not related to her question. The issue will be brought back to the Board once all the information has been provided. Phil Patton moved to accept the report, and place it in file for audit, Dana Danforth seconded the motion and all voted in favor of accepting.

Browsers Corner Book Store Manager's Report: Patti Ferguson was not present. President Patton indicated that a copy of her report was included as an attachment to the agenda. She further stated that there were copies of information regarding bookstore sales for August available for anyone wanting to review them. Book sales for August were \$8,419.23. President Patton and Bookstore Manager Patti Ferguson are looking at additional ways to move books out of the store. Storage has become extremely limited. Library Director, Sena Loyd asked if FOCCL has looked into "compact shelving". The State Library may be purging this type of shelving from their space. Ms. Patton will contact them. Ms. Ferguson has mentioned in her report that she and Ms. Danforth will be at the City's Health and Welfare Fair.

Library Directors Report: Director Sena Loyd attended and provided a report. Ms. Loyd asked if Browsers Corner was planning a sale for this Saturday. There will be a Community Garage Sale at the Community Center and she believes there will be quite a bit of traffic. This might provide an opportunity to clear out some inventory from the store. Director Loyd indicated they will be losing another staff member to the State Library. The Library will also be bringing in a new staff member who will help with the Digitarium. They have a plan for a program related to Hispanic culture as part of a celebration of Day of the Dead. They continue to work with the

schools on a variety of programs. They are working on their "Overdrive" program and cooperating with other libraries to increase the number of books available by sharing costs. Ms. Loyd indicated they will be nominated again for the National Medal. Mark Amodei will be nominating the library this year. They will also be working on a Jobs Center within the Library. This program will provide for job development skills and resume building exercises. Based on a question by Mr. Crowell regarding whether the cost of the pedal library has provided enough benefit to the community to support the money spent to acquire the unit, Ms. Loyd indicated she will be putting together a report regarding what types of services the unit provides.

Budget Chairman's Report: Budget Chairman, Phillip Patton indicated we are \$3,000 ahead of what was anticipated in the budget. No one had questions about the budget report.

Committee Reports: President Patton indicated that the committee reports were self-explanatory and attached to the packet. Ms. Patton added that Jolena Johnson, our Membership Chair, has been ill and unable to process new membership applications and renewals. Ms. Osheroff and Ms. Patton have taken over those duties until Ms. Johnson recuperates. Mr. Crowell asked about the amount of money provided through the "Gifting Book". Ms. Patton replied that it is not fully available online as yet. Mr. Crowell then stated that he believes Membership should be featured more prominently on the website, minimally on the top line. He feels that a person looking at the site would have some difficulty finding the correct place to be able to pay for membership. Ms. Patton said we can make a change to the site and allow for membership to be in a more prominent position.

Appointment of a nominating committee for the upcoming election at the Annual Meeting in January of 2019: President Patton asked for volunteers for the nominating committee. We will be electing President and Treasurer. There were no volunteers. Ms. Patton then appointed Mr. Crowell to be the Chairman of the nominating committee. He will be able to select two other members to work with him on the committee. They will need to report back to the Board in November.

Announcement of date for Annual Meeting: The meeting will be held January 12, 2019. It will be held at the Plaza. President Patton has asked interim Vice-President Meyer to work with Patti Ferguson and Julie Giese on the Volunteer Appreciation portion of the meeting. They will select the menu and determine the best time frame for the event.

Fund-raiser to be held at Adam's Hub on Nevada Day, Oct. 27th: President Patton asked Library Director, Sena Loyd to provide information about the Library's position as it currently stands with Adam's Hub as well this potential fundraiser. Ms. Loyd indicated that the Hop & Mae Adams Foundation came to the City indicating that they wanted to transition the Hub into a public space. They proposed giving an annual \$200,000 grant to the organization that would take over the space rent free. The City asked the Library to take on this project. Adams Hub is not a branch of the Library. Nevada law allows the Library Board to enter into a contract to provide services related to the operation of the Hub. Although the Library does not have to pay rent they will be responsible for all utilities for the space. There are a variety of companies using the space currently. Some of the supervisors have concerns regarding the incubator space. If the Hub can get the anticipated income from the licensure agreements the annual income would just cover annual costs. In order to provide funding for services for the business incubator spaces they would need to do some fundraising. Rents for the incubator businesses would be stepped up from \$0 to the amount full amount required from the non-incubator tenants to eventually help with cash flow. They would be required to report their progress and meet goals or they will be asked to find another space for their business. The agreement to manage the space is for three years. Ms. Loyd indicated that she has told the City that she believes this must be considered an experiment and that they have a plan that they believe will provide positive results. In order to help business incubation and fund the interns in the space they believe they will need to hold two fundraisers per year. One will help the incubators and the second will provide for intern compensation. Some of the current clients at the Hub are interested in supporting the intern

piece, so we would probably not have to fundraise for both the incubator businesses and the interns. Ursula Carlson asked what types of things the companies who are in the spaces are doing. Ms. Loyd indicated that many are technology focused services, one is a foreign company, and RISE is also currently in the building. Linda Bellegray asked what the fundraiser will offer to people that they would be willing to purchase. The fundraiser will provide a space to view the Nevada Day Parade. The second floor of the Hub has a bank of windows that look out over the parade route. Food and beverages would be provided. The VIP area upstairs would cost \$100.00 per person. Ms. Loyd indicated that they have clients in the building who are interested. There will also be space on the roof top deck and the lower floor where people would be provided with appetizers and three drinks at a cost of \$20 per person or \$35 per couple. These spaces do not provide a view of the parade, but would offer seating and restroom facilities. They are hoping to get a headline sponsor who would pay \$3000.00 to \$5000.00 to have their name associated with the event. President Patton indicated it was important for FOCCL to be involved as the Library cannot raise funds and would need someone to deal with attracting potential sponsors. Sponsors would not be able to take a tax write-off for giving to a public entity like the Library, but can support FOCCL. They are working with the Union on food and drink donations. FOCCL would cover whatever costs that were not provided by the Union. Ms. Osheroff was concerned about how the funds would be collected and distributed back to us. Linda Bellegray expressed a concern about the amount of time available for planning this event. She was concerned that we have difficulties with our own fundraising and did not see the benefit of working so hard to benefit the Hub. Ms. Loyd reminded her that at this point the Hub is part of the Library for the next three years. Ms. Bellegray reiterated that she did not understand why the Library was working with the Hub to try to increase business activity in Carson City. Ursula Carlson responded that we should take a more up-to-date view of what types of activities libraries perform in today's technological environment. We are expanding the way a Library works, and becoming a more proactive entity within the community. Ms. Loyd responded that the City does not have a department that is involved with economic development, so there is a gap in services provided in the area to help grow new businesses and that this partnership helps fill that gap. She further indicated that if the Library does a good job with the Hub, the Hof and Mae Adams Foundation may consider them for other funding. Ms. Patton asked for a vote on what the Board is willing to do in view of this request and in light of the above discussion. She also indicated volunteers would be needed for various jobs at the event. President Patton called for a vote on whether we wanted to help with this event. Mr. Crowell voted no, the balance in attendance voted yes.

Participating in the Parks and Recreation Department's BOONanza Halloween Party: Patti and Jim Ferguson, Ms. Danforth, Ms. Patton, and Mr. Patton will be helping with set-up. President Patton asked for approval to spend money for the candy that will be provided. Ms. Osheroff moved to approve the expenditure and all approved.

Update on previous topics and upcoming events: President Patton indicated that the author for the event on Sept. 18 would be Ursula Carlson. There will be two author events in October. She reminded the group that Browsers Corner will begin closing at 5:00 on October 1.

Board Member Comments: There were no comments from the Board.

Public Comment: There was no public comment recorded.

Sandy Osheroff moved to adjourn the meeting. The meeting was adjourned at 8:25 pm.

Respectfully submitted,
JoAnn Carpenter, Recording Secretary