

**CARSON CITY CONSOLIDATED MUNICIPALITY
NOTICE OF MEETING OF THE
LIBRARY BOARD OF TRUSTEES**

Day: Thursday
Date: June 23, 2022
Time: Beginning at 5:30 pm
Location: Community Center, Robert 'Bob' Crowell Board Room
851 East William Street
Carson City, Nevada

AGENDA

Members of the public who wish to provide live public comment via telephonic appearance in lieu of physical attendance may do so during the designated public comment periods indicated on the agenda by dialing the numbers listed below. Public comment will be limited to three minutes per person. Please do NOT join by phone if you do not wish to make public comment.

Join by phone:

Phone Number: +1-408-418-9388

Meeting Number: 2496 294 4644

Notice to persons with disabilities: Members of the public who are disabled and require special assistance or accommodations at the meeting are requested to notify the Carson City Library Administrative office at 900 N. Roop St., Carson City, NV, 89701, or by calling 775.887.2244, ext. 7554 at least 24 hours in advance.

Agenda Management Notice: 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.

I. Call to Order - Roll Call

II. Public Comment

Members of the public who wish to address the Library Board of Trustees may come forward and speak on any topic that is relevant to or within the authority of the Library Board. 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 Chairperson 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.

III. FOR POSSIBLE ACTION – Approval of minutes of previous meeting

III.a FOR POSSIBLE ACTION - Approval of minutes of previous meeting (April 28, 2022).
[4-28-2022 DRAFT Minutes.pdf](#)

IV. FOR POSSIBLE ACTION – Library Board of Trustees Business

IV.a FOR POSSIBLE ACTION - Discussion and possible action regarding election of a Board Vice Chairperson.

Staff Summary: Per Article III of the Library Bylaws, Board Officers shall be elected from the Trustees at the first regular board meeting of the fiscal year, serve a term of one year in such office, and may be reelected in subsequent years. Board officers shall be as follows: Chairperson and Vice Chairperson. Should either of the Board Officer positions be vacated, the Board shall elect a new officer at the next meeting.

[Carson City Library Board Bylaws Approved June 24, 2021.pdf](#)

IV.b FOR POSSIBLE ACTION: Discussion and possible action to designate Joy Holt, Department Business Manager and Deputy Director, to act as Director in the Library Director's absence, and to further appoint Ms. Holt as Interim Library Director effective October 1, 2022.

Staff Summary: Effective July 1, 2022, the position of Department Business Manager is reclassified to be Deputy Library Director. Per the job description of that position, the Deputy Library Director acts as the Director in the Library Director's absence. This item is to enable discussion and possible action to formally designate that role. Pursuant to the Resolution adopted by the Board of Supervisors which establishes various benefits for unclassified City employees, an employee who assumes additional duties at a higher rank for a period of at least 90 days is entitled to a temporary duty pay increase of 10 percent. If Ms. Holt is employed as the Interim Library Director for such period of time, she is automatically eligible for the temporary wage increase.

[Resolution 2016 R 7.pdf](#)

[Deputy Library Director.pdf](#)

[Colegrove Letter of Resignation.pdf](#)

IV.c FOR POSSIBLE ACTION: Discussion and possible action to conduct the annual unclassified job performance appraisal and evaluation of the Library Director.

Staff Summary: The Carson City Library Board of Trustees has the duty to complete an annual job performance appraisal and evaluation of the Library Director on or before July 1 of each year. Deliberations regarding character, competence and performance relevant to existing, and proposed goals or objectives, may be conducted

[Required Notice to Library Director.pdf](#)

IV.d FOR POSSIBLE ACTION: Presentation, discussion, and possible action to revise the job description for the position of Library Director, including salary range, and to establish a potential recruitment period and the method and location of job posting.

Staff Summary: Melanie Bruketta, Human Resources Director, previously obtained approval from the Carson City Internal Finance Committee (IFC) to fill the vacancy at a pay rate up to that currently being paid to the Library Director, salary range of \$107,413.20 - 171,860.91. That approval is with the understanding of no overlap in time between a new hire with the current director. Permission will need to be requested from the IFC should the Board want to go beyond either of those restrictions.

[Library Director rev. Jan. 2019.doc](#)

V. INFORMATION ONLY - Board Members' announcements & request for information.

VI. Public Comment

Members of the public who wish to address the Library Board of Trustees may come forward and speak on any topic that is relevant to or within the authority of the Library Board. 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 Chairperson 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.

VII. FOR POSSIBLE ACTION – Adjournment

** Copies of the reference material and any additional supporting material will be made available at the Carson City Library, located at 900 N. Roop St., Carson City, NV 89701 or by contacting Tod Colegrove, Library Director at 775- 283-7591 or tcolegrove@carson.org. 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 9:00 a.m. three working days before the day of the meeting at the following locations:**

Carson City Library, 900 N. Roop St., Carson City, NV 89701 ; Carson City Library Website: <http://www.carsoncitylibrary.org/about/board/meetings-and-notices> ; Nevada Public Notice Website: <https://notice.nv.gov>

Library Board of Trustees Agenda Item Report

Meeting Date: June 23, 2022

Submitted by: Kris Klug

Submitting Department: Library

Item Type: Formal Action / Motion

Agenda Section:

Subject:

FOR POSSIBLE ACTION - Approval of minutes of previous meeting (April 28, 2022).

Suggested Action:

I move to approve the minutes of the April 28, 2022, meeting.

Attachments:

[4-28-2022 DRAFT Minutes.pdf](#)

CARSON CITY LIBRARY BOARD OF TRUSTEES (LBOT)

Draft Minutes of the April 28, 2022 Regular Meeting

Page 1

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

CARSON CITY LIBRARY BOARD OF TRUSTEES (LBOT)
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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

CARSON CITY LIBRARY BOARD OF TRUSTEES (LBOT)

Draft Minutes of the April 28, 2022 Regular Meeting

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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.

Library Board of Trustees Agenda Item Report

Meeting Date: June 23, 2022

Submitted by: Tod Colegrove

Submitting Department: Library

Item Type: Formal Action / Motion

Agenda Section:

Subject:

FOR POSSIBLE ACTION - Discussion and possible action regarding election of a Board Vice Chairperson.

Staff Summary: Per Article III of the Library Bylaws, Board Officers shall be elected from the Trustees at the first regular board meeting of the fiscal year, serve a term of one year in such office, and may be reelected in subsequent years. Board officers shall be as follows: Chairperson and Vice Chairperson. Should either of the Board Officer positions be vacated, the Board shall elect a new officer at the next meeting.

Suggested Action:

Attachments:

[Carson City Library Board Bylaws_Aproved June 24, 2021.pdf](#)

Carson City Library Board Bylaws

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

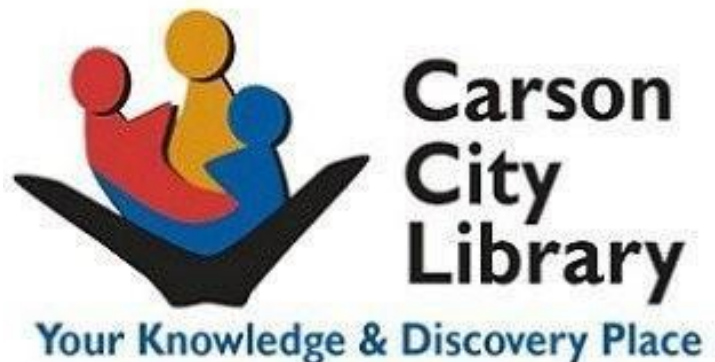
Phone: 775-887-2244

Fax: 775-887-2273

www.carsoncitylibrary.org

revised: April 2021

approved:



Bylaws of the Carson City Library Board of Trustees

Article I – Name & Authorization

This organization shall be called “The Board of Trustees of the Carson City Library,” existing by virtue of the provision of Chapter 379 of the Nevada Revised Statutes and exercising the powers and authority and assuming the responsibilities delegated to it under [NRS 379.025](#), as may be amended.

Article II – Purpose

The purpose of the Board of Trustees of the Carson City Library (“Board”) is to represent the Carson City Library (“Library”) both to the people and to the governing officials, and to provide the people and the governing officials a well-run library.

Article III – Officers

Board officers shall be as follows: Chairperson and Vice Chairperson, who shall be elected from the Trustees at the first regular board meeting of the fiscal year, serve a term of one year in such office, and may be reelected in subsequent years.

Should either office be vacated, the Board shall elect a new officer at the next meeting.

The Board Chairperson shall preside at all meetings, certify all actions approved by the Board, authorize calls for any special meetings, and generally perform the duties of a presiding officer.

In the absence of the Chairperson, the Vice Chairperson shall perform all duties authorized for the Chairperson. In the absence of both the Chairperson and Vice Chairperson, the Trustees in attendance will appoint a Board member as the presiding officer for the meeting as needed.

The Library Director shall act as executive secretary to the Board. The secretary shall keep a true and accurate account of all proceedings of the Board meetings; issue notices of all proceeding of the Board meeting; issue notices of all regular meetings and, on the authorization of the Chairperson, of all special meetings; and have custody of the minutes and the other records of the Board.

Article IV – Terms, Vacancies, Etc.

Section 1. – Term of Office – Each Trustee's term of office shall be four years. No Trustee shall serve more than two full consecutive terms. If a Trustee is appointed to serve an unexpired term of office and serves more than half of the term, it shall be considered a full term of office. (NRS 379.020)

Each vacancy occurring on the Board will be filled through the following procedure:

- 1) Carson City Personnel Department will be advised of each vacancy occurring on the Board; will advertise for qualified applicants; and will forward applications of all qualified persons to the Carson City Board of Supervisors.
- 2) Carson City Board of Supervisors will select, by vote, one applicant for each vacancy and forward the selection to the Board.

Section 2. – Disqualifications, Vacancies – When any Trustee fails, without cause, to attend three consecutive regular meetings of the Board, or at least half of the regular scheduled meetings in any given fiscal year, it shall be the duty of the Chairperson to notify the appointing officials.

Article V – Meetings

All meetings of the Board shall comply with the provisions of the Nevada Open Meeting Law.

Section 1. Annual Meeting – An annual meeting shall be the first meeting of the fiscal year for election and appointment of officers.

Section 2. Special Meetings – Special meetings may be called by the Chairperson or upon the written request of three Trustees for the transaction of business stated in the call for the meeting.

Section 3. Quorum – A quorum for transaction of business shall consist of a simple majority of the Board.

Section 4. Order of Business – The order of business at regular meetings shall comply with the provisions of the Nevada Open Meeting Law.

Section 5. Parliamentary Authority – Robert's Rules of Order – Henry Martyn Robert, Hachette Book Group, 12th edition, 2020, shall govern the parliamentary procedure of the meetings.

Article VI – Library Director

The Library Director shall be appointed by the Board and is the Board's executive officer and shall have charge of administration of the Library. The Library Director shall be responsible for employing and directing the staff, for appointing a recorder to attend Board meetings and act as recording secretary, for selecting Library materials, for the care of the buildings and equipment, for the efficiency of the Library's service to the public, and for operating the Library under the financial conditions set forth in the annual budget. The Library Director or a designee shall attend all Board meetings.

Article VII – Duties of the Board

1. Set, appoint and evaluate the professional performance of the Library Director. (NRS 379.025)
2. Determine the policy of the Library to allow development of the highest possible degree of operating efficiency in the Library.
3. Submit the annual budget and work to secure adequate funds to finance the requested Library services.
4. Through the Library Director, supervise and maintain buildings and grounds, as well as regularly review various physical and building needs to see that they met the requirements of the total Library program.
5. Study and support legislation which will bring about the greatest good to the Library.
6. Cooperate with other public officials and boards to promote the services of the Library and participate in maintaining vital public relations.
7. Perform other duties as set forth under NRS 379.025, as may be amended.

Article VIII – Amendments

These bylaws may be amended by a simple majority of the Board, provided the amendment was stated in the agenda for the meeting.

Library Board of Trustees Agenda Item Report

Meeting Date: June 23, 2022

Submitted by: Tod Colegrove

Submitting Department: Library

Item Type: Formal Action / Motion

Agenda Section:

Subject:

FOR POSSIBLE ACTION: Discussion and possible action to designate Joy Holt, Department Business Manager and Deputy Director, to act as Director in the Library Director's absence, and to further appoint Ms. Holt as Interim Library Director effective October 1, 2022.

Staff Summary: Effective July 1, 2022, the position of Department Business Manager is reclassified to be Deputy Library Director. Per the job description of that position, the Deputy Library Director acts as the Director in the Library Director's absence. This item is to enable discussion and possible action to formally designate that role. Pursuant to the Resolution adopted by the Board of Supervisors which establishes various benefits for unclassified City employees, an employee who assumes additional duties at a higher rank for a period of at least 90 days is entitled to a temporary duty pay increase of 10 percent. If Ms. Holt is employed as the Interim Library Director for such period of time, she is automatically eligible for the temporary wage increase.

Suggested Action:

I move to designate Joy Holt to act as Director in the Library Director's absence, and to further appoint Ms. Holt as the Interim Library Director, effective October 1, 2022 until a new Library Director is hired.

Attachments:

[Resolution 2016 R 7.pdf](#)

[Deputy Library Director.pdf](#)

[Colegrove Letter of Resignation.pdf](#)

**RESOLUTION OF THE BOARD OF SUPERVISORS OF CARSON CITY SETTING
FORTH THE BENEFITS FOR UNCLASSIFIED EMPLOYEES
EFFECTIVE JULY 1, 2016**

SECTION I. UNCLASSIFIED EMPLOYEES

Unclassified employees are those employees of the City, who are not hourly, temporary, or not otherwise represented by a bargaining unit. Unclassified employees for the purpose of this resolution are those employees that are appointed by the City Manager under authority of the Board of Supervisors and the employees exempted under the provision of Section 2.330(4) in the Carson City Charter. The City Manager, Chief of Alternative Sentencing, Internal Auditor and the Public Guardian are unclassified employees appointed directly by the Board of Supervisors. All unclassified employees are “At Will” and as such, may be terminated at any time for any reason, or no reason. This resolution does not serve as a contract of employment with Carson City.

SECTION II. MANAGEMENT BENEFITS PLAN

A. HOLIDAYS

The following days shall be observed as legal holidays by all employees:

New Year’s Day (January 1)

Presidents Day (third Monday in February)

Martin Luther King Day (third Monday in January)

Memorial Day (last Monday in May)

Independence Day (July 4)

Labor Day (first Monday in September)

Nevada Day (last Friday in October)

Veteran’s Day (November 11)

Thanksgiving Day (fourth Thursday in November)

Family Day (day after Thanksgiving)

Christmas Day (December 25)

Any other day that the Government of the United States, State of Nevada, or Carson City may declare a legal holiday.

When a designated holiday falls on a Saturday, the Friday before will be observed as the holiday and when the designated holiday falls on a Sunday, the Monday after will be observed as the holiday.

B. RETIREMENT

All unclassified employees shall receive full employer paid retirement while participating in the State of Nevada Public Employees' Retirement System (PERS). The City shall adjust the unclassified employees' salaries in accordance with NRS 286. Carson City will comply with all policies of the Nevada Public Employees' Retirement System (PERS).

Effective July 1, 2014, if PERS or the Nevada State Legislature takes any single action to increase the total contribution rate for the Regular Employee's Retirement Fund or the Police/Fire Employee's Retirement Fund in an amount of 1.5% or less, Carson City will pay one half of the increase up to .75%, and the Employee's salary will be reduced by one half of the increase up to .75%, however, Carson City will increase the Employee's salary on the effective date of the reduction in salary in an amount equal to the reduction made to the Employee's salary.

Effective July 1, 2014, if PERS or the Nevada State Legislature takes any single action to increase the total contribution rate for the Regular Employee's Retirement Fund or the Police/Fire Employee's Retirement Fund in an amount that exceeds 1.5%, Carson City will pay one-half of the increase and the Employee's salary will be reduced by one-half of the increase, however, Carson City will increase the Employee's salary .75% on the effective date of the reduction. (Any amount over 1.5% will be split equally between Carson City and the employee.)

C. MEDICAL INSURANCE

The City shall pay 100% of the employee cost and 50% of the dependent cost for the least expensive group medical insurance plan.

D. HEALTH INSURANCE UPON RETIREMENT

I. RETIREES WITH 15-19 YEARS OF SERVICE

The unclassified employee shall have the option of converting the health insurance coverage at the time of his separation from employment by Employer by commencing to pay 100% of the total premium. The City must pay 75% of retiree group health, dental, vision and life insurance coverage premiums plus 25% of the spouse's and eligible dependent's premium for health, dental and vision except as provided below. The City agrees to cover eligible retirees and dependents, as the term "dependents" is defined in the City's group health insurance plan in existence under the City group health insurance plan offered to active employees, as modified from time-to-time.

- a. In order to be eligible for the benefits provided in this Section, the unclassified employee/retiree must have (i) a minimum of 15 years of full-time equivalent service with the City (one year is equal to 2080 hours); (ii) reached at least 47 years of age; and (iii) shall have actually retired under the Nevada PERS retirement qualifications in existence on the date of the retirement. Provided that, if an unclassified employee retires prior to age 47 and meets the requirements of (i) and (iii) above, the unclassified employee/retiree will be eligible for the benefits of this section upon attaining the age of 47, and, prior to age 47, shall be entitled to continue as a retiree

on the City group insurance plan and shall be entitled to payment for insurance for which the unclassified employee would otherwise qualify, provided that, an unclassified Employee retiring before age 47 must continue coverage under the City plan in order to be qualified for the benefits in this section upon attaining age 47.

- b. The City will pay premiums for:
 1. The unclassified employee/retiree from the effective date of Nevada PERS retirement until death. After the retiree reaches the eligibility age for federal benefits under Medicare or age 65, whichever occurs first, the health insurance coverage premium paid by the City on behalf of the retiree will be reduced to either (i) 50% of the “single employee with Medicare premium”, or (ii) the payment to which the retiree would otherwise be entitled under the then existing City policy or regulation providing for insurance payments for retired City employees, were the retiree eligible for insurance contribution under the policy or regulation. The retiree shall, in the retiree’s sole discretion, elect between (i) and (ii), at the time of Medicare eligibility. Under both (i) and (ii) such coverage under the City’s group insurance plan is secondary to Medicare coverage. Provided that, if Medicare age has been increased beyond age 65 by an act of Congress, the 50% payment under (i) shall apply to the “Employee without Medicare” premium. In the event the city eliminates the policy or regulation for subsidizing payment of retiree health insurance, any retiree who elected (ii) above shall automatically revert to receiving the benefits specified in (i) above. In order to receive payment under either (i) or (ii), the retiree must comply with any requirements pertaining to Medicare, which are imposed by the City’s insurance carrier, as a precondition to being eligible to qualify as a retiree covered by the insurance plan, as modified from time-to-time, or required by law.
 2. The spouse of the unclassified employee/retiree (current at time of the employee’s separation from the City) until death or divorce. After the spouse reaches the eligibility age for federal benefits under Medicare, or age 65, whichever occurs first, the health insurance coverage premium paid by the City on behalf of the spouse will be 25% of the “single dependent with Medicare” premium. After reaching the eligibility age for federal benefits under Medicare, such coverage under the City’s group insurance plan is secondary to Medicare coverage. In order to receive payment once the spouse has reached the eligibility age for federal benefits under Medicare, the spouse must comply with any requirements pertaining to Medicare, which are imposed by the City’s insurance carrier, as a precondition to being eligible to qualify as a spouse covered by the insurance plan, as modified from time-to-time, or required by law. In the event a retiree remarries after separation from the City the spouse will not be included in the health insurance premium subsidy.
 3. Dependents (current at the time of the unclassified employee’s separation from the City), as defined by the rules of the city group health insurance plan in effect at the time of separation. After the dependent reaches the eligibility age for or is otherwise eligible for federal benefits under

Medicare, or age 65, whichever occurs first, the health insurance coverage premium paid by the City on behalf of the dependent will be 25% of the “single dependent with Medicare premium”. After reaching the eligibility age for, or if otherwise eligible for federal benefits under Medicare, such coverage under the City’s group insurance plan is secondary to Medicare coverage. In order to receive payment once the dependent has reached the eligibility age for or is otherwise eligible for federal benefits under Medicare, the dependent must comply with any requirements pertaining to Medicare, which are imposed by the City’s insurance carrier, as a precondition to being eligible to qualify as a dependent covered by the insurance plan, as modified from time-to-time, or required by law.

- c. In the event of death of the unclassified employee/retiree, the spouse will continue to receive the subsidy benefit until death or remarriage subject to requirements above. Dependents, as defined above, will continue to receive benefits in the event of the death of the employee/retiree, as long as they meet the definition of dependents in the City group health insurance plan in effect at the time of retirement.
- d. In the event of a catastrophic injury or medical illness which forces an unclassified employee who has not reached 20 years of service and age 47 to retire from service of the city or as a Nevada PERS disability retirement, this benefit will be prorated for the employee at 5% per year of service after the employee has worked for Carson City for 10 years, up to a maximum of 90% and subject to the provisions above concerning the unclassified employee reaching the eligibility age for or being otherwise eligible for federal benefits under Medicare, or age 65, whichever occurs first. Ten years starts at 50%. The benefit under this section does not apply to spouse or dependents and does not trigger any spousal or dependent benefits Section D.
- e. If the benefits provided to retirees, their spouse and dependents under Section D are modified (reduced or eliminated) in the future, such modification shall not apply to retirees, their spouses and dependents then receiving the benefits, and the retiree, their spouse or dependent shall continue to receive the benefit on the basis specified in this Resolution.
- f. Section D is in exchange for a permanent 1.0% reduction in the unclassified employee’s biweekly base salary, effective on and after July 1, 2013. Should the Board of Supervisors eliminate this benefit, the 1.0% reduction in the unclassified employee’s biweekly base salary shall be restored on and after the effective date of this benefit.

II. RETIREES WITH 20 OR MORE YEARS OF SERVICE

The unclassified employee shall have the option of converting the health insurance coverage at the time of his separation from employment by Employer by commencing to pay 100% of the total premium. The City must pay 90% of retiree group health, dental, vision and life insurance coverage premiums plus 50% of the spouse’s and eligible dependent’s premium for health, dental and vision except as provided below. The City agrees to cover eligible retirees and dependents, as the term “dependents” is defined in the City’s group health insurance plan in existence under the City group health insurance plan offered to active employees, as modified from time-to-time.

- a. In order to be eligible for the benefits provided in this Section, the unclassified employee/retiree will have (i) a minimum of 20 years of full time equivalent service with the City (one year is equal to 2080 hours); (ii) reached at least 47 years of age; and (iii) shall have actually retired under the Nevada PERS retirement qualifications in existence on the date of the retirement. Provided that, if an Unclassified employee retires prior to age 47 and meets the requirements of (i) and (iii) above, the unclassified employee/retiree will be eligible for the benefits of this section upon attaining the age of 47, and, prior to age 47, shall be entitled to continue as a retiree on the City group insurance plan and shall be entitled to payment for insurance for which the unclassified employee would otherwise qualify, provided that, an unclassified employee retiring before age 47 must continue coverage under the City plan in order to be qualified for the benefits in this section upon attaining age 47.
- b. The City will pay premiums for:
 1. The unclassified employee/retiree from the effective date of Nevada PERS retirement until death. After the retiree reaches the eligibility age for federal benefits under Medicare or age 65, whichever occurs first, the health insurance coverage premium paid by the City on behalf of the retiree will be reduced to either (i) 50% of the “single employee with Medicare premium”, or (ii) the payment to which the retiree would otherwise be entitled under the then existing City policy or regulation providing for insurance payments for retired City employees, were the retiree eligible for insurance contribution under the policy or regulation. The retiree shall, in the retiree’s sole discretion, elect between (i) and (ii), at the time of Medicare eligibility. Under both (i) and (ii) such coverage under the City’s group insurance plan is secondary to Medicare coverage. Provided that, if Medicare age has been increased beyond age 65 by an act of Congress, the 50% payment under (i) shall apply to the “Employee without Medicare” premium. In the event the City eliminates the policy or regulation for subsidizing payment of retiree health insurance, any retiree who elected (ii) above shall automatically revert to receiving the benefits specified in (i) above. In order to receive payment under either (i) or (ii), the retiree must comply with any requirements pertaining to Medicare, which are imposed by the City’s insurance carrier, as a precondition to being eligible to qualify as a retiree covered by the insurance plan, as modified from time-to-time, or required by law.
 2. The spouse of the unclassified employee/retiree (current at time of the employee’s separation from the City) until death or divorce. After the spouse reaches the eligibility age for federal benefits under Medicare, or age 65, whichever occurs first, the health insurance coverage premium paid by the City on behalf of the spouse will be reduced to 25% of the “single dependent with Medicare” premium. After reaching the eligibility age for federal benefits under Medicare, such coverage under the City’s group insurance plan is secondary to Medicare coverage. In order to receive payment once the spouse has reached the eligibility age for federal benefits under Medicare, the spouse must comply with any requirements pertaining to Medicare, which are imposed by the City’s insurance carrier,

as a precondition to being eligible to qualify as a spouse covered by the insurance plan, as modified from time-to-time, or required by law. In the event a retiree remarries after separation from the City the spouse will not be included in the health insurance premium subsidy.

3. Dependents (current at the time of the unclassified employee's separation from the City), as defined by the rules of the city group health insurance plan in effect at the time of separation. After the dependent reaches the eligibility age or is otherwise eligible for federal benefits under Medicare, or age 65, whichever occurs first, the health insurance coverage premium paid by the City on behalf of the dependent will be reduced by 25% of the "single dependent with Medicare premium". After reaching the eligibility age for, or if otherwise eligible for federal benefits under Medicare, such coverage under the City's group insurance plan is secondary to Medicare coverage. In order to receive payment once the dependent has reached the eligibility age for or is otherwise eligible for federal benefits under Medicare, the dependent must comply with any requirements pertaining to Medicare, which are imposed by the City's insurance carrier, as a precondition to being eligible to qualify as a dependent covered by the insurance plan, as modified from time-to-time, or required by law.
- c. In the event of death of the unclassified employee/retiree, the spouse will continue to receive the subsidy benefit until death or remarriage subject to requirements above. Dependents, as defined above, will continue to receive benefits in the event of the death of the employee/retiree, as long as they meet the definition of dependents in the City group health insurance plan in effect at the time of retirement.
 - d. In the event of a catastrophic injury or medical illness which forces an unclassified employee who has not reached 20 years of service and age 47 to retire from service of the City or as a Nevada PERS disability retirement, this benefit will be prorated for the employee at 5% per year of service after the employee has worked for Carson City for 10 years, up to a maximum of 90% and subject to the provisions above concerning the unclassified employee reaching the eligibility age for or being otherwise eligible for federal benefits under Medicare, or age 65, whichever occurs first. Ten years starts at 50%. The benefit under this section does not apply to spouse or dependents and does not trigger any spousal or dependent benefits Section D.
 - e. If the benefits provided to retirees, their spouse and dependents under Section D are modified (reduced or eliminated) in the future, such modification shall not apply to retirees, their spouses and dependents then receiving the benefits, and the retiree, their spouse or dependent shall continue to receive the benefit on the basis specified in this Resolution.
 - f. Section D is in exchange for a permanent 1.0% reduction in the unclassified employee's biweekly base salary, effective on and after July 1, 2013. Should the Board of Supervisors eliminate this benefit, the 1.0% reduction in the unclassified employee's biweekly base salary shall be restored on and after the effective date of this benefit.

E. GROUP LIFE INSURANCE

All unclassified employees shall receive \$35,000 life insurance benefit. The cost of this coverage is included in the group medical insurance plan which is fully paid by the City.

F. SICK LEAVE

All unclassified employees shall accrue ten (10) hours of sick leave each month, with unlimited accrual. Leave may be taken as it is accrued.

Unclassified employees, upon separation, having a minimum of 400 hours of earned sick leave and the below listed years of Carson City service shall be compensated for all hours up to 1080 at the following rates:

Service Years	Maximum %
10 – 14	33 1/3%
15 – 19	50%
20 – 24	75%
25 plus	100%

G. AMBULANCE

All unclassified employees and their family members who are eligible to participate in the City’s insurance benefit plan are automatically enrolled in the CC-CARE+ Ambulance Membership Program. This benefit provides paramedic ambulance service as often as medically necessary with no deductibles, full coverage and no out-of-pocket expenses. This benefit shall exist only so long as the Fire Department offers the program and program benefits are subject to change. The benefit also extends to those employees who retire and remain on the City’s insurance.

H. ANNUAL LEAVE

All unclassified employees who have worked from 0 to 5 years will accrue ten (10) hours of annual leave per month. Leave may be taken as it is accrued. After five years of continuous employment, an employee shall accrue fourteen (14) hours per month, with a proportional amount for each uncompleted month. A maximum of 300 hours may be carried forward from year to year. Any exception must be pre-approved by the City Manager and in the case of the City Manager, Chief of Alternative Sentencing, Internal Auditor and the Public Guardian, by the Board of Supervisors.

I. MANAGEMENT LEAVE

Unclassified employees shall receive eighty (80) hours of management leave during each fiscal year and a proportional amount for each incomplete year. All unused management leave shall be deleted from the employee’s account as of June 30th of each year and no compensation shall be paid for that portion of unused management leave.

J. PAY RANGES

All Unclassified employees will be paid within established pay ranges. The Board approved the Pontifex compensation schedule in 2015, which establishes one compensation schedule that has grades which contain Classified and Unclassified positions. In August, 2015, the Board approved the Carson City Employee’s Association contract that increases the ranges by 1.75% each year. In order to keep the single compensation schedule and to prevent compaction of the ranges, the Board approves the following:

Effective July 1, 2016 through July 1, 2020, the bottom and top of each grade will be adjusted upward by 1.75%.

K. PERFORMANCE PAY

All unclassified employees may receive an annual merit increase for work performance upon the recommendation of their supervisor or the appointing authority at a maximum of five percent (5%) per year until the employee reaches the top of the pay range for the position. There will be a two percent (2%) pay increase in recognition of an overall “meets expectations” rating; a three and one-half percent (3 ½%) increase in recognition of an overall “above expectations” rating; a five percent (5%) increase in recognition of an overall “outstanding” rating.

L. TEMPORARY DUTY PAY

When a qualified unclassified employee is assigned to a higher rank for a period of ninety (90) days or more, said employee shall receive an additional ten (10%) percent of his/her base wage for the higher rank being filled.

M. EXEMPT EMPLOYEES – FLSA GUIDELINE

Unclassified positions have been reviewed using FLSA guidelines and are exempt from overtime. If an unclassified employee is absent for less than one day with Department Director’s approval, the employee shall not be required to use annual, sick or administrative leave for said absence, nor will the employee’s salary be adjusted.

N. GENERAL BENEFITS

In addition to the benefits listed above, unclassified employees are eligible for the following general benefits:

- a. Workers Compensation
- b. Mileage, City Vehicle or Vehicle allowance, as determined by the City Manager and in the case of the City Manager, Internal Auditor, Chief of Alternative Sentencing or Public Guardian, by the Board of Supervisors.
- c. Direct Deposit of payroll checks
- d. Repair or replacement of personal property, if damaged, lost or destroyed, while performing job related duties.
- e. Military Leave
- f. Family Medical Leave Act (FMLA) leave
- g. Bereavement leave

- h. Employee Assistance Program (EAP)
- i. Voluntary participation in Deferred Compensation Plan (457)
- j. Voluntary participation in Flexible Spending Plan (125)

O. EFFECTIVE DATE

The terms of this resolution shall be effective as of July 1, 2016.

Upon motion by Supervisor Brad Bonkowski, seconded by Supervisor Jim Shirk, the foregoing motion was passed and adopted this 2nd day of June, 2016, by the following vote:

AYES: Supervisor Brad Bonkowski
Supervisor Jim Shirk
Supervisor Karen Abowd
Supervisor Lori Bagwell
Mayor Robert Crowell

NAYS: None.

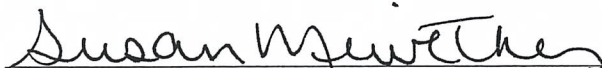
ABSENT: None.

ABSTAIN: None.



ROBERT L. CROWELL, Mayor

ATTEST:



SUSAN MERRIWETHER, Clerk - Recorder



JOB DESCRIPTION

JOB TITLE:	Deputy Library Director	FLSA:	Exempt
DEPARTMENT:	Library	GRADE:	D101
REPORTS TO:	Library Director	DATE:	03/07/2022

SUMMARY OF JOB PURPOSE:

Under direction and oversight of the Library Director, performs professional and administrative duties in strategic planning, program implementing, directing, and evaluating of library services. Facilitates consistent improvement in the provision of library services for the Carson City community. Manages department financial business, performs analytical and liaison functions for the Carson City Library, conducts analytical and interdepartmental coordination activities.

ESSENTIAL FUNCTIONS:

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

- Acts as the Director in the Library Director's absence.
- Coordinates and assists in the development and implementation of goals, objectives, policies, procedures and work standards for the department.
- Consults daily with the Library Director regarding all elements of library operations.
- Coordinates the preparation of the department's capital, operational and supplemental budgets.
- Assists with the implementation of the library strategic plan, goals and vision.
- Monitors and assesses the needs of the community and develops programming changes when and where appropriate for all library services.
- Cultivates and maintains positive professional relationships with local officials, government entities, public service organizations, Friends, and community groups to help achieve library goals.
- Supervises library staff and provides input into hiring, training and conducting annual performance reviews.
- Maintains and manages the monthly library staff schedule and has oversight responsibility for the public information desks and all library departments.
- Monitors all collection development and associated expenditures; coordinates a continual review of the library collections to ensure a robust and well-rounded selection of materials for the community.
- Assists with the preparation and submission of local, state and federal surveys and

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.

reports; compiles and maintains statistical information related to library programs, services and customer usage of library materials, compiles and completes the annual federal Public Library Survey.

- Maintains oversight of assignment and project progression for all library operations.
- Oversees, monitors and assists in library staff's set up and implementation of the library's technology equipment, technology plan, network services, computer maintenance and associated action items.
- Advises the Director on available grants, for all library services, to help the library achieve its mission. Writes grant proposals, grant reports and assists Library Director with ongoing maintenance of grant reporting and monitors compliance with grant requirements.
- Responds to public inquiries regarding library services, programs and technologies.
- Performs public customer service as needed at various services points, explains library rules and procedures to the public as needed, troubleshoots public service problems and/or complaints and works with staff to determine best practice solutions.
- Performs outreach and represents the library in the community and at appropriate events; ensures that community groups are kept informed of library programs and services.
- Provides guidance and direction to staff on library goals and standards of service. Provides staff development guidance, resolves personnel issues and maintains a high staff morale in conjunction with the Library Director.
- Contributes to the overall quality of the Carson City Library's service provision by developing and coordinating work teams and by reviewing, recommending and implementing improved policies and procedures.
- Coordinates and participates in departmental purchasing activities, including the preparation and distribution of requests for proposals for professional services; analyzes proposals and negotiates and administers resulting contracts.
- Directs the planning, acquisition and maintenance of all physical space and equipment required by staff.

JOB DESCRIPTION

Deputy Library Director

- Uses standard office equipment, including a computer, in the course of the work; drives a personal or City motor vehicle to attend meetings and visit off-site City locations.
- Demonstrates courteous and cooperative behavior when interacting with elected officials, public, contractors, and staff; acts in a manner that promotes a harmonious and effective workplace environment
- Maintains absolute confidentiality of work-related issues, records and City information.
- At times may be required to work outside normal business hours and work extended hours to accomplish requirements of the position.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

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Page 2 of 5

Education and Experience:

Master's Degree in Library and Information Science from an ALA accredited program; AND three (3) years of increasingly responsible professional library experience which included accounting, budgetary and financial analysis and reporting; OR an equivalent combination of education, training and experience as determined by Human Resources.

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

- Valid Driver's License.

Required Knowledge and Skills

Knowledge of:

- Principles and practices of library operations, techniques, resources, programs and services.
- Principles and practices of library administration, including organization, human resources, management, capital improvements, budget development and administration, basic accounting and public finance.
- Principles and practices of employee supervision, including selection, work planning, organization, performance review and evaluation, and employee training and discipline.
- Principles and practices of developing teams, motivating employees and managing in a team environment.
- Computer applications related to the work.
- Correct business English, including spelling, grammar and punctuation.
- Principles and practices of contract negotiation and administration.
- Principles and techniques of making effective oral presentations.
- Business mathematics, including statistics and financial analysis techniques.
- Records management principles and practices.
- Techniques for dealing with a variety of individuals, at all levels of responsibility, in person and over the telephone, often where relations may be confrontational or strained.
- Communicating effectively in oral and written forms.

JOB DESCRIPTION**Deputy Library Director****Required Knowledge and Skills**

Skill in:

- Planning, organizing, supervising, reviewing and evaluating the work of others.
- Training others in policies and procedures related to the work.
- Assisting in developing and implementing goals, objectives, policies, procedures and work standards.
- Developing effective work teams and motivating individuals to meet goals and objectives and provide customer services in the most cost effective and efficient manner.
- Interpreting, applying and explaining complex federal, state and local laws and regulations.
- Ability to compile and analyze data, prepare clear and concise reports, policies, procedures, correspondence and other written materials with an understanding of

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.

applicable laws, codes and regulations, using initiative and independent judgment within general policy guidelines.

- Dealing successfully with a variety of individuals from various socioeconomic, ethnic and cultural backgrounds, in person and over the telephone.

SUPERVISION RECEIVED AND EXERCISED:

Under Direction - Assignments and objectives are presented to incumbents at this level and established work processes are to be followed. Incumbents have some flexibility in the selection of work methods, the timing of work processes, and the methods of completing tasks. Supervision is periodic and is usually initiated by employee and/or when important problems, significant changes from past procedures, and policy implications are involved.

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility to work in a typical office setting, use standard office equipment and stamina to sit for extended periods of time; strength to lift and carry up to 20 pounds; vision to read printed materials; and hearing and speech to communicate in person or over the telephone; exposure to traffic conditions and external environment when traveling from one office to another.

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CONDITIONS OF EMPLOYMENT:

1. *Unclassified employees are "At Will" and as such, may be terminated at any time for any reason, or no reason.*
2. *Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.*
3. *Any City employee may be required to stay at or return to work during emergencies to perform duties specific to this classification or to perform other duties as requested in an assigned response position. This may require working a non-traditional work schedule or working outside normal assigned duties during the incident and/or emergency.*
4. *Employees may be required to complete Incident Command System training as a condition of continuing employment.*
5. *New employees are required to submit to a fingerprint-based background investigation which cost the new employee \$56.25 and a drug screen which costs \$36.50. Employment is contingent upon passing the background and the drug screen.*
6. *Carson City participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each applicant's Form I-9 to confirm work authorization. All candidates who are offered employment with Carson City must complete Section 1 of the Form I-9 along with the required proof of their right to work in the United States and proof of their identity prior to starting employment. Please be prepared to provide required documentation as soon as possible after the job offer is made. For additional information regarding acceptable documents for this purpose, please contact Human Resources at 775.887.2103 or go to the U.S. Citizenship and Immigration Services web page at www.ucis.gov.*
7. *Carson City is an Equal Opportunity Employer.*

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

PRINT NAME: _____

SIGNATURE: _____ **DATE:** _____

"Carson City is an Equal Opportunity Employer"

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.

June 3, 2022

Board of Trustees
Carson City Library
900 N. Roop Street
Carson City, NV

Chair Balderson Knight and Trustees of the Carson City Library Board:

Please accept this letter of resignation from my position as Director of the Carson City Library effective September 30, 2022. I have accepted appointment as Dean of the Albertsons Library at Boise State University.

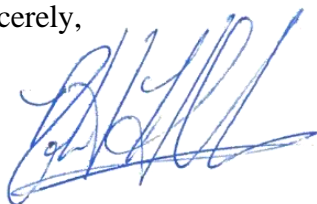
It has been an honor serving with you over the past three years. Together, we can be proud of having reorganized staffing to reduce inefficiencies and improve the value the library provides to the taxpayers of Carson City – even as we rebooted outreach and engagement to new highs. We can be proud of how we upgraded self-service kiosks, automated materials handling and building HVAC equipment, carpeting, and shared staff areas. We can be proud of how the library led libraries around the state in response to the public health emergency brought on by the COVID-19 pandemic: from emergency closure to timely re-opening, and regional response; from 3D-printing personal protective equipment to becoming a hub for distributing test kits to the public.

Above all, we can be proud of the way Library staff have pulled together as a team. It is, and will remain, a highlight of my career.

I am committed to working with the Board and the municipality to ease the transition to new leadership. I will remain available to work with my replacement and ensure a smooth transition before my last day of work.

I wish you all the best. Thank you again for the opportunity of serving as the Director of the Carson City Library. Please don't hesitate to reach out if I can be of service going forward.

Sincerely,



Patrick "Tod" Colegrove, Ph.D., MSLIS
Director, Carson City Library

Library Board of Trustees Agenda Item Report

Meeting Date: June 23, 2022

Submitted by: Tod Colegrove

Submitting Department: Library

Item Type: Formal Action / Motion

Agenda Section:

Subject:

FOR POSSIBLE ACTION: Discussion and possible action to conduct the annual unclassified job performance appraisal and evaluation of the Library Director.

Staff Summary: The Carson City Library Board of Trustees has the duty to complete an annual job performance appraisal and evaluation of the Library Director on or before July 1 of each year. Deliberations regarding character, competence and performance relevant to existing, and proposed goals or objectives, may be conducted

Suggested Action:

Attachments:

[Required Notice to Library Director.pdf](#)



May 25, 2022

Dr. Tod Colegrove, Ph.D., MSLIS
900 North Roop Street
Carson City, Nevada 89701
tcolegrove@carson.org

Re: *Notice of Meeting of the Carson City Library Board of Trustees to consider your character, alleged misconduct, professional competence, or physical or mental health*

Delivered: *Via e-mail*

Dear Dr. Colegrove:

In connection with your performance evaluation, the Carson City Library Board of Trustees (Board) may consider your character, alleged misconduct, professional competence or physical or mental health at its meeting on June 23, 2022. The meeting will begin at 5:30 p.m. The meeting is a public meeting. The Board will consider the following general topics: your performance as the Library Director, your job description, your job duties, your performance objectives for fiscal year 2022 and 2023, the status of the fiscal year 2022 performance objectives, and matters properly related thereto. You are welcome to attend the meeting and have an attorney or other representative of your choosing present, present written evidence, provide testimony, and present witnesses relating to your character, alleged misconduct, professional competence, or physical or mental health.

If the Board determines it necessary after considering your character, alleged misconduct, professional competence, or physical or mental health, it may take administrative action involving your employment at this meeting. This action may include, but is not limited to, a determination as to whether or not to provide a merit increase. This informational statement is in lieu of any notice that may be required pursuant to NRS 241.034.

As an at-will public officer of the Carson City Library serving at the pleasure of the Board, the Board shall not be obligated to provide any form of progressive discipline and may terminate the employment not-for-cause. This notice is provided to you under NRS 241.033 and NRS 241.034.

Sincerely,


/s/ Jason D. Woodbury

JASON D. WOODBURY
Carson City District Attorney

Certificate of Service

I, Dr. Tod Colegrove, received the Notice of Meeting scheduled on June 23, 2022, of the Carson City Library Board of Trustees to consider my character, alleged misconduct, professional competence, or physical or mental health by hand-delivery on

5/27/2022
(Date)



Dr. Tod Colegrove, Library Director

5/27/2022
Date

I, Melanie Bruketta, affirm under penalty of perjury that in accordance with NRS 241.033 and NRS 241.034, I personally served Dr. Tod Colegrove at 201 N. Carson St., Suite 4, Carson City, NV 89701, the Notice of Meeting of the Carson City Library Board of Trustees to consider his character, alleged misconduct, professional competence, or physical or mental health (attached hereto) on 5-27-22
(Date)



Melanie Bruketta, HR Director

5-27-22
Date

Library Board of Trustees Agenda Item Report

Meeting Date: June 23, 2022

Submitted by: Tod Colegrove

Submitting Department: Library

Item Type: Formal Action / Motion

Agenda Section:

Subject:

FOR POSSIBLE ACTION: Presentation, discussion, and possible action to revise the job description for the position of Library Director, including salary range, and to establish a potential recruitment period and the method and location of job posting.

Staff Summary: Melanie Bruketta, Human Resources Director, previously obtained approval from the Carson City Internal Finance Committee (IFC) to fill the vacancy at a pay rate up to that currently being paid to the Library Director, salary range of \$107,413.20 - 171,860.91. That approval is with the understanding of no overlap in time between a new hire with the current director. Permission will need to be requested from the IFC should the Board want to go beyond either of those restrictions.

Suggested Action:

Attachments:

[Library Director rev. Jan. 2019.doc](#)



JOB DESCRIPTION

JOB TITLE:	Library Director	FLSA:	Exempt
DEPARTMENT:	Library	GRADE:	D201
REPORTS TO:	Board of Trustees	DATE:	June 5, 2019

SUMMARY OF JOB PURPOSE:

Under direction of the Library Board of Trustees provides leadership for the full scope of services provided by the community Library and the Special Library Services program for Economic Development at the Adams Hub for Innovation; provides advice and counsel and develops strategy to enhance organizational effectiveness and the sustainability of the Library and the Special Library Services program for Economic Development.

ESSENTIAL FUNCTIONS:

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

- Develops and directs the implementation of goals, objectives, policies, procedures and work standards for the Carson City Library and the Special Library Services Program for Economic Development.
- Develops and administers the Library's budget and the Special Library Services Program for Economic Development's budget.
- Plans, organizes, administers, reviews and evaluates the activities of professional, technical, maintenance and office support staff through managers and supervisors.
- Contributes to the overall quality of the Library's service and the Special Library Services Program for Economic Development's service by developing and coordinating work teams and by reviewing, recommending and implementing improved policies and procedures.
- Works with Friends of the Library, Library Foundation, various advisory boards and commissions, citizen groups and City management to formulate policies and plans.
- Prioritizes and allocates available resources; reviews and evaluates program and service delivery, makes recommendations for improvements and ensures maximum effective service delivery.
- Acquires outside funding sources from public and private grants and donations.
- Confers and works closely with the management team to provide direction and leadership, problem solve, and make policy exceptions and changes as required for effective service delivery.
- Represents the Carson City Library in local and state-wide forums; makes presentations before various advisory committees, legislative, regulatory and community groups; oversees the best interests of the Library in negotiations with others to provide services or take action supportive to the Library.
- Directs the selection of staff and provides for their training and professional development; interprets regulations and City policies and procedures to employees; ensures effective morale, productivity and discipline of department staff.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.

ESSENTIAL FUNCTIONS:

- Directs the conduct of analytical studies; develops and reviews reports of findings, alternatives and recommendations; directs the maintenance of records/ files.
- Prepares and directs the preparation of a variety of written correspondence, reports, procedures and other written materials.
- Monitors and interprets changes in laws and regulations; evaluates their impact upon library and economic development activities, and develops and implements policy and procedural changes as required; drafts changes to laws and ordinances and lobbies the legislature on behalf of the Library and the Special Library Services Program for Economic Development and provides supporting testimony as required.
- Uses standard office equipment, including a computer, in the course of the work; drives a personal or City motor vehicle or arranges for appropriate transportation in order to attend off-site meetings and visit off-site Library locations.
- Demonstrates courteous and cooperative behavior when interacting with elected officials, public, and staff; acts in a manner that promotes a harmonious and effective workplace environment
- At times may be required to work outside normal business hours and work extended hours to accomplish requirements of the position.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and Experience:

Master's Degree in Library and Information Science from an ALA accredited program; AND five (5) years of executive management experience in a public library environment.

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

- Valid driver's license

Required Knowledge and Skills

Knowledge of:

- Operational characteristics, services and activities of a comprehensive library services program and services for economic development.
- Principles and practices of library services and services for economic development including program development and administration for libraries and economic development.
- Administrative principles and practices, including goal setting, program development, implementation and evaluation, and the management of employees through multiple levels of supervision.
- Principles and practices of developing teams, motivating employees and managing in a team environment.
- Trends and community needs assessment in the library field and the economic development field.

Knowledge of:

- Applicable laws, codes and regulations; principles and practices of developing teams, motivating employees and managing in a team environment.
- Computer applications related to the work.
- Record management principles and practices.
- Techniques for dealing with a variety of individuals, at all levels of responsibility, in person and over the telephone.
- Techniques for making effective public presentations.

Skill in:

- Planning, organizing and administering a comprehensive library services program and a comprehensive economic development services program.
- Training others in policies and procedures related to the work.
- Developing and implementing goals, objectives, policies, procedures and work standards.
- Developing effective work teams and motivating individuals to meet goals and objectives and provide customer services in the most cost effective and efficient manner.
- Interpreting, applying and explaining complex federal, state and local laws related to the areas of responsibility.
- Preparing clear and concise reports, correspondence and other written materials.
- Using initiative and independent judgment within general policy guidelines.
- Using tact, discretion and prudence in dealing with those contacted in the course of the work.
- Evaluating workflow and effectively prioritizing multiple tasks, projects and demands.
- Making effective oral presentations to large and small groups.
- Establishing and maintaining effective work relationships with staff, coworkers, elected officials and the public.

SUPERVISION RECEIVED AND EXERCISED:

Under General Direction from the Library Board of Trustees - Incumbents at this level are responsible for unusual, technical, complex, highly sensitive, political, and far reaching work related issues and for policy recommendations to political oversight groups. They plan, organize, and determine work methods, implementation mechanisms, and operating procedures used to achieve goals and objectives set forth by general plans, broad policies, budgetary limitations, and legal and professional standards. The incumbents have responsibility for planning and organizing work, as well as considerable latitude interpreting and applying broad policies, rules, and regulations. Work performance is usually measured by total results and a governing body usually provides supervision.

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility to work in a typical office setting, use standard office equipment and stamina to sit for extended periods of time; strength to lift and carry up to 20 pounds; vision to read printed materials; and hearing and speech to communicate in person or over the telephone; exposure to traffic conditions and external environment when traveling from one office to another.

CONDITIONS OF EMPLOYMENT:

1. Unclassified employees are "At Will" and as such, may be terminated at any time for any reason, or no reason.
2. Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.
3. Any City employee may be required to stay at or return to work during emergencies to perform duties specific to this classification or to perform other duties as requested in an assigned response position. This may require working a non-traditional work schedule or working outside normal assigned duties during the incident and/or emergency.
4. Employees may be required to complete Incident Command System training as a condition of continuing employment.
5. New employees are required to submit to a fingerprint based background investigation which cost the new employee \$56.25 and a drug screen which costs \$36.50. Employment is contingent upon passing the background and the drug screen.
6. Carson City participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each applicant's Form I-9 to confirm work authorization. All candidates who are offered employment with Carson City must complete Section 1 of the Form I-9 along with the required proof of their right to work in the United States and proof of their identity prior to starting employment. Please be prepared to provide required documentation as soon as possible after the job offer is made. For additional information regarding acceptable documents for this purpose, please contact Human Resources at 775.887.2103 or go to the U.S. Citizenship and Immigration Services web page at www.ucis.gov.

CONDITIONS OF EMPLOYMENT:

7. Per NRS 281.574 this position has been determined to fall under the category as "Public Officer". Public Officer is defined as those persons serving in a position designated by NRS 281A.160 or 281A.182. Individuals are required to complete the "Nevada Acknowledgement of Ethical Standards for Public Officers" form, as well as file a "Financial Disclosure Statement" with the Nevada Secretary of State office.

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

PRINT NAME: _____

SIGNATURE: _____ DATE: _____

"Carson City is an Equal Opportunity Employer"