

Humboldt County

LIBRARY

Humboldt County Library
Board of Trustees
Board Minutes
September 18, 2018
Nevada Room

Attendance:

Board Members present: Susan Putnam, Georgette Olsen, Rick McComb, and Lesley Haas

Staff Members present: Jessica Anderson and Sherry Ranf

Legal Counsel present: Wendy Maddox

Other Attendees: Enoc Gaitan

Meeting Notice Report: Director reported that the meeting notice had been duly posted at the Humboldt County Courthouse, Humboldt County Library, County Annex, Winnemucca City Hall, and Humboldt County Website.

1. **Call to order:** The meeting was called to order at 5pm.
2. **Public Comment and Discussion:** There was no public comment at this time.
3. **Review, discussion and possible approval of minutes from August 21, 2018 Meeting (For Discussion and Possible Action):** Rick motioned to approve the August 21, 2018 Meeting Minutes. All voted aye.
4. **Review and approval of routine expenditures for August 17, 2018 – September 11, 2018 (For Discussion and Possible Action):** Susan motioned to approve the expenditures for August 17, 2018-September 11, 2018. All voted aye.
5. **Discussion on Sections 2-5: Board Member's Responsibilities, Board Member Ethics and Liability, The Library Director's Job, and The Board and Policy-making from the 11 part training for Library Board of Trustee Members (Discussion Only):**

Section 2: Board Member Responsibilities: Discussion on Advocacy statements and slogans for the Library, such as “Still Your Hometown Library.” Legal and practical responsibilities of Board Members

Section 3: Board Member Ethics and Liability: Discussion on ethics, code of conduct and high standards, questions about liability insurance for Board members.

Section 4: The Library Director’s Job: Discussion on the difference between the board and library director’s responsibilities, grievance policy and

Section 5: The Board and Policy-Making: Discussion on Trustee Bylaws, policies, and library/county website.

Plans made to discuss sections 6-11 at the next meeting.

6. Discussion on Summer Learning 2018 stats (Information Only):

Library	Kids Signed Up	Completed Program	Turned in every week	Adults Signed Up	Total Circulation (June-Aug)	\$ Total Cost	\$ Adjusted Cost
Winnemucca	401	240 (60%)	135 (34%)	107	16,747		
Bookmobile	89	63 (71%)	44 (49%)	29	3,088		
McDermitt	51	11 (22%)	6 (12%)	18	1,414		
Denio	32	18 (56%)	18 (56%)	12	865		
2018 Totals	573	332 (58%)	203 (35%)	166	22,114	~\$8,069	~\$4,569
2017 Totals	551		279 (51%)	98	24,089	~\$8,820	~\$4,820

Adult tickets (every ticket being 1 hour of reading) for 2018 – 1,040

7. Information from the Denio Library on Annex building progress (Information Only):

Enoc informed the Board that a contractor has expressed interest and will be coming in at some point to view both the Denio property and the ADA compliance and repair projects in the library. Sherry informed the Board that the propane has been hooked up at the Denio library, as well as signs going up displaying the new hours. Sherry continues to put together the 30 doors in 30 days fundraiser utilizing the extra doors currently stored in the annex. A priority list was discussed in order to get the Denio Annex through the winter.

8. Information from the ADA Compliance updates and Library repairs and building projects progress (Information Only):

Enoc informed the Board that a contractor has expressed interest and will be coming in at some point to view both the Denio property and the ADA compliance and repair projects in the library.

9. **Information on the search to fill the McDermitt Library Specialist position and the Senior Library Technician-Bookmobile position. (Information Only):** Jessica informed the Board that Martica Crutcher has been hired to begin October 1, 2018 to fill the McDermitt position of Library Specialist-Community. The recently vacant position of Senior-Library Technician for the Bookmobile will continue to stay open until an applicant is found who fits all criteria is hired.

10. **Discussion on library projects to be recommended if additional sales and use tax is approved and imposed. Discussion regarding a ballot question to be on the November 6, 2018 General Election ballot concerning the imposition of a sales and use tax to an additional one-quarter of one percent (0.25%) from 6.85 % to 7.10% which can be used to acquire, develop, construct, equip, operate, maintain, improve and manage libraries, parks, recreational programs and facilities, and facilities and services for senior citizens, and to preserve and protect agriculture, or any combination of those purposes for the next 30 years. If approved by the voters, the tax could be imposed only after the enactment of an ordinance by the Humboldt County Board of County Commissioners. List of Library projects to recommend be considered by the Board of Commissioners if said tax is approved and imposed. (Discussion & Possible Action):**
Tabled.

11. **Future Agenda Items & next meeting dates, including possible dates for the Library Board retreat (Discussion Only):** The Library Board of Trustees will convene on Tuesday, October 16, 2018 at 5pm.

12. **Public Comment and Discussion:** There was no public comment at this time.

13. **Adjournment:** The Board adjourned at 7pm

Respectfully Submitted