

Humboldt County

LIBRARY

Humboldt County Library
Board of Trustees
Board Minutes
October 16, 2018
Nevada Room

Attendance:

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

Staff Members present: Jessica Anderson and Sherry Ranf

Legal Counsel present: Wendy Maddox

Other Attendees: Abel del Real-Nava

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 5:02pm.
2. **Public Comment and Discussion:** There was no public comment at this time.
3. **Review, discussion and possible approval of minutes from September 18, 2018 Meeting (For Discussion and Possible Action):** Susan motioned to approve the Meeting Minutes as presented. All voted aye.
4. **Review and approval of routine expenditures for September 12, 2018 – October 10, 2018 (For Discussion and Possible Action):** Rick motioned to approve the expenditures as presented. All voted aye.
5. **Discussion on Sections 6-11: Library Budget & Finance, Library Board Officers, Library Board Meeting, The Decision-making Process, Planning for the Library's Future, and Library Advocacy & Public Relations from the 11 part training for Library Board of Trustee Members (Discussion Only):**
 - Section 6: Library Budget & Finance:
 - Section 7: Library Board Officers:

Section 8: Library Board Meeting:

Section 9: The Decision-Making Process:

Section 10: Planning for the Library's Future:

Section 11: Library Advocacy & Public Relations:

Plans made to discuss in depth and complete homework together during the retreat.

6. **Discussion and possible action on the Board of Trustees nominating and selecting a Co-Chair (Discussion and Possible Action):** Mary Agnes accepted the nomination. All voted Aye. Selection of Chair & Co-Chair and possible other positions to be written in to the Bylaws during Board Retreat.
7. **Discussion on the Association of Rural & Public Libraries conference training from September (Information Only):** Jessica shared how valuable the training was and how it is important to invest in staff through regular training and out of all the library conference available, ARSL is the most relevant to our library.
8. **Discussion on the EDGE Library Technology Assessment and possible Action Plan (For Discussion and Possible Action):** Tabled for the retreat.
9. **Information and updates from the Denio Branch Library (Information Only):** Sheri has a local handy man working on a few things, still waiting on getting a contractor to come and take a look at the Denio building. The water samples being sent out to the labs are still being returned with readable levels of coliforms, testing will continue to be more regular until it has cleared up, then they will return to testing quarterly. The 30 Doors in 30 Days fundraiser continues to come along with several new artists signing on to do a door.
10. **Information from the ADA Compliance updates and Library repairs and building projects progress (Information Only):** Mike Sheppard from Michael Clay Corporation was able to look around the main library at some of the projects we would like to implement and is putting together a quote. We are also hoping to hear back from him regarding visiting the Denio Library.
11. **Discussion and possible action on preparing information on the library's budget and ending fund balance to justify our need to be added back on to the tax roll for the next fiscal year to present to the County Commissioners at their January Retreat (Discussion and Possible Action):** Rick brought forth a charted print out that visually portrayed our budget from the last couple of years and the need for additional funding. The rest of the conversation was tabled for the Retreat.

12. **Review of Library status in regards to programming, staff training and accomplishments, upcoming calendar, and other information (For Discussion Only):**
Jessica outlined her plan for continued weekly staff meetings, and that the first Friday of every month the staff meeting time would be for staff to partake in training through online webinars that would be discussed together the after.

13. **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, November 13th at 5pm and the Retreat is currently scheduled for December 7th @ 8:30am at the Firehouse.

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

15. **Adjournment:** The Board adjourned at 6:30pm

Respectfully Submitted