

Humboldt County

LIBRARY

Humboldt County Library

Board of Trustees

Board Minutes

October 3, 2017

Humboldt County Library

Attendance:

Board Members present: Mary Beene, Mary Agnes Boni, Barbara Duncan, Susan Putnam and Georgette Olsen.

Board Members absent: None.

Staff Members present: Cyndi O and Sherry Ranf.

Other Attendees: Dave Mendiola and 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, Humboldt County Website.

1. **Call to order:** The meeting was called to order by Georgette Olsen at 5:01 p.m.
2. **Public Comment and Discussion:** None.
3. **Review, discussion and possible approval of minutes from the 19 September 2017 regular meeting and 15 August special meeting (For Discussion and Possible Action):** 15 August minutes not available. Mary Agnes Boni moved to approve the 19 September 2017 minutes as presented. All voted aye and motion carried.
4. **Review and approval of routine expenditures for September 2017 (For Discussion and Possible Action):** Barbara Duncan moved to approve the presented expenditures. All voted aye and the motion carried.
5. **Review of current budget standing (Information only):** September report not yet available.

6. **Discussion regarding Denio Library Expansion Committee update, purchase updates, and budget planning for Denio Library expansion project (Information only):** Sherry Ranf reported updates including progress on HVAC and carpet quotes.
7. **Discussion and possible action to approve and recommend to the County Commission to approve the proposed list of library supplies and furniture from the Demco catalog to include tables, chairs, shelving, mobile checkout, rug for children's area, display carts; not to exceed \$30,000 (Discussion and Possible Action):** Barbara Duncan moved to approve and recommend to the County Commission to approve the expenditure. All voted aye and the motion carried.
8. **Review, discussion and possible action to approve or disapprove the proposed performance improvement plan for library director (For Discussion and Possible Action):** Director O waived her right to a closed session for discussion of this agenda item. County Administrator Dave Mendiola and Assistant County Administrator Abel Del Real-Nava discussed progress of the Director and their observations thus far. Discussion of current library team cohesion and morale as well as individual issues with staff addressed by Dave Mendiola directly. Current assessment by County Administration is that things are progressing well and everything is good. Director O reported optimism in the progress and efforts at stabilizing the library and moving forward. Director O authored the performance improvement plan based on staff feedback. Mary Beene moved to approve the performance improvement plan. All voted aye and the motion carried.
9. **Discussion regarding Summer Learning Program and Food for Fines update (Information only):** Director O reported summer learning program numbers compared to previous years. Increases in event and class attendance as well as registrations. Food for Fines collected less than 50 items and staff is optimistic that the program will grow in the future.
10. **Discussion and possible action to set date for Hail and Farewell event for incoming and outgoing Board members (For Discussion and Possible Action):** Tentatively set for 20 October.
11. **View and discuss "Short Takes for Trustees: What It Means to Be a Trustee" training module (Information only):** Trustees viewed an American Library Association/NV State Library training on the roles and responsibilities of trustees. A handout was also included.
 1. **Future Board Meetings:** The next library board meetings will be at 24 October 2017 (special) at 5 p.m.
 2. **Public Comments:** No public comment at this time.
 3. **Adjournment:** The Board adjourned at 6:35 p.m.

Respectfully Submitted