

Humboldt County

LIBRARY

Humboldt County Library

Board of Trustees

Board Minutes

December 12, 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: Mike MacDonald, Humboldt County DA.

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 Barbara Duncan at 5:02 p.m.
2. **Public Comment and Discussion:** None.
3. **Review, discussion and possible approval of minutes from the 14 November 2017 special meeting and 15 August 2017 special meeting (For Discussion and Possible Action):** Georgette Olsen moved and Mary Agnes Boni seconded to approve the minutes of the 14 November meeting. All votes aye and the motion carried. Trustees discussed the 15 August meeting and various mistakes therein. Georgette Olsen motioned to table the 15 August minutes pending corrections. All voted aye and the motion carried.
4. **Review and approval of routine expenditures for November/December 2017 (For Discussion and Possible Action):** Mary Beene motioned to approve the routine expenditures as presented. All voted aye and the motion carried.

5. **Discussion of library strategic plan and policy and procedure (Information only):** Ida Jensen asked about supplemental material in books. Library Director clarified that the materials are provided and notes are placed in the computer system to remind staff to check for the items upon their return. Vicki Nye read a statement and asked about weeding criteria and empty shelves. Library Director and Trustees explained the policies and procedures for collection development. Mike Michaelson asked about the strategic plan and inter-library loans. Library Director and Trustees explained strategic plan, policy and procedure.
6. **Discussion and possible action to approve the annual renewal of the state-wide lending agreement, Info NV, and direct library director to submit the form to the State Library (For Discussion and Possible Action):** Mary Beene moved to approve the InfoNV agreement and have Library Director submit to the state library. All voted aye and the motion carried.
7. **Review and discussion of Minimum Public Library Standards requirements (Information only):** Minimum Public Library Standards were discussed, including benefits of compliance and repercussions for non-compliance.
8. **Discussion and possible action to accept and recommend to the County Commission to accept the annual State Collection Development award of \$11,078.00, approved for submission on 19 September 2017 (Discussion and Possible Action):** Barbara Duncan moved to accept and recommend to the County Commission to accept the grant. All voted aye and the motion carried.
9. **Discussion and possible action to accept and recommend to the County Commission to accept the annual State Bookmobile award of \$5,100 (For Discussion and Possible Action):** Mary Beene moved to accept and recommend to the County Commission to accept the grant. All voted aye and the motion carried.
10. **Discussion and possible action to endorse the partnership between NV Small Business Development Center and Humboldt County Library (For Discussion and Possible Action):** Georgette Olsen moved to endorse the partnership. All voted aye and the motion carried.
11. **Discussion and possible action to endorse the transition of the Nevada Library Cooperative to a not-for-profit 501(c)3 entity (For Discussion and Possible Action):** Barbara Duncan moved to endorse the transition of the Nevada Library Cooperative to a not-for-profit 501(c)3 entity. All voted aye and the motion carried.
12. **Discussion regarding Denio Library Expansion Committee update, purchase updates, and budget planning for Denio Library expansion project (Information only):** Sherry Ranf provided information about update to carpet installation, supply orders, security mirrors or cameras, free little library.

13. **Discussion and possible action to approve the finalized updated library job descriptions, previously approved on 4 February 2017 (Discussion and Possible Action):** Tabled pending final updates by Abel del Real-Nava.
14. **Discussion and possible action to approve and recommend to the County Commission to approve HVAC order and installation from [Company] at new Denio library; in an amount not to exceed [\$xxxxx] (For Discussion and Possible Action):** Tabled pending quotes from Buildings and Grounds Superintendent.
15. **Discussion and possible action to seek third-party legal counsel to provide Library Board with situation analysis and risk assessment (For Discussion and Possible Action):** Discussion regarding the benefits and risk of retaining or not retaining third-party counsel. Discussion of Library Board's legal ability to retain independent counsel with Mike MacDonald, Humboldt County District Attorney stating the Board cannot and Library Director Cyndi O stating that by NRS they can. Mary Beene motioned for the Board to wait to seek legal counsel until the Attorney General opinion is issued. The motion passed 4 - 1 with Mary Beene, Mary Agnes Boni, Barbara Duncan and Georgette Olsen voting aye and Susan Putnam voting nae.
16. **Review, discussion and possible action to respond to letter received from Peter J Smith, Nevada attorney, on behalf of former employee (For Discussion and Possible Action):** Discussion regarding the second letter sent to the County Manger office and copied to the Library Board. No action.
17. **View and discuss "Short Takes for Trustees: Board Ethics" and "Short Takes for Trustees: Strategic Planning" training modules (Information only):** Library Director Cyndi O reiterated the importance of the training and that the State Library is available for help, support, guidance and advice for the Board.
18. **Future Board Meeting and Items:** The next library board meetings will be on 21 December 2017 (special) at 5 p.m., 16 January 2018 (regular) at 5 p.m. and 24 February 2018 (special- retreat). Items include Denio update, HVAC for Denio, job descriptions, Attorney General opinion update.
19. **Public Comments:** Library Director Cyndi O submitted her resignation and read the letter into the record. Shawn Nelson wished the Board a Merry Christmas and encouraged them to seek a well-qualified candidate for the next Library Director.
20. **Adjournment:** The Board adjourned at 7:11 p.m.

Respectfully Submitted