

Humboldt County

LIBRARY

Humboldt County Library

Board of Trustees

Board Minutes

February 4, 2017

City of Winnemucca Fire Station

Attendance:

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

Board Members absent: None.

Staff Members present: Cynthia O, Joy Holt and Sherry Ranf.

Other Attendees: Tim Vaughan, Debbie Stone

Meeting Notice Report: Cyndi O 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 Susan Putnam at 9:04 a.m.
2. **Public Comment and Discussion:** No public comment at this time.
3. **Discussion of and possible action to recommend to the County Commission to approve proposed updates to the Humboldt County Library General Policy.** Mary Beene moved to approve the updates to the General Policy. All voted Aye.
4. **Discussion of and possible action to recommend to the County Commission to approve proposed updates to the Humboldt County Library job descriptions.** Barbara Duncan motioned to approve the new job descriptions. All voted Aye.
5. **Review of progress to date, discussion of and possible action to recommend to the County Commission to approve proposed updates to the Humboldt County Library Strategic Plan.** Georgette Olsen moved to approve the Strategic Plan. All voted Aye.

6. **Discussion and possible action to approve the Humboldt County Library Active Shooter procedures was discussed.** Barbara Duncan moved to approve the Active Shooter Policy. All voted Aye.
7. **Edge Assessment update.** Library Director, Cyndi O, presented the Humboldt County Library's most recent Edge scores.
8. **Discussion regarding McDermitt Library review and update.** McDermitt Library Specialist, Heather Hill, presented an update of activity in McDermitt.
9. **Discussion regarding Friends of the Library group and possible action directing staff to move forward with establishment of such a group.** Tim Vaughan and Debbie Stone discussed possible formation of Friends of the Library group and how to move forward with generating interest.
10. **Discussion of List of Library assets and annual insurance costs:** The most recent insurance expense and Asset List were discussed.
11. **Review of current budget standing for Humboldt County Library Budget:** State of current budget was discussed.
12. **Review and discussion of projects submitted to Buildings and Grounds Department for FY17/18:** Library Director, Cyndi O, presented a list of future projects at the library that will be executed by the Buildings and Grounds Department. No additional projects were added at this time.
13. **Identification of additional Library budget priorities and projects and possible action directing staff to include such priorities and projects in the draft FY17/18 budget:** Budget priorities and projects were discussed. No new projects were added at this time.
14. **Denio Library Expansion Committee update, property and well appraisal update, outcome of commissioners meeting and budget planning for Denio Library expansion project:** Denio Library Specialist, Sherry Ranf, presented information regarding latest developments of the Denio Library Expansion Committee.
15. **Other Goals and Priorities:** Other potential goals or priorities of the Board of Trustees were discussed.
16. **Future Agenda Items:** Further agenda items were discussed.
17. **Public Comments:** There were no public comments at this time.
18. **Future Board Meetings:** The next library board meeting will be 21 February 2017 at 5:00 p.m.

19. **Adjournment:** The Board adjourned at 3:12 p.m.

Respectfully Submitted