

Humboldt County

LIBRARY

Humboldt County Library
Board of Trustees - Retreat
Board Minutes
December 7, 2018
Winnemucca Fire House

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

Others: Abel del Real-Nava - County Assistant Manager, Gina Rackley – Comptroller, Rhona Lecumberry - Treasurer

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 8:33am.
2. **Pledge of Allegiance.**
3. **Public Comment and Discussion:** There was no public comment at this time.
4. **Library Board of Trustees Retreat/Planning Session:** Opening Remarks (For Possible Action) – It is the goal of this session to provide direction to the Humboldt County Library for the remaining 2018-2019 and upcoming 2019-2020 fiscal year, to determine the focus, priorities and goals of the Library for the remaining 18/19 Fiscal Year and upcoming 19/20 Fiscal Year, which may include, but is not limited to, the following areas or subjects listed below
5. **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 the County tax roll for the next fiscal year to present to the County Commissioners at the January retreat, including historical information on the budget and tax roll:** Gina and Rhona provided

some background on the County Taxes. At the end of this fiscal year the Humboldt County Library will only have about half of the available funds to cover next fiscal years' budget. Rick motioned to have Jessica Anderson draft a letter on reinstating the 9.5 cents tax role for the library for the next commissioner meeting in January, all voted aye.

6. **Discussion on interdepartmental cooperation and responsibilities between the Library, Library Board and County Administration:** A policy covering dismissal or investigation of the Director will be drafted as part of the Board's Policy by legal counsel Wendy Maddox and County H.R. Abel del Read-Nava.
7. **Discussion and Possible action regarding the continuation of looking for a Library Director, whether that entails reopening the position through pool/pact, appointing the position directly, or considering other options such as a co-directorship, adding support staff, or waiting to reopen the position at a later date:** The Board wants both a Director and an Assistant Director. One or the other will be put out for Hire to be determined after the annual review of Jessica Anderson. Tabled for further discussion.
8. **Update on the Denio Library and discussion on Denio Library and Annex building repairs. Discussion on hiring an additional part-time staff, possibly through manpower, to work 10 hours a week at the Denio Library:** The iron filters/water softeners need to be replaced and a plumber hired if County Maintenance cannot get out there. Plans for the Annex will need to be decided upon so architectural plans can be drawn up, as no luck has been found with getting a contractor to go up for repairs. Rick made a motion to have Jessica write a letter and meet with the County Administrator to address the water clean-up and Annex repairs needed in Denio, all voted aye. Georgette made a motion to hire Hannah Buermann for 10 hours a week through Manpower to work in Denio, all voted aye.
9. **For Discussion and Possible Action on reducing the McDermitt Branch Library hours of operation:** Jessica proposed changing the hours at the McDermitt Library from 43 hours a week to 38 hours a week to help with coverage and staffing. Lesley motioned to approve the new hours beginning in 2019, all voted aye.
10. **Proposed by-laws for the Humboldt County Library Trustees to adopt and implement in accordance to NRS 379, and NRS 380.153 for compliance with Nevada Minimum Public Library Standards:** Mary Agnes Boni motioned to adopt by-laws as amended, all voted aye.

11. **Discussion of and possible action on proposed updates to the Humboldt County Library General Policy:** Rick motioned to update the General Policy as edited, all voted aye.
12. **Discussion of and possible action on proposed updates to the Humboldt County Library Five Year Plan:** Review goals and combine with strategic plan for discussion at the January Board meeting.
13. **Discussion and possible action on proposed updates and plan to complete the Humboldt County Library Technology Plan:** Tabled.
14. **Discussion and possible action on beginning the process to update the Library Strategic Plan, including ways to involve the community and library stakeholders:** Review goals and combine with 5 year plan for discussion at the January Board meeting.
15. **As a Board complete and discuss the Trustee Training exercises on Topic 6: Library Budget and Finance, Topic 10: Planning for the Library's Future, and Topic 11: Library Advocacy and Public Relations:** Trustee Training to be added to the Library Board Policy.
16. **Information on the upcoming Nevada Library Cooperative: Strategic Planning Project and their visit to the Humboldt County Library on Friday, December 21, 2018 from 9am-11am:** Questions to consider:
 - a. What is your service area; how would you describe your community or communities and their needs; how effectively do you think your library is able to serve their needs (for example, what percentage of your service area population are active library card holders? Or what other indicators do you use for assessing your library's effectiveness?)
 - b. What is your community vision for the library? How did this vision come about?
 - c. What needs to happen for this vision to be realized?
 - d. What of these needs are most important?
 - e. What are particular strengths of your library and opportunities that are encouraging or promising?
 - f. What are obstacles or threats to the library's effectiveness, if any?
 - g. How does the CoOp help you serve your community now?
 - h. How could the CoOp help your library more effectively benefit your community?
 - i. What are your expectations of the CoOp, tops your list of priorities for the CoOp?

17. **Discussion and possible action on updating the Minimum Public Library standards for Nevada checklist & waiver form, to be submitted before close of business Saturday, December 19, 2018:** Georgette Motioned to approve and sign updates to the Minimum Standards to be sent in to the Nevada State Library, all voted aye.
18. **Discussion and possible action on the EDGE Library Technology Assessment and possible Action Plan:** No Action.
19. **Public Comment and Discussion:** There was no public comment at this time.
20. **Adjournment:** The Board adjourned at 4:40pm

Respectfully Submitted