

Humboldt County

LIBRARY

Humboldt County Library
Board of Trustees
Board Minutes
August 20, 2019
Nevada Room

Attendance:

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

Board Members absent: Lesley Haas

Staff Members present: Jessica Anderson and Sherry Ranf

Legal Counsel present: Wendy Maddox

Other: Michelle Cook, Winnemucca Publishing

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 5:00 pm
2. **Public Comment and Discussion:** Trustee Olsen reported that the Interview Committee had compared the job descriptions for Library Director and Assistant Director and come up with the interview questions, including the written questions that have been sent out to the applicants.
3. **Consent Agenda: Any items appearing on the consent agenda can be pulled down and discussed in detail (for possible action):**
 - a. **Minutes from July 16, 2019 meeting:** Trustee Olsen motioned to approve with the correction of the date for the next meeting. The motion carried.
 - b. **Budget Report:** Discussion on library taxes and a motion made by Trustee Boni to approve as presented. The motion carried.
 - c. **Routine Expenditures for July 11, 2019 – August 14, 2019:** Trustee Olsen motioned to approve as presented. The motion carried.
 - d. **Postage assistance Request Letter:** Trustee McComb motioned to approve and submit the letter of postage assistance. The motion carried.

4. **Consideration, Discussion and Possible Action on the Director's Report for the month of August:** Updated Summer Learning statistics and discussed refreshing library card holder statistics to reflect only active users in the last 5 years. Trustee Olsen motioned to approve the director's Report as presented. The motion carried.
5. **Consideration, Discussion and Possible Action on the nomination and appointment of new co-chairs for the Board of Trustees:** It was discussed and decided that the Co-Chairs would continue to be held by Trustee Boni and Trustee Olsen, Trustee McComb made the motion to approve the nominations. The motion carried.
6. **Discussion and Possible Action on the approval of the submission of a scholarship request to the upcoming NLA conference and the information of Which Trustees plan to attend:** It was discussed and Trustee Boni, Trustee Putnam, and Trustee Olsen plan to attend for the full conference. The schedule of events will be e-mailed to the trustees when they become available for the conference. No action taken.
7. **Discussion and Possible Action on the current events regarding the Denio Library Annex repairs, fund raising options and grant opportunities, and usage of the building:** Discussion on the possibilities of creating a 501-3(c) non-profit group, such as a Friends of the Library, to help with fundraising for the Denio Annex and to help keep up the building, as well as discussion on whether Humboldt County or the Humboldt County Library Trustees had their name on the property deed. No action taken.
8. **Consideration, Discussion and Possible Action on the acceptance of a donation from the Denio Friends of the Library in the amount of \$3,455, and up to the full project fee of \$9,850, to recommend the contract and retainer fee for architect work to begin at the Denio Annex from R6Studio to the Commissioners:** Discussion on being able to use the remainder of the \$50,000 that was budgeted towards Denio repairs or continuing fundraising with the Denio Friends of the Library, to cover the remainder of the cost of the R6Studio architects contract. Trustee McComb made a motion to present the R6Studio contract to the Commissioners for approval, with notice that we already have the funds to cover the \$3,455 retainer fee from the Denio Friends of the Library. The motion carried.
9. **Consideration, Discussion and Possible Action on recommending to begin the recruitment with the upcoming retirement of Sherry Ranf, Denio Branch Specialist, for a Branch Specialist, at 25 hours a week from the County Commissioners:** Denio Library Branch Specialist, Sherry Ranf, is set to retire on October 3rd. Jessica Anderson will be out of town at the ARSL conference the date of the next Commissioners meeting so Trustee Boni volunteered to represent the Board on September 3rd before the

commissioners. Trustee Olsen made a motion to request a waiver of the attrition policy from the commissioners for the Denio Branch Specialist position. The motion carried.

10. Discussion and Possible Action to adopt the Library Board of Trustees Policy on Investigations of Alleged Misconduct by the Library Director and possible action to recommend presentation of the policy to the board of Commissioners for adoption:

Discussion on some of the changes that were made so that Open Meeting Law would not be violated. The board would like to go over the policy with Abel again. Tabled.

11. Discussion and possible action on solutions and ideas to implement for improving advertising and marketing for the library: Discussion on improving marketing for the Library, including brand awareness and consistency with getting our e-mail and tag lines recognized and part of our logos, surveying patrons and the community, e-mailing promotional materials to card holders, and letter donation campaigns and web donation set-up. No action taken.

12. Future agenda items and meeting dates: The Board will next meet on August 26th & 27th for the director meet & greet and Interviews, with the next regular board meeting on September 17, 2019 at 5pm.

13. Public Comments: Wendy Maddox said she has been using audible and wanted to know if the Library had e-books and e-audios available. She was quickly set-up with a new library card and the Overdrive app.

14. Adjournment. The Board adjourned at 6:40 pm

Respectfully Submitted