

Humboldt County

LIBRARY

Humboldt County Library
Board of Trustees
Board Minutes
March 17, 2020
Humboldt County Library- Nevada Room

Attendance:

Board Members present: Georgette Olsen, Rick McComb, Lesley Haas, Andrea Fetterly

Board Members Absent: Mary Agnes Boni

Staff Present: Jessica Anderson, Elizabeth Robinson

Legal Counsel present: Wendy Maddox

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 5:05 pm.
2. **Public Comments:** No public comment at this time.
3. **Consent Agenda:**
 - a. **Minutes from February 25th, 2020 meeting:** Trustee Haas motioned to approve the minutes from February 25th. All voted aye and the motion carried.
 - b. **Budget Reports:** Trustee Haas motioned to approve February budget reports. All voted aye and the motion carried.
 - c. **Routine Expenditures for February 1, 2020 - February 29th, 2020:** Trustee Haas motioned to approve the routine expenditures for January. All voted aye and the motion carried.
4. **Discussion and Possible Action on the approval of the Director's Report for the month of February:** Discussion explaining that the programs that were on this Director's Report were past programs that happened since previous board meeting, and all current programming has been canceled. The Author of Nomadland is scheduled to visit for an author talk on a future date in April. Trustee Haas motioned to approve. All voted aye and the motion carried.
5. **Emergency item added on 3-17-2020. For consideration, discussion, and possible action on adoption of a resolution or direction from the Library Board of Trustees regarding whether to limit; hours, group meetings or closing the library at certain times or other ways to protect the community and comply with Governor Sisolak's state of emergency issued March 12, 2020 over the COVID-19 outbreak to prevent spreading the illness and President Trump's recommendation issued March 16, 2020 to limit in person gatherings to ten or less. For consideration, discussion, and possible action. This emergency agenda item is made pursuant to NRS 241.020(3) as an exemption to the public meeting notice in an emergency.** Legal counsel Wendy Maddox asked the Library Board to make a motion that this agenda item is an emergency. Trustee Haas motioned that agenda item 5 was an emergency. All voted aye and the motion carried. Discussion on whether the library was an essential business, and the amount of people the library serves each day. Director Anderson informed the library board at this time there were only 4 libraries in the State of Nevada still open to the public with 17 already closed. Trustee McComb asked if the library would be liable if we stay open and someone becomes ill. Wendy Maddox stated that NRS Chapter 414 shields the library from

liability as long as staff is taking necessary measures to keep the library clean and sanitized. Library board stated they would like to see a new Pandemic Policy to help guide the library in the future. Trustee Haas motioned to close interior library to the public with outreach programs in place, such as curbside pick-up and Facebook live story times. Director Anderson will also offer a letter to the public through media sources about closure. All voted aye and motion carried. Trustee Haas made a motion to carry an amended motion stating the date of closure starting March 18th, 2020 until further notice. All voted aye and the motion carried.

- 6. Discussion and Possible Action on the Denio Library water treatment options of petitioning to be returned to a quarterly baseline coliform monitoring and/or removing the system from the “Drinking Water” designation:** Discussion on if the Denio library meets the qualifications to be considered a public water system, and the cost to the library if we continue to monitor. If the library board requests to be removed from the ‘Drinking Water’ designation Director Anderson will need to submit a letter to the EPA with statistics that the Denio library does not meet the standards to be considered a public water source. Trustee Haas motioned to remove the Denio Library and Annex off the public water system. All voted aye and the motion carried.
- 7. Information only on the progress of the Denio Annex building with R6Studio architect and Michael Clay construction:** Catherine from R6Studio went out to Denio on February 26th, 2020. Jon Dill from Michael Clay construction informed Assistant Director Robinson that they are still working on the projected timeline and have the materials ready to go and would update with new information as they went along.
- 8. Information only on the Library budget and upcoming budget hearings:** Budget hearings are still scheduled as planned. Director Anderson had a meeting with Gina Rackley the comptroller, and they got the increased budget projections down from 15% to under 5%. Discussion on if the Commissioners want to cut anything in the budget, it will most likely be the backup Bookmobile position and the budget for new computers for all branches.
- 9. Information only on the Memorial Bench replacement progress:** The original price of the Memorial benches was \$3180.20. Director Anderson is making an insurance claim to see if insurance will cover the replacement cost.
- 10. Discussion and possible action on the annual evaluation of the Library Director:** Trustee McComb stated that he appreciated the input from the employee evaluations, and that Director Anderson seemed to have a good rapport with staff as there was nothing really negative in the employee evaluations. The library board each took turns to express their opinions in each category of the review consisting of: Communications, Customer Focus, Job Knowledge, Personal Behavior, Quality and Quantity of Work, Planning and Organization, Decision Making/Problem Solving, and Leadership. Trustee McComb motioned that Trustee Olsen compile all reviews and summarize them to be reviewed, and approved at next meeting. All voted aye and the motion carried.
- 11. Future Agenda Items and Meeting Dates:** The Board will next meet on April 14th, 2020 at 5pm.
- 12. Public Comments:** Trustee Haas asked questions about library cards being made during closure. Director Anderson informed trustees that the Library Assistant position was approved by the commissioners but she doesn’t know when the library will be able to conduct interviews. Trustees were also informed that the new double door system for the McDermitt branch Library was approved by the Commissioners.
- 13. Adjournment.** The Board adjourned at 6:57 pm.