

Humboldt County

LIBRARY

Humboldt County Library
Board of Trustees
Board Minutes
May 12, 2020
Humboldt County Library- Teleconference or Video Conference

Attendance:

Board Members present: Georgette Olsen, Rick McComb, Andrea Fetterly, Mary Agnes Boni

Staff Present: Elizabeth Robinson

Legal Counsel present: Wendy Maddox

Other: Abel del Real-Nava

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 5:12 pm.
2. **Public Comments:** No public comment at this time.
3. **Consent Agenda:**
 - a. **Minutes from April 14th, 2020 meeting:** Trustee McComb motioned to approve the minutes from April 14th. All voted aye and the motion carried.
 - b. **Budget Reports:** Trustee Olsen and Trustee Boni asked for clarification on Bookmobile line item. Trustee Boni motioned to approve April budget reports. All voted aye and the motion carried.
 - c. **Routine Expenditures for April 1, 2020 - April 31, 2020:** Trustee Boni asked if Overdrive, Pronunciator, and World Trade Press expenditures were annual or monthly. Assistant Director Robinson explained that Overdrive was based on patron requests and the other two were annual fees. Trustee Olsen motioned to approve the routine expenditures for March. All voted aye and the motion carried.
4. **Discussion and Possible Action on the approval of the Director's Report for the month of April 2020:** Trustee McComb asked what the Competitive Grant the Library applied for would be used for. Trustee Boni asked what the original amount was that the Library requested in the Grant application process. Assistant Director Robinson explained that the Grant was for the creation of a Teen Space in the downstairs basement area and the original price the library was requesting was \$33,452.00. Trustee Olsen motioned to approve the Director's Report for the month of April 2020. All voted aye and the motion carried.
5. **Discussion on the Library's new and continuing actions during the COVID-19 situation. For Discussion Only.** Discussion on how the Humboldt County Library has been in contact with other Nevada libraries as well as the State Library and we are all trying to work together to come up with set guidelines on how to reopen our libraries safely. The library staff has added no-contact home deliveries to our current services we offer the public. Assistant Director Robinson stated that the library is hoping to go to Stage 2 of our re-opening plan by June 1st, 2020.

- 6. Discussion and Possible action on approving the architectural draft of the Denio Annex plans from R6Studio. For Discussion and possible action:** Trustee McComb expressed that there should be two doors into room 107 because it is such a large area. Discussion on a wall with a door being put up on the stairwell. Trustee McComb motioned to approve the plans with the exception of adding a second door to room 107. All voted aye and the motion carried.
- 7. Discussion on the progress of Michael Clay Construction's work on the Denio Annex building, For Discussion only.** Discussion on Michael Clay Construction being completed with the outside construction work. Pictures of the completed project will be sent out to all Board members. The last half of the bill will be paid as soon as the company sends it and will be reflected in next month's expenditure list. Trustee McComb stated that with this work the building should be weather proofed and preserved from any further deterioration.
- 8. Information only on the Library Budget. Information Only:** Discussion on how the Co-Op approved \$75,000.00 be taken from a contingency fund and dispersed amongst members for the 2021 fiscal year. This will bring our membership amount down to \$22,735.62 from the old amount of \$28,937.00. Discussion on additional tax money amounting to 1.5265 cents of every dollar from CTX tax that goes into the County's General Fund will be diverted to the library.
- 9. Information only on the Memorial Bench insurance claim and replacement progress. Information Only:** Discussion on how the company that made the original benches are not making these kinds of benches anymore. Nate's Concrete is trying to find an alternative company that can give a quote for a replacement product. The insurance company stated that we have a total of two years to finish this insurance claim.
- 10. Discussion and possible action on the review and possible approval of the Library's Pandemic Policy. For Discussion and Possible Action:** Discussion on the slight changes that were added to the policy, such as the effective date and that this policy is in addition to County policies. Trustee Boni had questions on why the library would be connected to any school closures and why this would be in the Library Pandemic Policy. Discussion on how the Library felt it was important to state if there were school closures why the library may or may not remain open to the public and what restrictions may occur in those cases in this policy. Trustee McComb motioned to approve the Library's Pandemic Policy. All voted aye and the motion carried.
- 11. Discussion and Possible Action on approving two Job Assignment Descriptions, Library Volunteer and Library Volunteer – Lead, which set fourth requirements, qualifications, and expectations of the Library System's volunteers as required by Humboldt County's Volunteer Program policy. For Discussion and Possible Action.** Discussion on how both Job Assignments Descriptions are essentially the same except the Lead helps train the other volunteers. Trustees requested that the title on the Lead position be changed to reflect that it was the Lead Volunteer Description. H.R. Director Abel del Real-Nava explained that the reason these were made was because County Policy states that we need to have position descriptions similar to job descriptions for volunteer positions to be in compliance with that policy. Trustee Olsen asked if we needed to approve a volunteer policy for the Library. H.R. Director Abel del real-Nava explained that we do not need our own policy because the County already has one and the Library is covered under that since we are a County office. Trustee Boni had questions on who the volunteers report to, the Lead or a Library employee. H.R. Director stated that the Lead should be able to help because these are just volunteers and should be limited in what they are allowed to be doing but if there was any need for actual guidance a library employee would step in. Trustee Boni motioned to approve the Library Volunteer Job Assignment Descriptions. All voted aye and the motion carried.
- 12. Future Agenda Items and Meeting Dates:** The Board will next meet on June 9th, 2020 at 5pm.

13. Public Comments: Assistant Director Robinson stated that we are slowly building a supply of cleaning supplies and that there a lot of generous people that have been donating cleaning supplies such as Clorox wipes and Lysol Spray to the Library. Ginny Dufurrena has made masks for the staff and staff member Kyle Ebert's wife has also made some masks for us.

14. Adjournment. The Board adjourned at 6:01 pm.