

Humboldt County

LIBRARY

Humboldt County Library
Board of Trustees
Board Minutes
February 16, 2021
Humboldt County Library- Meeting Room, Teleconference or Video Conference

Attendance:

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

Staff Present: Jessica Anderson, 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 5:09 pm.
2. **Public Comments:** No public comment at this time.
3. **Consent Agenda:**
 - a. **Minutes from January 19, 2021 meeting:** Trustee Haas motioned to approve the minutes from the January 19th, 2021 meeting. All voted aye and the motion carried.
 - b. **Routine Expenditures for January 2021:** Trustee Haas motioned to approve the Routine Expenditures for January 2021. All voted aye and the motion carried.
 - c. **Current Budget Report:** Trustee Haas motioned to approve the Current Budget Report. All voted aye and the motion carried,
 - d. **Current Grant Report:** Trustee Haas motioned to approve the Current Grant Report. All voted aye and the motion carried.
4. **DIRECTOR'S ANNUAL REPORT: (FOR POSSIBLE ACTION) – For consideration, discussion, and possible action of approving the Director's Report for January & February 2021.** Trustee Olsen asked about McDermitt being awarded a \$3,000.00 grant and who instigated going for that grant. Director Anderson stated that she asked them if they would be interested in applying for the grant and McDermitt took the initiative to apply and submit the paperwork. Trustee Olsen asked about the status for the Mini Grant that Jayme Wells applied for. Director Anderson stated that we don't know yet because it was just submitted. Trustee Olsen asked if there has been any further information about Lincoln County and the budget issues that they are facing. Director Anderson explained that she didn't have any new information but that they have not shut down yet and are still searching for funds to stay open. The Co-op is looking into helping them stay open this year using the emergency fund because if they do shut down the rest of the libraries in the co-op have to absorb the costs. Trustee McComb motioned to approve the Director's Report for January and February 2021. All voted aye and the motion carried.
5. **PRELIMINARY LIBRARY 2022 FISCAL YEAR BUDGET: (FOR POSSIBLE ACTION) – For consideration, discussion, and possible action of approving the preliminary 2022 Fiscal Year Budget Draft for the Humboldt County Library.** Director Anderson informed the Board that budget was due on March 8th,

2021. Director Anderson explained that she moved the Bookmobile grant and put it under Bookmobile operations since there are 3 different bookmobile items. She also put a \$5,000.00 placer under Collection Development instead of the \$0 amount that was there before. Salary budgets have also been added as well. The only increase that is noticeable are the Salary areas due to merit increases and cost of living increases. Trustee Haas asked why the unemployment fund was not carried over. Director Anderson stated that the County likes to keep a healthy fund balance for unemployment. The County has reached a good limit and this is reflected in the \$0 balance now. Travel and Training has been decreased due to not being able to travel that much in the next year. The Cooperative should be an exact amount. Trustee McComb made a motion to approve the 2022 fiscal year budget. All voted aye and the motion carried.

- 6. DISCUSSION AND REVIEW OF THE LIBRARY GENERAL POLICY (FOR POSSIBLE ACTION)- For considerations, discussion, and possible action of approving and reviewing the Library General Policy for 2021.** Director Anderson amended the general policies for gifts and donations under Materials Not Selected. Trustee Olsen motioned to approve the updated Library General Policy. All voted aye and the motion carried.
- 7. DISCUSSION AND REVIEW OF THE LIBRARY STRATEGIC PLAN: (FOR DISCUSSION AND POSSIBLE ACTION) – For consideration, discussion, and possible action of approving and reviewing the Library’s Strategic Plan for 2021.** Director Anderson explained that although this is a five-year plan it should be looked at annually. She also stated that the plan can updated by removing things that have already been completed or adding new things that weren’t there before. Trustee Haas pointed out some grammatical errors that need to be fixed throughout the plan. Director Anderson asked the board for their opinion on adding something to the Strategic Plan concerning recovery after COVID. Trustee Olsen asked if there was anything specific that Director Anderson could think of that wasn’t already being done. Director Anderson stated that maybe something to do with health and safety, such as being a place for blood drives or vaccinations. Trustee Haas stated that she could see fitting in some new things into categories that are already established. Trustee McComb motioned to table item until next meeting. All voted aye and the motion carried.
- 8. DISCUSSION REGARDING THE OFFER FROM WILLIAM ROGERS TO BEQUEATH HIS BOOK COLLECTION TO THE LIBRARY: (FOR DISCUSSION AND POSSIBLE ACTION) – For consideration, discussion, and possible action of accepting a bequeathal from William Rogers of his personal library of approximately one-thousand-four-hundred books to the Humboldt County Library.** Director Anderson’s recommendation for this bequeathal is that we do not accept due to it being so many books and a lot of specialized books that the letter states needs to be kept in its entirety completely intact. The library does not have room to host this many donated items at this time. Trustee Olsen motioned to decline the offer from William Rogers for his book collection of approximately 1,400 books. All voted aye and the motion carried.
- 9. Future Agenda Items and Meeting Dates. Discussion and Possible Action.** The board will next meet on March 16th, 2021 at 5:00 pm.
- 10. Public Comments:** Trustee Olsen aske about the status of current staff. Director Anderson stated that we are doing interviews in the upcoming week to hopefully replace one of the previous staff members that left. Trustee Haas asked about being closed from 12 to 1 during the day. Director Anderson stated that once we fill the vacant position we will be trying to open up during the lunch hours since there will be enough staff to cover.
- 11. Adjournment.** The Board adjourned at 5:57 pm.