

# Humboldt County

## LIBRARY

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

### Attendance:

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

**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 5:12 pm.
2. **Public Comments:** Director Anderson stated that there was a historic win on federal funding for libraries with the American Rescue Plan Act of 2021. It included a substantial provision for libraries, 200 million to IMLS which is where a lot of grant funds come from, 7.1 billion for broadband technology for schools and libraries via the FCC which is where e-rate discounts comes from for the libraries internet, and 480 billion to education, state government, local government and more. In total, libraries should be receiving 1 billion and possibly more.
3. **Consent Agenda:**
  - a. **Minutes from February 16, 2021 meeting:** Trustee Olsen motioned to approve the minutes from the February 16<sup>th</sup>, 2021 meeting. All voted aye and the motion carried.
  - b. **Routine Expenditures for February 2021:** Trustee Olsen motioned to approve the Routine Expenditures for February 2021. All voted aye and the motion carried.
  - c. **Current Budget Report:** Trustee Olsen motioned to approve the Current Budget Report. All voted aye and the motion carried.
  - d. **Current Grant Report:** Trustee Olsen commented that the bar graph for money remaining was confusing. Trustee Olsen motioned to approve the Current Grant Report. All voted aye and the motion carried.
4. **DIRECTOR'S REPORT: (FOR POSSIBLE ACTION) – For consideration, discussion, and possible action of approving the Director's Report for March 2021.** Director Anderson wanted to give a shout out to Staff member Jayme Wells for putting together the grant for Dramatic Play in a week and we were awarded the full \$10,000 that was asked for. Trustee McComb asked if the money from the grant was for tangible items and not, for example, staff salaries. Director Anderson stated that was correct and the library only had to do a match of \$1,000, which will be used to buy books. Trustee Olsen commented on the statistical number for circulation of the Spanish collection being low. She asked if maybe staff can come up with more ways to bring in members of the Spanish speaking community. Trustee McComb asked how the library markets the Spanish collection. Director Anderson stated that library staff are going to try to brainstorm new ways to market the collection with help from new bilingual employee Cecilia Ruiz. Director Anderson also explained that Facebook, our current

advertising platform, was just not reaching the Spanish speaking community very well. Trustee McComb asked about the attrition policy that will be up in May, and what position that represented. Director Anderson stated that was another Library Assistant Position that was made vacant when Jeremy Hixson left. Trustee McComb asked if the library was going to open for lunch hours soon. Director Anderson explained that with the hiring of new employee Cecilia Ruiz the library would be able to stay open for the lunch hour starting the first week of April, and that she is hopeful that she will be able to hire another position by the start of Summer Learning which will enable the library to reopen Saturdays and nights. Trustee Haas asked if we expect to be able to have any in-person programming for Summer Learning. Director Anderson stated that we are hopeful to have in-person programming but mainly outdoors. Director Anderson stated that we will still offer virtual programming for people who do not wish to attend the in-person programs, or who want to participate later on. Trustee Olsen motioned to approve the Director's Report for March 2021. All voted aye and the motion carried.

- 5. 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 stated that she had removed items that were already accomplished in regards to the Denio building under the building section. Dropped ceilings were added to the building section, so that wiring could be added to the building. Makerspace was added in the program and collaboration section. Keep kids learning and adults earning is the Statewide goal for the next couple of years to help recover from COVID. A Health and Wellness fundraiser was added to the finances section, such as an annual library marathon which could be called a "Dewey Dash". The first one might be a virtual marathon, that people could finish on their own and submit their results and receive an award. Trustee McComb asked if there has been any progress on trying to get a Friends of the Library group together. Director Anderson stated that there is a preliminary group out in Denio but she has not been to any of their meetings as of yet. Trustee McComb motioned to approve the Library's Strategic Plan as presented. All voted aye and the motion carried.
- 6. DISCUSSION AND REVIEW OF THE LIBRARY TECHNOLOGY PLAN: (FOR DISCUSSION AND POSSIBLE ACTION) - For consideration, discussion, and possible action of approving and reviewing the Library Technology Plan for 2021.** Director Anderson explained that she would be having an e-rate meeting later in the week and would be able to update the Technology Plan more after that. Trustee McComb asked if library internet is through the County now and does not go through AT&T at all anymore. Trustee McComb also asked if the branches, Denio and McDermitt, were on a T1 line. Director Anderson explained that right now, the library pays Humboldt Telephone Company for the branch internet except for the McDermitt staff computers that are now on County WIFI. Denio internet will be coming through e-rate but McDermitt has been taken off of e-rate since staff computers have been put onto the County WIFI. Trustee McComb asked about a new piece of technology that the library was looking to acquire. Director Anderson stated that she was looking into a grant for a Makerspace and that we were looking into a new 3D printer and VR equipment. Trustee Olsen asked Director Anderson what has changed in the plan so far. Director Anderson stated that the update schedule for the computers would have to be changed because the library was supposed to be updating computers last year but that item was cut from the budget. Some goals would be shifting, some goals have been met, so they would be removed and there are some new ones that have been populated through EDGE. Director Anderson also stated that she was not a fan of the inventory and resources page so she might remove that and completely redo that page. Trustee McComb asked if enough staff have been cross trained on VR that a class could be taught if staff member Kyle Ebert was not in the building. Director Anderson stated that yes, other staff have been trained. Trustee McComb asked if we were looking into expanding the VR capabilities. Director Anderson stated that yes, we are looking into an Oculus Quest 2 that is not dependent on a computer and is more user friendly, using a Makerspace grant. Trustee Haas asked if Director Anderson was still working on the Goals and Objectives page since there were a lot of blank bullet points. Director Anderson stated that yes, it was still being updated. Trustee Haas inquired if the Makerspace area would only be for teens

or could adults use it as well. Director Anderson explained that hopefully the Makerspace unit would be upstairs in the adult library section. Further in the future we would be looking into another Makerspace in the children's section. Trustee Haas stated that we should change the wording on that goal if in the future there might be more than one Makerspace. Trustee McComb asked what envisionware was. Director Anderson explained that envisionware is a coin machine that hooks up to the copy machine and when it is hooked up patrons will be able to pay for their copies at the copy machine. Trustee Haas asked if patrons would be able to use debit or credit cards at the machine as well. Director Anderson stated that only cash would work with the envisionware machine. Director Anderson explained that she was looking into getting credit and debit card capabilities, but she would have to talk to the Treasurers office about it. Trustee McComb asked if we were still looking into security cameras, and Director Anderson explained that yes, the library was still looking into them but that they went along with the dropped ceilings so we would have to get that approved in the budget. This item was tabled until the April 13<sup>th</sup>, 2021 meeting.

7. **Future Agenda Items and Meeting Dates. Discussion and Possible Action.** The board will next meet on April 13<sup>th</sup>, 2021 at 5:00 pm.
8. **Public Comments:** No Public Comment
9. **Adjournment.** The Board adjourned at 5:49 pm.