

Humboldt County

L I B R A R Y

Humboldt County Library
Board of Trustees
Board Minutes
February 20, 2018
Humboldt County Library

Attendance:

Board Members present: Mary Agnes Boni, Barbara Duncan, Susan Putnam and Georgette Olsen.

Board Members absent: Mary Beene

Staff Members present: Jessica Anderson, Sherry Ranf

Other Attendees: Wendy Maddox, Humboldt County Deputy District Attorney, Abel Del Real-Nava, Humboldt County H.R., Gina Rackley, Humboldt County Comptroller, and Shawn Nelson

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 by Barbara Duncan at 5:03pm.
2. **Public Comment and Discussion:** Wendy Maddox introduced herself as the new Deputy District Attorney for Humboldt County
3. **Review, discussion and possible approval of minutes from the 15 August 2017 special meeting and 16 January 2018 meeting (For Discussion and Possible Action):** Barbara Duncan moved to approve the minutes from 15 August 2017 special meeting. All voted Aye. Georgette moved to approve the minutes of the 16 January meeting. All voted aye.
4. **Review and approval of routine expenditures for January 2018 & February 2018 (For Discussion and Possible Action):** Barbara Duncan motioned to approve the routine expenditures as presented. All voted aye and the motion carried.
5. **Discussion and possible action regarding the Board of Trustees reviewing the potential changes to the job description for the position of Library Director (For Discussion and Possible Action):** Barbara Duncan motioned to approve the job

description pending changes suggested by Jeff Kintop, the Nevada State Library Director. All voted aye and the motion carried.

6. **Discussion and possible action regarding the proposed 2018-2019 fiscal year budget for the Library (For Discussion and Possible Action):** Gina Rackley, Humboldt County Comptroller, updated the Board on what the steps needed to put together the budget were. Budget discussed, final Budget will be brought before the Board at next meeting for changes or approval. No Action taken.
7. **Discussion and possible action regarding hiring a Back-Up for the Bookmobile and/or another position through the County or Manpower (Discussion and Possible Action):** Georgette Olsen motioned that Jessica Anderson ask for permission to hire for two positions from the County Commissioners, a back-up for the Bookmobile and another Library Assistant for the Humboldt County Library. All voted Aye.
8. **Discussion and possible action regarding Grant write-ups for either the Summer Learning Program or other Library projects (For Discussion and Possible Action):** Barbara Duncan motioned that Jessica Anderson write the grants for the Summer Learning Program with the exception of the Barrick Community Investment Grant, which will be aimed towards adding a teen space into the Library. All voted Aye.
9. **Discussion and Possible Action regarding e-mail update of applicant pool for Director Position from Pool/Pact (For Discussion and Possible Action):** Special Meeting planned for following week so Pool/Pact can call in. No Action Taken.
10. **Review of the status of current projects such as the partnership with Nevada Small Business Development Center and EDGE (For Discussion only):** Jessica reported that she had taken several EDGE webinars to familiarize and update the action plan from last year. It was reported that several people were already signed up to take the Start Smart class being offered later in the week by the Nevada Small Business Development Center.
11. **Discussion and possible action on ADA compliance and Denio HVAC system update (For Discussion and Possible Action).** ADA compliance update e-mail by Building & Grounds Manager Enoc Gaitan read as well as two quotes presented by Sheri Ranf for the Denio HVAC system. Decision between the two quotes will be decided at the Special Meeting planned for the following week. No action taken.
12. **Discussion and Possible Action on the information gathered from the meeting between the Nevada State Librarian and the County Administrator and District Attorney (For Discussion and Possible Action).** Tabled for March Meeting.

13. **Identification of future agenda items for March meeting. These items may not be discussed and no action will be taken on any item identified as a future item:** The next meeting will be held March 20th at 5:00pm at the Humboldt County Library. Budget finalized, memorandum on County Commissioner, DA, and State Librarian meeting, Library Director applicant update from Pool/Pact.
14. **Public Comments:** Shawn Nelson entered into public comment his complaint about the County Administrator and Commissioners, Abel Del Real-Nava also made a public comment thanking Jessica Anderson for her work as the Interim Director and offering the support of the County to the Library.
15. **Adjournment:** The Board adjourned at 7:07 p.m.

Respectfully Submitted