

Humboldt County

L I B R A R Y

Humboldt County Library
Board of Trustees
Board Minutes – Regular Meeting
April 17, 2018
Humboldt County Library

Attendance:

Board Members present: Barbara Duncan, Susan Putnam, Mary Beene, and Georgette Olsen

Board Members absent: Mary Agnes Boni

Staff Members present: Jessica Anderson, Sherry Ranf, and Ginny Dufurrena

Other Attendees: Wendy Maddox, Humboldt County Deputy District Attorney, Eric Milavsky, Pool/Pact (via Phone), Abel Del Real-Nava, Humboldt County H.R., Enoc Gaitan, Buildings and Grounds, 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 5:04pm
2. **Public Comment and Discussion:** No public comment at this time.
3. **Review, discussion and possible approval of minutes from the March 20, 2018 Meeting (For Discussion and Possible Action):** Georgette Olsen moved to Approve. All voted Aye.
4. **Review and approval of routine expenditures for March 2018 & April 2018 (For Discussion and Possible Action):** Barbara Duncan moved to Approve. All voted Aye.
5. **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
6. **Discussion and possible action regarding the Board of Trustees finalizing the**

Library Director position interview process, confirm meet & greet and interview dates for April 26th & 27th and discuss arrangements for the meet and greet such as food and decorations (For Discussion and Possible Action): Georgette Olsen moved to Approve the interviews as scheduled, with Barbara Duncan offering to bake cookies for the Meet & Greet and Susan Putnam offering to bring bottled water. All voted Aye

7. **Update on Denio Library progress including HVAC installation (Information only):** Sherry Ranf reported that the installation of the HVAC unit was proceeding upon scheduling times for them to install. Sherry also reported that she had obtained a quote for propane to be set-up on the property.
8. **Consideration, discussion and possible recommendation to the Board of County Commissioners to grant the Library Board permission to donate or dispose of personal property (concrete structures outside Denio Library Building) that are no longer a benefit to the County per NRS.244.1505. (For discussion and possible action):** Mary Beene moved to allow the structures to be recommended to the Commissioners for donation to interested parties or to be removed. All voted Aye.
9. **Discussion and possible action regarding safety concerns with the current placement of the circulation desk and precautions and measures that can be taken to keep both staff and patrons safe with remedies that may include the alternative placement of the circulation desk, possible purchase of a different circulation desk, moving furniture within the library to address the safety concern and other remedies that would allow staff to be facing the entry doors off the library. (Discussion and possible action):** Discussion on the possibility of safety features such as cameras or a door chime being added to the front entry way. Barbara Duncan motioned that Enoc Gaitan obtain more information and cost for a door chime or bell. All voted Aye.
10. **Discussion and possible action regarding ADA updates and compliance for the ramp into the meeting room and handicapped accessible bathrooms, Enoch to discuss the options and updates. (Discussion and possible action):** Discussion on the ramp placement and what that would mean for the Display Case and Circulation Desk, as well as what would need to be updated in the restrooms to make them ADA compliant. Barbara Duncan motioned that Enoc Gaitan obtain more information and a rough estimate or quotes for the cost of the ramp and bathroom updates. All voted Aye.
11. **Discussion and possible action regarding the candidates and the selection of the recipient of the memorial scholarship (For Discussion and Possible Action):** Jessica Anderson reported that all five Trustees had chosen the same two candidates in their

top five. The Candidates selected were Ali Wirthlin and Quint Bell. Mary Beene moved that we offer the Memorial Scholarship to both recipients at \$1,000 each. All voted Aye.

12. **Report of Budget and Budget Hearing from the Commissioners meeting Monday, April 2nd in regard to the Library and Library Memorial fund (Discussion only):** Jessica Anderson reported that the Budget hearing went well and that the Library's budget was passed with an additional \$15,000 being added to Special Department Projects.
13. **Review of Library status in regards to programming, staff training & accomplishments, upcoming calendar, and other information (For Discussion only):** Abel Del Real-Nava reported that both of the Library's open positions for Library Assistant and Library Technician-Bookmobile have been filled.
14. **Identification of future agenda items for May meeting. These items may not be discussed and no action will be taken on any item identified as a future item:**
15. **Public Comments:** No Public Comment at this time.
16. **Adjournment:** The Board adjourned at 6:44pm

Respectfully Submitted