

Humboldt County LIBRARY

Humboldt County Library
Board of Trustees
Board Minutes
July 24, 2018
Nevada Room

Attendance:

Board Members present: Susan Putnam, Georgette Olsen, Mary Agnes Boni, and Rick McComb

Staff Members present: Jessica Anderson and Ginny Dufurrena

Legal Counsel present: Wendy Maddox

Other Attendees: Abel Del-Real Nava, Humboldt County H.R., Tammy Westergard, NSL Assistant Administrator, and Norma Fowler, NSL Library Consultant, Shawn Nelson, and Ashley Maden

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 5pm.
2. **Public Comment and Discussion:** There was no public comment at this time.
3. **Review, discussion and possible approval of minutes from June 19th Meeting, and amended June 15th Special Meeting minutes (For Discussion and Possible Action):** Mary Agnes motioned to approve the June 19th Meeting Minutes and the June 15th Special Meeting Minutes with corrections. All voted aye.
4. **Review and approval of routine expenditures for June 13, 2018 - July 21, 2018 (For Discussion and Possible Action):** Rick motioned to approve the expenditures for June 13, 2018-July 21, 2018. All voted aye.

5. **Information on the powers and duties of the Library Board and Trustee Training from the Nevada State Library's Tammy Westergard, Library & Development, and Norma Fowler, Library Consultant (Information Only):** Tammy Westergard reported on and read an e-mail & memorandum from Jeff Kintop, Nevada State Librarian, regarding Attorney General Opinion Request regarding the authority of Library Boards of Trustees. Tammy Westergard & Norma Fowler then went over the duties of Library Board Members and Trustee Training.

Duties of Library Board Members

- Set policies
- Hire & evaluate Library Director
- Plan for future of the library
- Submit budget & monitor finances
- Monitor & evaluate the overall effectiveness of the library
- Advocate for the library in the community

Trustee Training opens up August 1st and includes 11 modules, each averaging out to about an hour each. It was strongly suggested that training be completed by every Board Member, Jessica Anderson, and other County Officials who work closely with the Library before the Board moves forward with writing policies and hiring a Director.

6. **Discussion and possible action on Minimum Public Library Standard request for waivers, and a plan for compliance with the Nevada State Library put together with the guidance of Nevada State Library's Tammy Westergard, Library & Development, and Norma Fowler, Library Consultant (for Discussion and Possible Action):** The Humboldt County Library no longer needs a waiver to cover Standard 2 as a current 5 year plan was found and put on file with the State. The two waivers still in effect are for Standard 1, the Board of Trustees having By-laws written and put in place, and Standard 8b, certification of staff with the waiver contingent upon the Trustees completing training. The plan for compliance is
1. Trustees completing the 11 modules of training
 2. Writing by-laws for the Board of Trustees
 3. Hiring a Library Director
7. **Discussion and possible action on County policy and job description regarding qualifications of Library Director and Assistant Library Director in compliance with chapter NRS 379 (for Discussion and Possible Action):** Tabled.
8. **Information on County policy and anticipated procedure on employment of relatives (Information Only):** Tabled.

9. **Discussion and possible action on possibilities and options for reopening the interview and application process for Library Director appointing (For Discussion and Possible Action):** Tabled.

10. **Information on upcoming Library programs and end of Fiscal Year statistics (Information only):** Power Point Presentation

- slide 1 - Data pulled from the last three years of BiblioStats (a different person compiled & reported each year)
- slide 2 - The make-up of our current collection (about 1/4 is catalogued incorrectly according to our current standards, with a total of 77,389 total items and 10% (7,836) marked as missing)
- slide 3 - A full inventory, which has never been done to my knowledge at the Humboldt County Library, needs to be done. Inventory has been tested out, all LARGE PRINT in the Humboldt County Library has been inventoried using methods that we came up with by talking to the Elko County Library system and tweaking to suite our library. A full catalogue clean up has started, but will take time as some things can be mass changed and others need to be done record by record. Most efficient after a full inventory.
- slide 4/5 - Amount and participation for each programming age group. Hope to increase the quantity and quality of programming we are able to offer, as well as increase the average attendance for our teen & adult programs.
- slide 6/7 - Current monthly programs. We are going to change these by combining our children's book clubs into a Family Book Club, and fill out our STEAM programming by adding a monthly science and math program. Combine and change the times of our kids/teens coding, circuit, and 3D classes so they do not interfere with Passport Pals, and introduce the Interactive VR learning from XRLibraries State pilot VR program for the Teens/Adults. Add quarterly Adulting 101 and Adult Arts Classes.

11. **Discussion and possible action regarding updates on ADA compliance and Library safety concerns such as the possible need for cameras, door chimes, and the Active Shooter/Critical Threat Procedures (for Discussion and Possible Action):** We continue to look for a contractor for the bathroom remodel and ramp, working with I.T. to install a door alert/chime and cameras covering the entrances that will work with our largely cement structure, as well as an updated panic button system. DA has looked over the Active Shooter training and it looks good, just waiting to hear back from the Sheriff's department on their feedback.

12. **Information from the Denio Library & Annex building projects (Information only):** The AC unit has been put in, final checks are coming this week so the propane tank can be put in place. We continue to look for a contractor to come out for the bigger projects.
13. **Future Agenda Items & next meeting date:** The Library Board of Trustees will convene on Tuesday, August 21st, 2018 at 5pm.
14. **Public Comment and Discussion:** Susan Putnam made a comment about how she has been reading over the old Meeting Minutes, starting from the year 1982, and how interesting they are, but also how out of order they are when compared to the County Commissioner Meeting Minutes. Susan plans to straighten out the minutes/agenda binders for the Humboldt County Library and recommends them as an interesting and informative read. Shawn Nelson made a comment that the long awaited training was a big step forward and that the Library and Board has done an awesome job, he is glad that we are utilizing these tools and are on our way to bettering our library.
15. **Adjournment:** The Board adjourned at 7:05pm.

Respectfully Submitted