

Humboldt County

LIBRARY

Humboldt County Library
Board of Trustees
Board Minutes
January 11, 2019
Meeting Room

Attendance:

Board Members present: Susan Putnam, Georgette Olsen, Rick McComb, and Lesley Haas

Board Members Absent: Mary Agnes Boni

Staff Members present: Jessica Anderson and Sherry Ranf

Legal Counsel present: Wendy Maddox

Others: Tammy Westergard & Norma Fowler from the Nevada State Library

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 10:04 a.m.
2. **Public Comment and Discussion:** There was no public comment at this time.
3. **Consent Agenda:** Rick motioned to approve all items except for the Annual Report (tabled for a special meeting) on the consent agenda, all aye.
 - a. Minutes from December 18, 2018 Meeting
 - b. Budget Report
 - c. Routine expenditures for December 13, 2018 – January 7, 2019
 - d. Director's Report & Annual Report
4. **Presentation by Tammy Westergard from the Nevada State Library regarding recent Trustee Training and Information about what the State Library can offer in support, continued training or other resources available from the State Library for the Library Trustees.**

Discussion only, no action taken.

Tammy Westergard & Norma Fowler discussed the Trustee Training, which Nevada is the 1st State to have online training and have it be tied directly into library minimal standards with our Board of Trustees being the first to go through and complete it, and asked for feedback on improvements and what we got out of the training. They offered us a list of resources for additional information and training, and suggested the following:

- Have trustees and Library representation at each years NLA conference
- Hold annual Board self Assessments
- Training Refreshers and Training for new trustees written into the Trustee Policies
- Utilize the Library Council Member Training and the Council themselves as a resource
- Outreach- going out into the community and advocating for the library, should be done by everyone, Director, staff, and Board. Ideas for the how & who of outreach can be shared from other libraries, board member, council members, and others through networking

5. Update on the Humboldt County Library's compliance with State Minimum Standards.

Bylaws and Trustee Training in place, only standard we have a waiver for currently is Staff Training and Qualifications.

6. Discussion and possible action on meeting water standards, annex repairs and building plans from the Denio Library including:

a. Meeting EPA water standards, what has been done and what still needs to be addressed.

Latest water sample came back clear from the well, waiting to hear back on what type of filter system we need to replace the current one with. Waiver gives us until the end of February to replace the water filtration or we will need to ask to extend the deadline again. Ben Garrett is the certified water operator from the county working on this. County should be able to install, will most likely not need to hire a plumber.

b. Digitized building plans for the Annex and a plan of how the space will be used, possible walls, electricity, and plumbing. Repairs to the Annex, what has been done and what still needs to be addressed, including if needed, hiring out the entire completion of the main floor of the Denio Annex to an architect and contractor rather than piece-by-piece repairs.

Rick reported on his visit and digitized plans of the Denio Annex. Siding of Annex fixed & tar paper put up where siding is missing. Column posts need to be replaced, pulling apart. Discussed the building plans where walls can be opened easily and where they are structural or wired. Plans discussed to clean and block off 2nd floor to focus on main floor. Discussion of needing to visit the Denio Annex as a Board with the plans.

Georgette motioned to contact a contractor to give us a quote of cleaning up the 2nd floor and completion of the main floor for the Denio Annex building to be used in the County Bidding process, all aye.

- 7. Discussion and possible action on approving and adopting the updated 5 Year Strategic Plan for 2019-2024 for the Humboldt County Library system.** Rick made a motion to make changes to the plan and bring it before the board again for approval, all aye.
- 8. Future Agenda Items & Meeting Dates, including items & date for the upcoming Annual Review of Jessica Anderson, Interim Library Director, and future items to be added to the Trustee Calendar.**
 - Annual Review – February 15th at 10 a.m.
 - Annual Report – January 17th at 1 p.m.
 - Next Regular Meeting – February 19th at 5 p.m.
- 9. Public Comment and Discussion:** Susan Putnam would like to see more advertisements about the Denio Doors Art Show.
- 10. Adjournment:** The Board adjourned at 12:50 pm

Respectfully Submitted