

# Humboldt County

## LIBRARY

Humboldt County Library  
Board of Trustees  
Board Minutes  
January 14, 2020  
Humboldt County Library- Meeting Room

### Attendance:

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

**Staff Present:** Jessica Anderson, Elizabeth Robinson

**Legal Counsel present:** Anthony Gordon

**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 5:05 pm.
2. **Public Comments:** No public comment at this time.
3. **Introduction of Andrea Fetterly as a Board Trustee.** Information Only.
4. **Consent Agenda:**
  - a. **Minutes from December 13<sup>th</sup>, 2019 meeting:** Trustee Boni motioned to approve the minutes from December 13th. All voted aye and the motion carried
  - b. **Budget Reports for November and December:** Trustee Boni motioned to approve the budget reports for November and December. All voted aye and the Motion carried.
  - c. **Routine Expenditures for December 7<sup>th</sup> - December 31<sup>st</sup>, 2019:** Trustee Boni motioned to approve the routine expenditures for December. All voted aye and the motion carried.
5. **Consideration, Discussion and Possible Action on the approval of the Director's Report for the month of December and the 2019 Annual Report. Discussion and possible action:** Director Anderson expanded on 2019 Annual Report discussing Google Grant Spotlight Award which brought in an additional \$3,000.00. Trustee McComb made a motion to approve the December Director's Report and the 2019 Annual Report. All voted aye and the motion carried.
6. **Information Only, Update on the Denio Library Annex repairs from Michael Clay Construction.** Director Anderson has called and emailed Michael Clay Construction, they are still waiting on supplies. Tabled until next meeting.
7. **Discussion and Possible Action on Presentation for approaching the Commissioners regarding the reinstatement of the Assistant Director position to the budget and the Annual Report. For Discussion and Possible Action.** Director Anderson presented a PowerPoint that will go before the Commissioners. Board Trustees requested minor changes such as different colors and wording. Trustees suggested adding job descriptions and contacting County Departments for ratios of managers to staff. No Action Needed.

- 8. Discussion and Possible Action on approving the draft for the 2021 Budget. For Discussion and Possible Action.** Director Anderson and Trustees discussed the tax percentage that will be requested to be added to the 2021 Budget. Trustees had questions about the money amount in line item 52225-Collection Development Project. Trustee McComb requested that there be an amount put into line item 53097- Denio Library Project. Trustees also requested a color key be added to the 2021 Budget to explain different fund meanings. Director Anderson will make changes and discuss further at future meetings.
- 9. Discussion and Possible Action to adopt the Library Board of Trustees Policy:** Trustee McComb didn't see any need to make more changes. Trustee McComb motioned to approve. All voted aye and the motion carried.
- 10. Discussion and Possible Action on starting the process for the upcoming Annual Evaluation of the Library Director. For Discussion and Possible Action.** Trustees asked for input from staff and that these evaluations be emailed to them along with a blank evaluation form for each trustee to fill out. Trustees discussed starting the process earlier next year to be compliant with actual anniversary date. No Action Needed at this time.
- 11. Future Agenda Items and Meeting Dates. For Discussion and Possible Action.** The Board will next meet on February 18<sup>th</sup>, 2020 at 5pm.
- 12. Public Comments:** Introduction of Andrea Fetterly.
- 13. Adjournment.** The Board adjourned at 6:56 pm.