

# Humboldt County LIBRARY

Humboldt County Library  
Board of Trustees  
Board Minutes  
April 14, 2020  
Humboldt County Library- Teleconference or Video Conference

## Attendance:

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

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

**Legal Counsel present:** Wendy Maddox

**Other:** Carl Carlock, Abel del Real-Nava, Sherry Ranf

**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. **Consent Agenda:**
  - a. **Minutes from March 17th, 2020 meeting:** Trustee Olsen motioned to approve the minutes from March 17th. All voted aye and the motion carried.
  - b. **Budget Reports:** Trustee McComb stated that he liked seeing that the fines and fees were at 90% of what was thought to be brought in. Trustee Olsen motioned to approve March budget reports. All voted aye and the motion carried.
  - c. **Routine Expenditures for March 1, 2020 - March 31st, 2020:** Trustee Olsen motioned to approve the routine expenditures for March. All voted aye and the motion carried.
4. **Discussion and Possible Action on the approval of the Director's Report for the month of March:**

Trustee Olsen stated that she enjoyed seeing all the options that the Library was still offering virtually and Trustee McComb asked how library statistics worked with Facebook Live programming. Discussion on how statistics are counted when a program is viewed while it is live not after it has been recorded. Trustee Haas motioned to approve the Director's Report for the month of March. All voted aye and the motion carried.
5. **Discussion on the Library's new and continuing actions during the COVID-19 situation. For Discussion Only.** Discussion on how this is a fluid situation and the library is taking it one day at a time. The library is in the process of writing a staged reopening plan. Trustee Olsen asked if the State Library will be offering guidance on reopening. Abel Del Real-Nava stated that the County will offer guidance on reopening as well. Discussion on the Summer Learning Program being completely virtual this year, with no in person programming
6. **Information only on the Denio Library water treatment petition to remove the system from the "Drinking Water" designation. For Information Only:** Discussion on the petition being approved and

the Denio Library water System has been removed from “Drinking Water” designation and will no longer have to test their water.

- 7. Discussion and Possible Action on questions from the architect on the draft of the Denio Annex Architecture plans from R6Studio. For Discussion and Possible Action:** Sherry Ranf was able to answers some questions from the architect, such as if there was a furnace in the building. Trustee MComb asked if there was room underneath the building to do any duct work. Discussion on if an HVAC system would work in this building like in the Denio Library building. Trustees agreed that they would like the Architect plans to be labeled the Denio Library Annex. Trustee Olsen asked if Sherry Ranf would be comfortable talking to the Architect and going through the answers and concerns from the board to which she agreed. Trustees want R6Studio to fix the plans with their suggestions and will go over them again at the next meeting. No Action was taken.
- 8. Discussion on the progress of Michael Clay Construction’s work on the Denio Annex Building. For Discussion Only:** Discussion on the project being about 90% complete with all soffit material and fascia finished. There is a little bit of siding on the back of the building that needs to be completed. Two pillars have been backordered but as soon as they come in they will be painted and put up.
- 9. Information only on the Library Budget from the budget hearings. Information Only:** Discussion on Computer budget and Backup Bookmobile position being cut at the budget hearing. County offices might have to prepare for more cuts as well. There is a possibility that the library may have to cut the Library Assistant position that we were previously approved for.
- 10. Information only on the Memorial Bench Insurance claim and replacement progress. For Information Only:** Insurance company states they need more information and will probably take a while to replace. The library has been in contact with Nate’s Concrete Service to get a quote on replacement costs.
- 11. Discussion and Possible Action on the Draft Combined Annual Evaluation of the Library Director. For Discussion and Possible Action.** Trustee Olsen took all ratings and comments from the last meeting and compiled them to get the average scores for the evaluation. Trustee Haas moved to approve the final Evaluation for Director Anderson. All voted aye and the motion carried.
- 12. Discussion and Possible Action on the review and possible approval of the Library’s Volunteer Policy. For Discussion and Possible Action:** Humboldt County Human Resources Director Abel del Real-Nava requested that we table this policy so the library can be compliant with any County Volunteer Policy.
- 13. Discussion and Possible Action on the review and possible approval of the Library’s Pandemic Policy. For Discussion and Possible Action:** Discussion on how the policy was written, with many parts being taken from other libraries around the country. Trustee Haas asked for a section to be put in focusing on returning items, and social distancing for patrons and staff. Trustee Haas also asked about leave for sick employees and employees with no child care. Human Resources Director Abel del Real-Nava stated that the Humboldt County Policy supersedes individual department policies and has addressed Trustee Haas’s concerns for sick employees and those without child care. Trustees asked that these changes be made to the policy and be brought back before the board at the next meeting.
- 14. Discussion and Possible Action on the Library Board members choosing the Memorial Scholarship Awardee(s). For Discussion and Possible Action:** Trustees had questions on if there was a grade point requirement, and Trustee McComb asked if there was a limit on how many people were allowed to apply. Trustees discussed who they thought were the best candidates to receive the Scholarship and picked the two names that appeared on all of the trustees lists. Trustee Boni motioned to award two \$1000.00 Memorial Scholarships to Cade Bell, and Makayla Leveille. All voted aye and the motion carried.

**15. Future Agenda Items and Meeting Dates:** The Board will next meet on May 12th, 2020 at 5pm.

**16. Public Comments:** Director Anderson stated that it was nice to hear everyone's voices and be able to see some faces.

**17. Adjournment.** The Board adjourned at 6:29 pm.