

Humboldt County

LIBRARY

Humboldt County Library
Board of Trustees
Board Minutes
July 7, 2020
Humboldt County Library- Teleconference or Video Conference

Attendance:

Board Members present: Georgette Olsen, Rick McComb, Lesley Haas, Andrea Fetterly

Staff Present: 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 5:02 pm.
2. **Public Comments:** No public comment at this time.
3. **Consent Agenda:**
 - a. **Minutes from June 9th, 2020 meeting:** Trustee Haas motioned to approve the minutes from June 9th. All voted aye and the motion carried.
 - b. **Routine Expenditures for June 1, 2020 - June 31, 2020:** Trustee McComb asked if the amount for R6Studio would be the last payment due to the Architect for the Denio project. Assistant Director Robinson stated that yes it would be. Trustee Haas questioned why the price for certain magazines such as National Geographic were as high as they were. Assistant Director Robinson explained that they were part of a database that allowed people to search for articles and older editions of magazines. Trustee Haas motioned to approve the routine expenditures for May. All voted aye and the motion carried.
4. **Discussion and Possible Action on the approval of the Director's Report for the month of June 2020:** Trustee McComb stated that he liked the pictures with the camera equipment being used in the children's department. Trustee McComb asked if the equipment that the library received with the 2020 Summer Reading/Virtual Programs Toolkit Project would be available for student use in the future. Assistant Director Robinson explained that students would be allowed to use the equipment in the library and that the only stipulation that was expressed in the Grant paperwork was that people would not be allowed to check out the items. Trustee Haas asked why the library was opening at the pace that they were. Assistant Director Robinson explained that the library was opening at the current pace to let staff adjust to new procedures and not overwhelm staff. Trustee Olsen moved to approve the Director's report for the month of June. All voted aye and the motion carried.
5. **Information only on the Denio Annex final architect plans. Information Only.** Assistant Director Robinson made the trustees aware that the final payment had been submitted to the architect in the amount of \$5,910.00.
6. **Information on the Library's new and continuing actions during the COVID-19 situation. For Information Only.** Information on how the library was opening back up along with the Governor's

new mandate of face coverings being mandatory in public spaces. Trustee McComb asked if the library had disposable masks available to patrons that came to the library without them. Assistant Director Robinson stated that yes, the library could provide them to patrons upon entry. Trustee Olsen asked how the County was handling the new rules involving masks, single point of entry, etc. H.R. Director Abel del Real-Nava stated that the County has adopted a single point of entry. They have also hired a manpower employee to welcome people at the door, take peoples temperatures and offer the public masks. Abel del Real-Nava also explained that the County received over a million dollars to pay for anything COVID related so the manpower employees' wages are being paid from that money. Discussion took place on if the library would want to look into a manpower employee to screen patrons coming into the building in the future. Trustee McComb asked how long the library was planning on doing entry by appointment only. Assistant Director Robinson stated that she had been in contact with Director Anderson and they were hopeful of lifting that restriction by August 1, 2020.

- 7. Consideration, Discussion and Possible Action on the nomination and appointment of new co-chairs for the Board of Trustees:** Trustee McComb asked Trustee Olsen how long she had been on the Library Board and she stated she had been on the board for almost four years and a chair for the last two. Trustee McComb offered to take over the chairperson position. H.R. Director Abel del Real-Nava asked if the Trustees would amend the bylaws and change from co-chairs to a chair person and vice chairperson, so that documents needing signatures would be completed in a timelier manner, with only one signature being needed. Trustee Olsen read the board bylaws and they do state that there is a chair person and co-chairperson, so there was no need to amend the bylaws. Trustee Haas moved that Trustee McComb become the chairperson and Trustee Olsen become the co-chairperson. All voted aye and the motion carried.
- 8. Future Agenda Items and Meeting Dates:** The Board will next meet on August 25th, 2020 at 5pm.
- 9. Public Comments:** Discussion on the team's link working for some of the trustees and not working for others. H.R. Director Abel del Real-Nava stated the best way would be to go through the agenda and click on the link or use the call-in number. Abel also stated that the Board of Trustees could possibly be given a County email if they were interested in one. Trustee Haas asked how they would start this process and Abel del Real-Nava stated that the trustees could reach out to Assistant Director Robinson and she could work with Abel to get the process started for anyone that was interested. Trustee Olsen stated that her term was expiring in August and asked Abel del Real-Nava how she would go about returning for another term.
- 10. Adjournment.** The Board adjourned at 5:39 pm.