

Humboldt County

LIBRARY

Humboldt County Library
Board of Trustees
Board Minutes
September 29, 2020
Humboldt County Library- Teleconference or Video Conference

Attendance:

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

Staff Present: Jessica Anderson, Elizabeth Robinson

Legal Counsel present: Wendy Maddox

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 5:00 pm.
2. **Public Comments:** No public comment at this time.
3. **Consent Agenda:**
 - a. **Minutes from August 25th, 2020 meeting:** Trustee McComb motioned to approve the minutes from August 25th. All voted aye and the motion carried.
 - b. **Routine Expenditures for August 1, 2020 - August 31, 2020:** Trustee McComb motioned to approve the routine expenditures for the month of August. All voted aye and the motion carried.
 - c. **Budget Report August 2020:** Trustee McComb asked if there was a way if we could somehow show what the library is expecting to see in Grants. Trustee McComb would request a separate document that will show the Trustees what the library will be expecting in reimbursement grants that have been awarded to the library. Director Anderson stated that she could make a separate document and add it along with next month's budget report. Trustee Olsen motioned to approve the August 2020 budget report. All voted aye and the motion carried.
4. **Discussion and Possible Action on the approval of the Director's Report for September 2020. For Discussion and Possible Action.** Trustee Olsen commented that she liked to see the progress that has been made on the Teen Space. Trustee McComb asked if the books on the carts in the pictures were books that are designated for the Teen Space. Director Anderson stated that those are the Holiday books and will be going on the shelves that the Young Adult books are currently on once we have moved them in the Teen Space. Director Anderson informed the Board that with the McDermitt schools opening we would be allowing the McDermitt branch to open their doors and would no longer be requiring appointments. Director Anderson asked the Trustees if they had all accessed their County emails, all Trustees in attendance stated they have accessed their email. Director Anderson expressed that she would like to start sending information to only one email instead of the Trustees personal and County emails. Director Anderson informed the Trustees that she has filled out the paperwork for the Collection Development Grant and we would be using the funds to purchase Wonder Books which are children's books with an audio book built into it. We will be using these to

make Storytime kits. Trustee Olsen moved to approve the Director's Report for September 2020. All voted aye and the motion carried.

- 5. Discussion and Possible Action on approving the Humboldt County Bookmobile's updated job descriptions for Library Assistant- Bookmobile and Library Technician- Bookmobile to go before the commissioners. For Discussion and Possible Action.** H.R. Director Abel del Real-Nava explained that these were two new job description to add to the already existing classification for the Bookmobile. The Assistant position is an entry level position while the Technician is just above that. Previously there was only two job descriptions for the Bookmobile which were a Library Specialist, and Senior Library Technician, these needed to be updated in case applicants were coming in with little to no library experience and only a CDL to drive the Bookmobile. Now job descriptions match between the regular library descriptions and the ones specified for the bookmobile. H.R. Director Abel del Real-Nava recommended based on previous attempts to hire for a bookmobile position that we advertise for the entry level and if someone with library experience applies we can put them into the next higher up classification. Trustee Olsen made a motion to approve the Humboldt County Bookmobile's updated job descriptions for Library Assistant- Bookmobile and Library Technician- Bookmobile. All voted aye and the motion carried.
- 6. Discussion and Possible Action on the insurance claim, replacement options and quote from Nate's Concrete Services to replace both Memorial Benches in the amount of \$4696. For Discussion and Possible Action.** Director Anderson stated that she has had confirmation from the insurance company and that the Library would be responsible for issuing a check of \$2000.00 to Nate's Concrete Services for the deductible and the insurance would pay the remaining total. Trustee McComb asked why we were replacing both benches when only one was broken. Director Anderson stated that the benches could not be duplicated since the damaged bench has been discontinued. Trustee McComb inquired about the current intact bench and what would happen to it when the replacements arrive. Director Anderson stated that it might be given to the family or set up elsewhere as a mini memorial, along with the back portion that is still intact from the other damaged bench. Trustee McComb made a motion to approve the quote for Nate's Concrete Services to replace both Memorial Benches in the amount of \$4696.00, with the County covering \$2,000. All voted aye and the motion carried.
- 7. Future Agenda Items and Meeting Dates. For Discussion and Possible Action.** The board will next meet on October 27th, 2020 at 5:00 pm.
- 8. Public Comments:** Trustee Olsen stated that she would like there to be a method for the Trustees to share what they learned at the ARSL (Association for Rural & Small Libraries) conference.
- 9. Adjournment.** The Board adjourned at 5:32 pm.