

Humboldt County

LIBRARY

Humboldt County Library
Board of Trustees
Board Minutes
October 27, 2020
Humboldt County Library- Teleconference or Video Conference

Attendance:

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

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 5:04 pm.
2. **Public Comments:** No public comment at this time.
3. **Consent Agenda:**
 - a. **Minutes from September 29th, 2020 meeting:** Trustee Olsen made a motion to approve the September Minutes as presented. All voted aye and the motion carried.
 - b. **Routine Expenditures for September 2020:** Trustee McComb asked what the LSTA mobile charging station, and Information Desk was on the Routine Expenditures. Director Anderson explained that these were items that were for the Teen Space and came from the LSTA Grant that the library was awarded. Trustee Olsen made a motion to approve the Routine Expenditures for September 2020. All voted aye and the motion carried.
 - c. **Current Budget Report:** Trustee Olsen made a motion to approve the current budget report as presented. All voted aye and the motion carried.
 - d. **Current Grant Report:** Trustee Olsen made a motion to approve the current grant report. All voted aye and the motion carried.
4. **Discussion and Possible Action on the approval of the Director's Report for October 2020. For Discussion and Possible Action.** Trustee McComb asked how the Rotary meetings were going. Director Anderson stated that the meetings are currently being held at the Boys and Girls Club, and members are maintaining social distance as best as they can. Trustee McComb asked if the Networking portion on the Director's Report were all virtual meetings. Director Anderson stated that yes, they were all held virtually. Trustee McComb made a motion to accept the Director's Report for October 2020 as presented. All voted aye and the motion carried.
5. **Discussion on beginning the evaluation process for Director Jessica Anderson, Anniversary Date is January 1st. For Possible Action.** Trustee McComb asked H.R. Director Abel del Real-Nava if the forms for the Director evaluation came from his office. H.R. Director Abel del Real-Nava explained that there was a general form that Director Anderson had access to that she could provide to the Trustees. H.R. Director Abel del Real-Nava also explained how the process for the Director's evaluation has worked in past years. Trustee McComb stated that in recent years library employees

have filled out an evaluation form for the Director's review and would appreciate their feedback this year as well. Director Anderson stated that she would send the Trustees blank evaluation forms along with her last review, and she would have Assistant Director Robinson gather anonymous employee evaluations from staff. Trustee McComb asked Legal Counsel Wendy Maddox if it was appropriate to go and have a face to face meeting with Director Anderson before the next board meeting. Legal Counsel Wendy Maddox stated that one on one meetings were fine and for two or more members as long as nothing that could later be voted on was being discussed. No action was taken.

- 6. Discussion on the Association of Rural and Small Libraries (ARSL) Conference panels from attendees. For Information Only.** Trustee Olsen and Trustee McComb both attended the 2020 Association of Rural and Small Libraries Conference (ARSL), along with Director Anderson. Both Trustees stated that from what they observed that they felt at least here in Nevada, we were ahead in Board Training. Discussion on how libraries should be proactive on policies and not wait until something drastic happens to write a policy. Director Anderson stated that she agreed and would be slowly incorporating current policies onto board agendas to be reviewed. Trustee McComb mentioned that he would have liked to watch a session on grant training. Director Anderson informed the board that if they had missed a session they could go back and watch them online, as they had been recorded due to the conference being entirely virtual this year. Trustee Olsen heard about an ALA Grant for transforming communities during one of the sessions she attended at the conference and asked if the library would be looking into the Grant. Director Anderson stated that McDermitt Library was looking into this Grant. Director Anderson discussed how different this year's conference was since it was entirely virtual, and how a lot of sessions this year will lead to trainings for library staff especially with sessions on being mindful of stress and mental health.
- 7. Discussion on adopting a Mobile Device Lending Agreement/Policy. For Possible Action.** Trustee McComb stated that there was a typo under fines and liabilities, which was the only thing he found that should be changed. Trustee McComb asked if this policy was for Chromebooks. Director Anderson explained that this policy was for the Chromebooks, and E-Readers. Director Anderson also informed the Trustees that the library was still waiting on the Chromebooks but the E-Readers were ready to go as soon as the covers for devices arrived. Trustee Boni inquired on the amount of E-Readers that the library had. Director Anderson stated that we currently have 10 E-Readers. Trustee Boni made a motion to accept the Mobile Device Lending/Policy. All voted aye and the motion carried.
- 8. Future Agenda Items and Meeting Dates. Discussion and Possible Action.** The board will next meet on November 17th, 2020 at 5:00 pm.
- 9. Public Comments:** No public comments at this time.
- 10. Adjournment.** The Board adjourned at 5:42 pm.