

# Humboldt County

## LIBRARY

Humboldt County Library  
Board of Trustees  
Board Minutes  
January 19, 2021  
Humboldt County Library- Teleconference or Video Conference

### Attendance:

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

**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 December 15, 2020 meeting:** Trustee Olsen motioned to approve the minutes from the December 15<sup>th</sup>, 2020 meeting. All voted aye and the motion carried.
  - b. **Routine Expenditures for December 2020:** Trustee Olsen motioned to approve the Routine Expenditures for December 2020. All voted aye and the motion carried.
  - c. **Current Budget Report:** Trustee Olsen motioned to approve the Current Budget Report. All voted aye and the motion carried,
  - d. **Current Grant Report:** Trustee Olsen motioned to approve the Current Grant Report. All voted aye and the motion carried.
4. **DIRECTOR'S ANNUAL REPORT: (FOR POSSIBLE ACTION) – For consideration, discussion, and possible action of approving the Director's 2020 Annual Report.** Trustee Olsen asked if Director Anderson had presented or would have to present this to the Commissioners. Director Anderson stated that she would be presenting the 2020 Annual Report at the upcoming Commissioner retreat. Trustee Boni motioned to approve the Director's 2020 Annual Report. All voted aye and the motion carried.
5. **ACCEPTANCE OF COMPILED EVALUATION OF LIBRARY DIRECTOR: (FOR POSSIBLE ACTION) – For consideration, discussion, and possible action of approving the compiled 2020 evaluation of Library Director Jessica Anderson.** Trustee Boni asked for a typo correction on page 3 of 7, and if there needed to be an overall rating for the evaluation. Trustee Haas mentioned that she would like for the overall rating to be added to the evaluation. Trustees proceeded to calculate the overall rating of 3.895 and added it to the evaluation. Trustee Haas motioned to approve the compiled 2020 evaluation of Library Director Jessica Anderson with the discussed amendments. All voted aye and the motion carried.

- 6. PRELIMINARY LIBRARY 2022 FISCAL YEAR BUDGET: (FOR POSSIBLE ACTION) – For consideration, discussion, and possible action of approving the preliminary 2022 Fiscal Year Budget Draft for the Humboldt County Library.** Trustee Boni asked if Director Anderson thought that the Library would be able to bring in the amount of fines that are projected on the preliminary Budget Draft. Director Anderson stated that normally the library does bring in that much money, this year is down because the library is not charging fines due to COVID. Trustee Boni also asked why the amount was lowered in the Bookmobile fund. Director Anderson explained that she alters the numbers for Bookmobile and Collection Development later once the funds have been received since she doesn't know what the amount will be until then. Trustee Haas asked that the line item description for Library Fines be changed to Fines and Fees due to fees for copies, faxes, 3D prints going in to this fund as well as fines for overdue books. No Action taken.
- 7. DISCUSSION AND REVIEW OF THE LIBRARY GENERAL POLICY (FOR POSSIBLE ACTION)- For considerations, discussion, and possible action of approving and reviewing the Library General Policy for 2021.** Director Anderson added an Ease of Access Card into the eligibility for Library Cards, explaining that this would be another way for someone to have access to library materials even if they do not have a permanent address. Trustee Boni requested that clarification be added explaining how someone would go about applying for one of these cards. Trustee Olsen asked why there was nothing stated about a Non-Resident card in the Standard loan rules. Director Anderson explained that was mistakenly deleted and would be put back in. Trustee Olsen asked if the item limit is the same for Non-Resident and Ease of Access cards. Director Anderson stated that it used to be, but was changed so that only the Ease of access cards will have a limit since the Non-Resident cardholders pay a fee of \$20.00 as well as having an address on file to send overdue notices and bills to. Trustee Haas stated that there should be more clarification under Standard Loan Rules for the limits specifically number three, which is outlining the limits for a Resident card. Trustee Boni stated that Ease of Access cards needed to be added to Renewal of Library Cards as well. Trustee Olsen asked if there would be a fee for and Ease of Access card, and Director Anderson stated that there would not be any fee for these cards. Trustee Haas would like clarification every time the term library card is stated, as to which kind of card, so there isn't any confusion about what each card's allowances or limitations are. Trustee Haas also pointed out that two different words are used in the document, patrons and customers, and stated that only one should be used for consistency throughout. Trustee Haas asked about the appeal process stated in the Section of Failure to Comply with Policy and Procedures, and if it should be changed to state that any decision would go to the Director first and then go before the Board of Trustees if the Director's decision was not agreed with. Trustee Haas also asked how new patrons would be able to review the Library's General Policy. Director Anderson explained that when getting a new library card, patrons have to initial the back of the registration paper that states the library cards borrowing rules. Policies are also posted on the county website and one is placed at the front desk in a binder for any patron that wishes to review them. Trustee Boni stated that some terminology throughout the document, such as OCLC (online computer library catalog), should be clarified so that everyone understands what they mean. Director Anderson will make changes and bring back before the Board at the next Board meeting
- 8. TRUSTEE CALENDAR: (FOR INFORMATION ONLY)**  
Director Anderson shared her computer screen and did a walkthrough demonstrating how the Trustee Calendar works in the Trustees Outlook email.
- 9. WALKTHROUGH TEEN SPACE: (FOR INFORMATION ONLY)**  
Director Anderson did a virtual walkthrough of the Teen Space to show the current progress of the space and stated that she was hopeful to have the Teen Space completed by the end of February. Trustee Haas asked what the general age range the Teen Space was centered around. Director Anderson explained that everyone was welcome to browse the collection but to hang out in the space long term a patron should fall into the age range of 13 to 18 years of age.

- 10. Future Agenda Items and Meeting Dates. Discussion and Possible Action.** The board will next meet on February 16<sup>th</sup>, 2021 at 5:00 pm.
- 11. Public Comments:** Trustee Olsen asked about why Director Anderson had asked for a waiver to the Attrition Policy at the last Commissioner meeting. Director Anderson explained that was due to the fact that the two employees had recently left the library, leaving staff shorthanded.
- 12. Adjournment.** The Board adjourned at 6:15 pm.