

Humboldt County

LIBRARY

Humboldt County Library
Board of Trustees
Board Minutes
May 18, 2021
Humboldt County Library- Meeting Room, 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, Hannah Buermann

Legal Counsel present: Anthony Gordon

Other: 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 5:30 pm.
2. **Public Comments:** No public comment at this time.
3. **Consent Agenda:**
 - a. **Minutes from April 13, 2021 meeting:** Trustee Olsen motioned to approve the minutes from the April 13th, 2021 meeting. All voted aye and the motion carried.
 - b. **Routine Expenditures for April 2021:** Trustee Boni asked for clarification on what the Lakeshore Learning and Rainbow Playhouse expenditures were. Director Anderson explained that they were for the Dramatic Play grant that was awarded to the Library. Trustee Boni asked for more clarification on what that Grant was. Director Anderson explained that this was a LSTA grant that comes from the state that cannot exceed \$10,000. Staff member Jayme Wells applied for this and was awarded the full amount. Trustee Olsen motioned to approve the Routine Expenditures for April 2021. 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 REPORT: (FOR POSSIBLE ACTION) – For consideration, discussion, and possible action of approving the Director's Report for May 2021.** Trustee Haas asked about a grant that we might be able to apply for that would benefit underserved areas. Director Anderson stated that the grant was the ALA COVID Relief Fund Grant. Director Anderson stated that this grant was for the amount of \$30,000 - \$50,000 and that she would be submitting it on the 20th. The library only qualifies because we had a little over 5% cut to the total budget from the last fiscal year. Director Anderson also stated that there were only 25 to 30 grants to be awarded, depending on how big the awards being requested, nationwide. Trustee Olsen asked what the library was applying for with this grant. Director Anderson stated that she was hoping to get some of the salaries covered in McDermitt, some meeting room pods, some new databases to help with economic recovery, and some newer technology. Trustee Olsen asked what the amount was that Director Anderson would be applying for. Director Anderson stated she would be applying for the full amount of \$50,000. Trustee Haas asked if there was a determination date listed for this grant. Director Anderson stated that the grant was due on the 20th, and the determination date was June 30th or July 1st, 2021. Trustee McComb asked about two other grants that Director Anderson had recently applied for. Director Anderson stated that one was for Community Wellness, and the other was an opt in grant that in the beginning was for \$3,000, but not a lot of people opted in so ended up being \$13,500. Director Anderson stated that she was planning

on using some of the funds for databases, staff training, and hotspots for checkout. The funds will also be used for new easy to wipe down furniture. Trustee Haas asked about the position that was listed under Library News, and if that was an additional position from the staff that was currently working at the library and no one else had left. Director Anderson stated that two staff members had left during COVID and only one position had been filled previously. This current position had to wait out the attrition policy before the Commissioners would approve hiring. Trustee Haas asked if there was going to be a grand opening for the Teen Space. Director Anderson stated that because we already had so many teens coming to use the space, the library was planning on doing something in conjunction with the Summer Learning Program, so the area didn't get overwhelmed with people at one time. Trustee McComb asked if there was a fire capacity limit for the Teen Space. Director Anderson stated that because it was a built space we don't have a fire code limit for it yet. Trustee Olsen motioned to approve the Director's Report for May 2021. All voted aye and the motion carried.

- 5. DISCUSSION AND REVIEW OF THE LIBRARY ACTIVE SHOOTER PROCEDURE: (FOR DISCUSSION AND POSSIBLE ACTION) - For consideration, discussion, and possible action of approving and reviewing the Library Active Shooter Procedure for 2021.** Trustee McComb asked if this has gone before the County for review. Director Anderson stated that she has sent the procedure to Captain Wilkins to be reviewed and that he stated he would get back to her ASAP, but she hasn't heard back just yet. Director Anderson also stated that she did find the School District's Emergency Safety Planning Procedure, which does not have a specific Active Shooter portion but does cover what their Emergency Preparedness Plan is. Trustee McComb inquired once again if there was video surveillance in the building yet. Director Anderson stated that no there was none yet. Trustee Haas asked if the library should just have an Active Shooter Procedure or if there should be an Emergency Preparedness Plan and the Active Shooter Procedure would just be a part of it. Director Anderson stated that this procedure was more for information for staff to have a basic knowledge of what to do. Trustee McComb stated that while having an Emergency Preparedness Plan would be great he still would like to see an Active Shooter Procedure that was not part of the Emergency Plan. Trustee Fetterly asked if the library had panic buttons of some sort. Director Anderson explained that yes, the library does have them but they are not currently working and that the I.T. department is working on fixing the situation County wide. Trustee McComb asked if the new phone system had a panic button that could be pressed. Director Anderson stated that no, they do not have an individual button. Trustee Haas asked if with the new VOIP phone system when the internet goes out, do the phones go out. Director Anderson explained that normally this would be the situation but that this system is on a different network and the library phones should still work. Trustee McComb motioned to table until further information could be provided by the Sheriff and I.T. department. All voted aye and the motion carried.
- 6. DISCUSSION AND REVIEW OF THE LIBRARY COVID RE-OPENING PLAN: (FOR DISCUSSION AND POSSIBLE ACTION) - For consideration, discussion, and possible action of approving and reviewing the Library COVID Staged Re-Opening Plan.** Trustee Boni asked where we are currently in the re-opening plan. Director Anderson stated that the library was in an advanced staged 3. There are no more capacity limitations and June 1st the library will be opening up to pre COVID hours, which include nights and Saturdays. Trustee Haas asked what exactly allows the library to move between stages in the re-opening plan. Director Anderson explained that the library followed Governor mandates, and press releases from the County. Trustee McComb asked if this plan was a policy for decision making or for information on what will be happening. Director Anderson stated that this was more for information, and feedback in case the board would like the library to slow down or go faster. No Action Taken.
- 7. DISCUSSION AND POSSIBLE ACTION ON PROJECTS TO BE FULLY OR PARTIALLY FUNDED FROM A \$23,000 DONATION FROM HUMBOLDT FOUNDATION: (FOR DISCUSSION AND POSSIBLE ACTION) – For consideration, discussion, and possible action of suggesting projects to be fully or partially funded from a \$23,000 donation to benefit the library from the Humboldt Foundation.** Director Anderson explained that Vince Mendiola let her know that money had been set aside for the library in the Humboldt Foundation. They would like to know what the library would like to do with this money excluding things like salaries, and focusing more on benefits to the community. Trustee McComb stated that he was not familiar with the Humboldt Foundation, and asked Director Anderson who they are and how did these funds come about. Director Anderson stated that she was not exactly sure, but she thinks that these funds came from bequeathals. Director Anderson stated that she had 2 suggestions for how the money could be spent. One idea would be to use the money for a maker space area, and the other is for meeting pods. Trustee Haas asked how much the smallest meeting pod cost, and Director Anderson stated that they are just under \$4,000.00 each. Trustee McComb asked if the technology needed for the pods was included. Director Anderson explained that laptops and such would not be included and these are essentially sound proof boxes that people could use to study or take a phone call in. Trustee Fetterly asked if these funds have to be used all in one go or if a

portion could be used and the rest could sit in the fund for later use. Director Anderson stated that the funds could be used a little at a time, but that the Humboldt Foundation would most likely want it used on something that could have a donation sign on it stating where the funds came from. Trustee McComb asked if the pods were ADA compliant. Director Anderson stated that the one in the example was not but that there were others that were. Trustee Haas and Olsen asked what was the need for the pods now, while they would have been useful over the last year during COVID, but going forward they might not be as popular now. Director Anderson stated that virtual meetings aren't going away any time soon, so the meeting pods could be used for schooling, or job interviews. Trustees agreed that if meeting pods were acquired for the library, they needed to have at least one that was ADA compliant and could fit a wheelchair in it. Trustee McComb stated he would like more information on the meeting pods before they chose to acquire any. Trustee Olsen asked if there were any guidelines or restrictions on how to spend the money. Director Anderson stated that the restrictions were that the money be used to benefit the community and not be used for salary, or an unseen cost. Trustee Olsen also asked since this was from the Humboldt Foundation does this mean the funds could be used for Humboldt County or just Winnemucca. Director Anderson stated that she thinks it means Humboldt County. Trustee Olsen asked if the money could be used in Denio. Director Anderson stated that yes, as long as it was something that could be seen by the community. Trustees requested more clarity on restrictions and the timeline for using the money before any action was taken.

- 8. INFORMATION ONLY FROM THE DENIO FRIENDS OF THE LIBRARY: (FOR INFORMATION ONLY) - Information on the fundraising efforts and other matters of business from the Friends of the Denio Library as it relates to the Library and County progress on the Denio Annex Building, however, no action may be taken on a matter raised until the matter itself has been specifically included on the agenda as an item upon which action may be taken.** Sherry Ranf stated that the Denio Friends Group was official with the state on August 6th 2020. They became an official 5013C on March 26th, 2021. Sherry Ranf stated she wanted to update the Board on some of the fundraisers that they had been doing. They have done yard sales, craft fairs, an annual membership drive that brought in \$3,060.00. The Denio Friends Group has a current fund balance of \$8,233.00. Trustee McComb asked if they knew what their member count was. Denio staff member Hannah Buermann stated that the member count was roughly around 30 people. Trustee McComb asked if the Denio Friends group was meeting once a month at the library. Sherry Ranf stated that yes, they were meeting once a month at the Denio Library. Sherry Ranf stated that the contractor said the next thing needed to move forward with the Denio Annex building was to get an asbestos inspection. Sherry Ranf also explained that an updated set of architecture plans was needed for the construction design. Sherry Ranf asked what the process would be for an individual to lease out a County building. She explained that there has been interest from someone wanting to know if they could lease out a portion of the Annex building. Trustee McComb stated that he didn't know the answer to that and requested that Director Anderson reach out to County Manager Dave Mendiola for an answer to that question.
- 9. Future Agenda Items and Meeting Dates. Discussion and Possible Action.** The board will next meet on June 15th, 2021 at 5:30 pm.
- 10. Public Comments:** No comments at this time.
- 11. Adjournment.** The Board adjourned at 6:30 pm.