

Humboldt County

LIBRARY

Humboldt County Library
Board of Trustees
Board Minutes
December 15, 2020
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

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 November 17, 2020 meeting:** Trustee McComb motioned to approve the minutes from the November 17th, 2020 meeting. All voted aye and the motion carried.
 - b. **Routine Expenditures for November 2020:** Trustee Boni wanted to know if the library has received new Memorial benches since Nate's Concrete was paid \$2000.00. Director Anderson explained that the funds were given to Nate's concrete when Nate submitted an invoice of purchase. The insurance company will be providing the remaining balance owed upon installation of the benches. Trustee McComb asked what '6 Fixed hardware along with 6 Dell Chromebooks' was. Director Anderson explained that this was software that will allow the library to wipe the Chromebooks after they have been checked out. Trustee McComb motioned to approve the Routine Expenditures for November 2020. All voted aye and the motion carried.
 - c. **Current Budget Report:** Trustee Olsen asked if the Automation Project is the CoOp, and if the \$22,735.00 we paid was the total amount, will the remaining balance of \$6,000.00 carry over. Director Anderson explained that the extra money was not a carry over but had been part of the estimate of what we should have had to pay. Due to COVID the CoOp utilized emergency funding to partially cover what libraries originally would have had to pay. Trustee McComb motioned to approve the Current Budget Report. All voted aye and the motion carried.
 - d. **Current Grant Report:** Trustee McComb 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 December 2020.** Trustee McComb commented on the Douglas County investigation results regarding Director Amy Dodson and the proposed Diversity statement. Trustee Olsen inquired about the new Bookmobile driver Robin Monchamp. Director Anderson stated that she is on her second week here and that Ginny Dufurrena would be coming back for two weeks in January to help train Robin and go with her on the Bookmobile routes. Trustee Haas asked if Robin

Monchamp currently has a CDL. Director Anderson stated that when she was interviewed she had her permit but now does have her full CDL. Trustee McComb asked about if the audio/visual equipment was fully installed in the meeting room. Director Anderson explained that we will start cleaning out the meeting room and soon will try to have hybrid meetings where we can use the meeting room for Board meetings with the digital aspect still in place for the public to attend. Trustee Olsen commented on Director Anderson's interest in serving on the conference committee for ARSL. Director Anderson stated she was excited and wanted staff to try and put together a presentation to present at this ARSL conference. Trustee Olsen motioned to approve the Director's Report for December 2020. 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 McComb compiled all evaluations into one document. Trustee Boni commented that though all the information was compiled together, the evaluation could still be cleaned up a little. Trustee Olsen agreed to go through the evaluation and clean up the grammar and syntax. Trustee Olsen motioned to table the discussion of Director Anderson's evaluation until the January meeting. 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 for Director Anderson to explain the colors that she has used on the 2022 Fiscal Year Budget Draft and what they mean. Director Anderson stated that green is the estimate of what is to be brought in for tax. Black is used to show expenditures, blue is to show Grant money that is received beforehand instead of reimbursement. Yellow is to show Grant money that is spent and then reimbursed. Trustee Haas asked if a key box could be added that explained what all colors meant. The Trustees also asked if Director Anderson could change the color yellow on the document due to that color not being easily legible. Director Anderson stated that she had lowered the travel to training budget due to being uncertain if there will be much traveling allowed in the next year. Postage was lowered as well due to libraries not shipping as many items right now. Trustee McComb asked if Director Anderson could fill in the section of the Draft Budget that was still blank. Director Anderson explained that the portion that is still blank is compiled by Gina Rackley, the Comptroller. Trustee Olsen asked about the remaining balance in the Denio Library Project line item. Director Anderson stated that this money was reserved for when we start using the Architect plans, a percentage would be owed at that time to the Architect. No action taken.
7. **Future Agenda Items and Meeting Dates. Discussion and Possible Action.** The board will next meet on January 19th, 2021 at 5:00 pm.
8. **Public Comments:** No public comments at this time.
9. **Adjournment.** The Board adjourned at 5:38 pm.