

Humboldt County

LIBRARY

Humboldt County Library
Board of Trustees
Board Minutes
January 18, 2022
Humboldt County Library- Meeting Room, Teleconference or Video Conference

Attendance:

Board Members present: Georgette Olsen, Rick McComb, Andrea Bryant, Andrea Fetterly, 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 5:30 pm.
2. **Public Comments:** No public comment at this time.
3. **Consent Agenda:**
 - a. **Minutes from December 21, 2021 meeting:** Trustee Olsen moved to approve minutes for the December 21st, 2021 meeting. All voted aye and the motion carried.
 - b. **Routine Expenditures for December 2021:** Trustee Olsen moved to approve routine expenditures for December 2021. All voted aye and the motion carried.
 - c. **Current Budget Report:** Trustee McComb asked why at this point in the Fiscal Year 91% of the Telephone line item had been used. Director Anderson stated that was because the library had acquired mobile hotspots through a grant which paid for them for a certain amount of time. Once that time period was up, they were paid for using the telephone line item. They are now being taken from Services and Supplies instead. Trustee McComb asked if patrons were able to check these out. Director Anderson stated that yes, they could be checked out. Trustee McComb asked if the telephone line item would need to be updated in the upcoming budget. Director Anderson explained that the only reason we still have a telephone line item is because the branches still haven't switched over to the VOIP phone system and as soon as they do there will be no need for the telephone line item. She is hopeful that they will be able to switch over this fiscal year. Trustee McComb moved to approve the current budget report. All voted aye and the motion carried.
 - d. **Current Grant Report:** Trustee Olsen moved to approve the current grant report. All voted aye and the motion carried.
 - e. **Library Minimum Standards:** Trustee Olsen moved to approve the Library Minimum Standards. All voted aye and the motion carried.
 - f. **Interlibrary Loan Policy Agreement:** Trustee Olsen moved to approve the Interlibrary Loan Policy Agreement. 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 the first half of FY 2022.** Director Anderson stated that this Director's report was done a little differently. This report was the first half of the Fiscal year, kind of an over view of what the library has done so far. This report has pulled stats from previous years so that the Board can see the trends and how the library was hit from COVID. Trustee Olsen pointed out that if you look at the stats for this year the library is on track for stats to be back up to previous years. Trustee Olsen asked if this was the information that would be presented to the County Commissioners for budget proceedings this year. Director Anderson explained that this was what she made the report for but that budget proceedings

would be different this year and she would not be required to present for an allotted amount of time. Trustee McComb moved to approve the Director's Report for the first half of the Fiscal Year 2022, All voted aye and the motion carried.

5. **LIBRARY DIRECTOR EVALUATION: (FOR DISCUSSION AND POSSIBLE ACTION)** Trustee McComb asked if the Board had time to read the compiled review for Director Anderson. All Board members stated they had. Trustee Haas moved to approve the Director Evaluation for 2021 as presented. All voted aye and the motion carried.
6. **PRELIMINARY LIBRARY 2023 FISCAL YEAR BUDGET: (FOR POSSIBLE ACTION)** Trustee McComb stated that he was going to ask about the telephone line item but that Director Anderson had already answered his question during the consent agenda. Trustee McComb then asked if there were going to be fees for the bookmobile internet. Director Anderson explained that those fees came out of the bookmobile grant. Trustee Olsen asked if the branches aren't able to switch over would there be a possibility that we would still have the telephone line item in the upcoming fiscal year. Director Anderson stated that yes it would be there but it would just stay the same. Trustee Haas asked why we are paying into Social Security if we are part of PERS. Director Anderson stated that it depends on what positions we have and that we do have a couple of part time positions. Trustee McComb asked why there are empty spots in the projected budget for things like unemployment. Director Anderson explained that the empty spots were numbers that she gets from the comptroller. Trustee McComb would like at least \$1000.00 put in as a place holder for the telephone/internet line item just in case the branches aren't able to be switched over to the County system this fiscal year. Director Anderson stated that the CoOp had just started their budget process as well, so Director Anderson has some preliminary numbers but that the \$30,000.00 for the automation project might change. Trustee McComb asked where the information comes from about the library general fund, and if there would be a surplus or not. Director Anderson explained that that information comes from Gina Rackley the comptroller, and that any extra money goes into the County General fund it does not roll over into the Library General Fund. Director Anderson stated that in the last couple years we have tried to get our budget to actually reflect what we spend which makes asking for the budget much easier. Trustee Olsen moved to approve the Preliminary Library 2023 Fiscal Year Budget. All voted aye and the motion carried.
7. **Future Agenda Items and Meeting Dates. Discussion and Possible Action.** The board will next meet on February 15th, 2022 at 5:30 pm.
8. **Public Comments:** Trustee McComb stated that he was impressed with Director Anderson's performance and was happy to see the Director's Report for the six months, and that there were a lot of very positive things in it.
9. **Adjournment.** The Board adjourned at 5:55 pm.