

Humboldt County LIBRARY

Humboldt County Library
Board of Trustees
Board Minutes
August 16, 2022
Humboldt County Library- Meeting Room, Teleconference or Video Conference

Attendance:

Board Members present: Georgette Olsen, Andrea Bryant, Rick McComb, Becca Fitzgerald

Staff Present: Jessica Anderson, Elizabeth Robinson

Legal Counsel present: Wendy Maddox

Other: Judy Quilici

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 5:01 pm.
2. **Public Comments:** No public comment at this time.
3. **Introduction of New Trustee Member: Becca Fitzgerald, serving 4- year term from July 1, 2022- June 30, 2026.** Trustees along with Director Anderson and Assistant Director Robinson introduced themselves to newest Trustee Becca Fitzgerald.
4. **Consent Agenda:** Trustee McComb pulled C (Current Budget Report) down to discuss. Trustee Olsen moved to approve the Consent Agenda with the exception of item C. All voted aye and the motion carried. Trustee McComb wanted to know why all postage for the fiscal year had already been expended. Director Anderson explained that we have a postage machine and it was easier to put all the funds on at one time. Trustee McComb then asked why the amount wasn't on the previous month's expenditure list. Director Anderson and Assistant Director Robinson stated that they would look into it and let the board know if it was on the previous months expenditure list or add it to the next to be approved. Trustee Olsen moved to approve item C (Current Budget Report). All voted aye and the motion carried.
 - a. **Minutes from July 12th, 2022 meeting:**
 - b. **Routine Expenditures for July 2022:**
 - c. **Current Budget Report:**
5. **DIRECTOR'S REPORT: (FOR DISCUSSION AND POSSIBLE ACTION) – For consideration, discussion, and possible action of approving the Director's Report for July 2022.** Director Anderson stated that Summer Learning numbers were back up to pre COVID numbers, for the main branch as well as branches. Director Anderson also let the trustees know that employee Jasmine Mendoza was leaving the library and last day would be September 2nd, 2022. The open position has already been approved and can be put out to the public. Trustee Bryant asked about the conference that Director Anderson would be going to in Tennessee. Director Anderson stated that she along with staff member Tanner Ames would be going and that she would be presenting during the conference in September as part of the leadership program that was taking part in. Trustee Olsen asked what the presentation would be on. Director Anderson explained that her presentation would be on Community Conversations, or 50 cups of coffee. This would be a 5-minute presentation and that there would be 3 people presenting on the topic. Trustee Olsen asked if this program is an ongoing program. Director Anderson stated that this was the pilot program and would be an ongoing program and that she would be a mentor next year for the new group. Trustee Fitzgerald asked if this was a podcast or Facebook live. Director Anderson stated that this was a face to face sit down

conversation with a set of questions so that she can see what people in the community are wanting to see in their community. Trustee McComb moved to approve the Director's Report for July 2022. All voted aye and the motion carried.

- 6. Consideration, Discussion and Possible Action on Electing A New Vice Chairperson for The Library Board of Trustees. (FOR CONSIDERATION, DISCUSSION, AND POSSIBLE ACTION)** – Trustee Olsen nominated Trustee McComb to be the new Vice Chairperson for the Library Board of Trustees. All voted aye and the motion carried.
- 7. Consideration, Discussion, and Possible Action on Board Approval to Bring Before the Commissioners the Newly Proposed Library Public Hours. (FOR CONSIDERATION, DISCUSSION AND POSSIBLE ACTION)** – Director Anderson discussed that we have noticed that our evening hours are very slow, and that it would be helpful to have staff in the morning and afternoons when we are the busiest. The proposed change would have the building opening at 9 AM every day and closing at 7 PM on late nights and 6 PM on others with the one exception being Saturday which would be 9 AM to 3 PM. Trustee Olsen moved to approve the suggested schedule to take before the Commissioners. All voted aye and the motion carried.
- 8. Consideration, Discussion, and Possible Action on Closing the Library From 9AM- 2:30 PM on Friday, September 30, 2022 and Friday, October 14th 2022 for Staff Development Days. (FOR CONSIDERATION, DISCUSSION, AND POSSIBLE ACTION)** – Director Anderson explained that staff would be split into two groups and taken to the branches in Denio and McDermitt for training and so that all of the staff would be able to see the branches that they communicate with on the regular. One group would go with Director Anderson to McDermitt and the other group would go with Assistant Director Robinson to Denio. On the next trip they would switch branches to make sure that all staff went to each location. Trustee Olsen asked if the library would be opened later in the day. Director Anderson stated that we would be back by 2:30 PM to open the library for the rest of the work day. Trustee McComb asked if this would be posted in the newspaper so the public would be aware of the hours. Director Anderson stated that it would be in the newspaper and posted on Facebook. Trustee Fitzgerald had some questions on if it would be better to drive out more times with less staff so that the library could remain open instead of closing. Director Anderson stated that it would take less time and less money to be reimbursed for travel expenses if we only did the two trips. Trustee Olsen asked if the same training would be done at both branches. Director Anderson stated that yes, all staff would be getting the same training and that the branches would be doing a small presentation about their branches. Trustee Olsen also asked if these closures would have to be approved by the commissioners. Director Anderson stated that because they were one offs so she didn't think it had to go before the commissioners, but she requested guidance from legal counsel Wendy Maddox. Legal counsel Wendy Maddox looked into NRS 379.025 which talks of Powers and Duties of Trustees, which states that the trustees may do all acts necessary for the orderly and efficient management and control of the library. So, an argument could be made that closures for staff development days could fit into this section for NRS 379.025. Trustee McComb moved to approve closing the library on Friday, September 30, 2022 and Friday, October 14th, 2022 for Staff Development Days. All voted aye and the motion carried.
- 9. Consideration, Discussion, and Possible Action on Approving the Finalized General Policy and Updating the Fee Schedule to be Approved by the Humboldt County Commission. (FOR CONSIDERATION, DISCUSSION, AND POSSIBLE ACTION)** - Trustee Olsen asked if the library was doing away with overdue fines. Director Anderson stated that we stopped charging overdue fines during COVID and started to see that as long as we gave people reminders that people would bring the materials back. Trustee McComb asked how people would be restricted if they had items for too long if we aren't charging overdue fines. Director Anderson explained that if an item was out too long then it turns into a missing item and they will still be charged for the item and they will have restrictions on their account. Community member Judy Quilici asked in a normal year how much the library collected from fines and if it was a substantial amount. Director Anderson stated that it would depend, and most of our money we collect comes from copies and faxes. Trustee Olsen asked what the ILL fee of \$5.00 was that was removed from the fee schedule. Director Anderson stated that was a fee that was charged to patrons that never picked up their items. Usually people come and pick up their items if they took the time to request them so there really isn't a point to the fee being in the fee schedule. Trustee Olsen moved to approve the revisions to the fee schedule and the finalized General Policy. All voted aye the motion carried.
- 10. Future Agenda Items and Meeting Dates. Discussion and Possible Action.** The board will next meet on September 20th, 2022 at 5:00 pm.

11. Public Comments: Judy Quilici asked if there was normally only 4 board members. Director Anderson stated that normally there were 5 but one was out for this meeting. Judy Quilici asked for the names of the Trustees. Each member gave their names and Director Anderson gave the name of the trustee that was out.

12. Adjournment. The Board adjourned at 5:51 pm.