

Humboldt County

LIBRARY

Humboldt County Library
Board of Trustees
Special Meeting
Board Minutes
July 12, 2022
Humboldt County Library- Meeting Room, Teleconference or Video Conference

Attendance:

Board Members present: Georgette Olsen, Andrea Bryant, Andrea Fetterly, Rick McComb

Staff Present: Jessica Anderson, Elizabeth Robinson

Legal Counsel present: Wendy Maddox

Other: Rebecca Fitzgerald, Jessica Smith, Joseph Zeitler

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 4:32 pm.
2. **Public Comments:** Director Anderson read letters from past (Tea Novi) and current (Zoey Theis) Memorial Scholarship recipients into record.
3. **Consent Agenda:** Trustee McComb pulled C (Current Budget Report) down to discuss. Trustee McComb wanted to discuss that the budget looked like it had been pretty close to the numbers that were approved at the beginning of the fiscal year and that he thought that everything looked good. There were a few that went over but those had already been explained by Director Anderson in past meetings. Director Anderson commented that this was a much tighter budget than the library had had in the past. Director Anderson also wanted to note that the budgets had not been augmented yet and that there were a few Grants that were showing up and affecting the end percentages in the budget report, which are the Bookmobile Grant and Collection Development Grant. Trustee Olsen made a motion to approve the consent agenda. All voted aye and the motion carried.
 - a. **Minutes from May 24th, 2022 meeting:**
 - b. **Routine Expenditures for May 2022:**
 - c. **Current Budget Report:**
 - d. **ILL State Postage Support Letter:**
4. **DIRECTOR'S REPORT: (FOR POSSIBLE ACTION) – For consideration, discussion, and possible action of approving the Director's Report for the end of Fiscal Year 2022.** Trustee Bryant commented that she thought it was great to see that the hospital had given the library a donation. Director Anderson stated that the donation will be put into the current fiscal year 22-23. Director Anderson discussed the stats for Summer Learning that she brought forward from all the way back to 2002, along with a list of themes from over the years. Trustee McComb asked for an explanation on what circulation for Summer Learning meant, was it just books checked out for the Summer Learning program or total items that went out during that time period. Director Anderson stated that this was for total items checked out during that time period. Director Anderson discussed that the library tries to do a display every month and tries to follow the National theme of the month such as Pride Month or a library related theme for one our programs such as Dr. Seuss. Trustee Olsen moved to approve the Director's Report for the end of Fiscal Year 2022. All voted aye and the motion carried.

5. **Consideration, Discussion and Possible Action on Electing A New Chairperson for The Library Board of Trustees. (FOR CONSIDERATION, DISCUSSION, AND POSSIBLE ACTION)** – Trustee McComb asked Trustee Olsen if she had been a Chairperson not long ago and she stated that yes, she had. Trustee McComb asked if he needed to stay the Chairperson or if one of the other members would like to be a Chairperson. Trustee Fetterly stated that she did not want to be the Chairperson at this time. Trustee Bryant stated that she was new at this but that she would try to be the Chairperson. Trustee McComb made a motion that Trustee Bryant be the new Chairperson for the Humboldt County Library Board of Trustees. All voted aye and the motion carried. Trustee Olsen asked if we are going to vote a new Vice Chair in as well. Legal Counsel Wendy Maddox stated that we would need to do that at the next meeting because it was not properly ajenized to do at this meeting.
6. **Consideration, Discussion, and Possible Action on Setting Regular Trustee Meeting Date and Time for the 2023 FY. (FOR CONSIDERATION, DISCUSSION AND POSSIBLE ACTION)** – Legal Counsel explained that she asked that Director Anderson put this on the Agenda because the Board bylaws state that there be a regular date and time for a meeting and if it falls outside of that then it would be considered a special meeting. Technically this meeting would be a special meeting. Trustee Bryant made a motion to set the date and time for Library Board meetings to the 3rd Tuesday of the month at 5:00 pm. All voted aye and the motion carried.
7. **Consideration, Discussion, and Possible Action on Approving the Updated General Policy: Section 3. (FOR CONSIDERATION, DISCUSSION, AND POSSIBLE ACTION)** – Trustee McComb pointed out that there very few corrections, and Director Anderson stated that they were all on the first page. Director Anderson did point out one change on page one under Damaged or Lost Items that stated “Damaged items may be replaced by a new copy of the same item, or the cost price matched at the onus (or responsibility) of the patron.” Director Anderson explained that she preferred the word onus, and that Assistant Director Robinson preferred the word responsibility because there would be people of the public that did not understand what the word onus meant. The board discussed which word they preferred and decided to use the word responsibility. Trustee Olsen moved to approve the changes to the Updated General Policy as presented. All voted aye and the motion carried.
8. **Future Agenda Items and Meeting Dates. Discussion and Possible Action.** The board will next meet on August 16th, 2022 at 5:00 pm.
9. **Public Comments:** Jessica Smith commented that she has been thankful throughout the years for all the library services and that she has come in a lot over the years. It was due to mostly curiosity as to why she wanted to join the Board of Trustees but she just wanted to express her appreciation for the library.
10. **Adjournment.** The Board adjourned at 5:02 pm.