

# Humboldt County LIBRARY

Humboldt County Library  
Board of Trustees  
Board Minutes  
December 20, 2022  
Humboldt County Library- Meeting Room, Teleconference or Video Conference

## Attendance:

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

**Staff Present:** Jessica Anderson, Elizabeth Robinson

**Legal Counsel present:** Wendy Maddox

**Other:** Abel Del Real-Nava

**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. **Consent Agenda:** Trustee Bryant pulled out and asked for a correction on which board members were present in the meeting minutes. Trustee Bryant was not present while Trustee Fetterly was. Trustee Olsen made a motion to approve the rest of the consent agenda. All voted aye and the motion carried. Trustee Olsen made a motion to approve the November 15<sup>th</sup> meeting minutes with the corrections. All voted aye and the motion carried.
  - a. **Minutes from November 15<sup>th</sup>, 2022 meeting:**
  - b. **Routine Expenditures for November 2022:**
  - c. **Current Budget Report:**
4. **DIRECTOR'S REPORT: (FOR INFORMATION ONLY) – Information on Current Library News in the Director's Report for November 2022.** – Director Anderson let the board know that there had been a leak in the ceiling over the large print books and a handful of books had been damaged. Buildings and Grounds has fixed the problem. Director Anderson also let the board know that ramp going up to the adult bathrooms and meeting room is almost complete. Director Anderson stated that the Santa program was the biggest Santa program that the library has had with about 230 people. Trustee McComb asked who took the pictures for the Santa visit. Director Anderson stated that staff member Jayme Wells took the photos using her cell phone.
5. **Library Director Evaluation. (FOR DISCUSSION AND POSSIBLE ACTION)** – The library board each took turns to express their opinions and ask questions in each category of the review consisting of: Communications, Customer Focus, Job Knowledge, Personal Behavior, Quality and Quantity of Work, Planning and Organization, Decision Making/Problem Solving, and Leadership. Trustee Olsen asked Director Anderson to write up a list of her achievements for the year and goals for the upcoming year to go along with the review. Trustee Olsen will be compiling all comments and averaging scores from staff and trustees into one review to be approved at the next meeting.

- 6. State Minimum Public Library Standards, Waiver and Interlibrary Loan Policy Agreement: (FOR DISCUSSION AND POSSIBLE ACTION)** - Director Anderson stated that this waiver was to make sure that the library was compliant each year with the state. For minimum public library standards, the only waiver needed was #8 which is for library certification for staff. Trustee McComb if there has ever been a time when the library didn't have to ask for a waiver of some sort from the state. Director Anderson stated that she was not aware of any time where there didn't need to be a waiver. Trustee Fitzgerald asked where the funding comes from to pay for the classes to become certified through the state. Assistant Director Robinson explained that staff has to pay for the classes themselves and if they pass with a grade of B or higher get reimbursed by the county. Trustee McComb asked if there was a pay increase if staff becomes certified. Director Anderson stated that yes there is a pay bump and title change because otherwise they would be working out of class. The other agreement was for Interlibrary Loans, this agreement states that the Humboldt County Library agrees to send materials to other libraries. Trustee Olsen made a motion to approve the State Minimum Public Library Standards Waiver and the Interlibrary Loan Policy Agreement. All voted aye and the motion carries.
- 7. Future Agenda Items and Meeting Dates. Discussion and Possible Action.** The board will next meet on January 17<sup>th</sup>, 2023 at 5:00 pm.
- 8. Public Comments:** Trustee McComb would like to have a get together of some sort with the staff so that the board and staff can get to know each other.
- 9. Adjournment.** The Board adjourned at 6:00 pm.