

Humboldt County LIBRARY

Humboldt County Library
Board of Trustees
Board Minutes
December 19, 2023
Humboldt County Library- Meeting Room, Teleconference or Video Conference

Attendance:

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

Staff Present: Jessica Anderson, Elizabeth Robinson

Meeting Notice Report: The Director reported that the meeting notice had been duly posted at the Humboldt County Courthouse, Humboldt County Library, and Humboldt County Website.

1. **Call to Order:** Trustee Olsen called the meeting to order at 5:02 pm.
2. **Public Comments:** No public comment at this time.
3. **Consent Agenda:**
 - a. **Minutes from November 21st, 2023, meeting:**
 - b. **Routine Expenditures for November 2023:**
 - c. **Current Budget Report for November:**

Trustee McComb asked to pull out the Budget Report. Trustee Olsen moved to approve the Minutes and routine expenditures. All voted aye and the motion carried. Trustee McComb asked why the collection development line item was already at 120% and it was only about two thirds of the way through the year. Director Anderson stated that the library usually always goes over in grants and that it's better to spend all of a grant than not. She also explained that this year the items for this grant were bought in bulk at one time instead of spread out throughout the year. Trustee McComb also asked about the drastic increase in the insurance line item and if there needed to be an increase in the budget for the next year to accommodate that. Director Anderson explained that the reason the insurance increased so drastically was due to the new Denio library during the last insurance audit. She also stated that yes, she would be increasing that line item for the upcoming year. Trustee McComb made a motion to approve the budget report. All voted aye and the motion carried.

4. **DIRECTOR'S REPORT: (FOR INFORMATION ONLY) – Information on Current Library News/updates.** – Director Anderson stated that the library closed out the year with a big Santa program and about 270 people. Trustee McComb asked who dressed up as Santa this year. Director Anderson stated that Andy Rorex has been Santa for the last couple of years. Director Anderson did a Cricut class showing patrons how to use a Cricut to make stickers. She likes to do at least one program a year when she can fit it in. Trustee Bryant asked what the employee engagement survey was. Director Anderson explained that it was a survey that the county sent out to all employees to see where the county could improve. The county wants to try and increase the retention of employees and keep them engaged. Director Anderson also talked about a grant for next year that would allow an author to come here and not only go to the library but go to the schools as well. There are also grant funds from the state that are for an opt-in grant to help the library get more of the silent booths. Director Anderson stated that the silent booths are extremely popular and that she was hoping that she could get a two-person booth in the future.
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. **Future Agenda Items and Meeting Dates. Discussion and Possible Action.** The board will next meet on January 16th, 2024, at 5:00 pm.
7. **Public Comments:** No public comment at this time.
8. **Adjournment.** The Board adjourned at 6:09 pm.