

Humboldt County LIBRARY

Humboldt County Library
Board of Trustees
Board Minutes
July 23, 2024
Humboldt County Library- Meeting Room, Teleconference or Video Conference

Attendance:

Board Members present: Becca Fitzgerald, Rick McComb, Macie Dendary, Debbie Ames
Staff Present: Jessica Anderson

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

1. **Call to Order:** Trustee McComb called the meeting to order at 5:01 pm.
2. **Public Comments:** No public comment at this time.
3. **Consent Agenda:**
 - a. **Minutes from June 25th, 2024, meeting:**
 - b. **Routine Expenditures for June 2024:**
 - c. **Current Budget Report for June:**
 - d. **ILL Postage Assistance Letter for 2025 FY**

Trustee McComb asked to discuss the meeting minutes and the expenditure report. Trustee McComb then asked if they could go over everything in the consent agenda so that the new Trustees could see how they work. Trustee McComb pointed out that he was not present at the last meeting but was stated to have called the meeting to order. Assistant Director Robinson had mentioned to him that it was fixed prior to the meeting. Trustee McComb then asked what Brainfuse was on the expenditure report. Director Anderson explained that Brainfuse is a virtual/online tutoring database that the library pays for once a year. Trustee McComb asked if it was for a specific age group. Director Anderson stated that it was for children, all different age groups up through high school. Trustee Dendary asked if the database was well utilized. Director Anderson stated that it depends on the time of the school year and that the home schoolers use it the most. Director Anderson stated that this was the expenditure list for the end of FY 23-24 and that Assistant Director Robinson hadn't included anything for the new FY on it. On to the budget report, Trustee McComb asked why the telephone line item was only 50% used at the end of the fiscal year. Director Anderson explained that the only reason there was still a line item for the telephone was because of the branches not being able to switch over to the VOIP phone system that the county uses, otherwise anyone who is local and tries to call the library would get charged a long-distance charge. Director Anderson stated that the reason the line item hasn't been reduced is because if any faxes are sent through, they are charged as long distance. The branches have been good about trying to make sure that if a paper needs to be faxed, they try and see if there is alternative way to send it, such as scan and email. Trustee Dendary asked if this was a typical budget report for end of fiscal year. Director Anderson stated yes and explained that we try not to go over in any line item but that there are always a few, such as insurance because that is almost impossible to budget for. Director Anderson stated that if the bottom total number of each section such as in, services and supplies and wages and benefits is under 100% then we are doing alright and won't have to augment the budget at the end of the fiscal year. Trustee McComb asked if the budget had been changed dramatically in any area for the next fiscal year. Director Anderson stated that none of the line items had been changed that much. She increased services and supplies, books and publications, and travel and training. Postage had been decreased from \$4000 to \$3000, and that special department projects had been taken out completely since there was no project for this upcoming fiscal year. Director Anderson went on to explain that the memorial fund is where any donations and book sale money goes. The library uses that fund to pay for yearly Memorial Scholarships or anything that the library can't pay with taxpayer money such as SLP prizes or anything that the library might be giving away. Trustee Fitzgerald asked is any of the students have claimed the scholarship that they were awarded this year. Director Anderson stated that one person had and her thank you card would be going in the next director's report. The last item that was gone over for the new trustees was the ILL Postage assistance. Director Anderson explained

that every year the library applies for postage assistance through the state, and that the library can get up to \$2000.00 for postage reimbursement. Trustee Fitzgerald moved to approve the consent agenda with the inclusion of the minutes changed to reflect the call to order discrepancy. All voted aye and the motion carried.

4. **Introduction of New Library Trustees: (FOR INFORMATION ONLY)** – Trustee McComb introduced Debbie Ames for a 3-year term and Macie Dendary for a 4-year term. Trustee Ames has been sworn in and Trustee Dendary will get that taken care of. Director Anderson explained that there needs to be at least 3 trustees present to create a quorum at any meetings where something needs to be voted on.
5. **Distributing Library Trustee Binders: (FOR DISCUSSION AND POSSIBLE ACTION)** – Director Anderson handed out updated Library Trustee Binders. Director Anderson asked that the Trustees try and bring their binders to the meetings as they will be starting to update the general policies, the tech policy, and other things that are gone over annually.
6. **Consideration, Discussion, and Possible Action on Electing a New Chairperson and Vice Chairperson for the Library Board of Trustees: (FOR CONSIDERATION, DISCUSSION AND POSSIBLE ACTION)** – Director Anderson explained that there was a Chairperson and a Vice Chairperson. The Vice Chairperson will run the meeting if the Chairperson is not present at the meeting. After a quick discussion Trustee McComb made a motion to keep Trustee Bryant as the Chairperson and have Trustee Fitzgerald as the Vice Chairperson. All voted aye and the motion carried.
7. **DIRECTOR'S REPORT: (FOR INFORMATION ONLY) – Information on Current Library News/updates.** – Director Anderson gave an update on Summer Learning. As of July 18th there have been 346 children signed up and 170 adults signed up. Trustee McComb asked when the program starts. Director Anderson stated that it started in early June and ends at the end of July. Trustee McComb asked if the Nevada Legal Services Kiosk was only to be used for legal purposes or if it is a computer that anyone can use. Director Anderson stated that it was only to be used for Nevada Legal Kiosk. Summer Learning has been a blast, Director Anderson included a lot of pictures from programming that has been going on throughout the summer.
8. **Short Takes for Trustees: (FOR INFORMATION ONLY)** - Trustees watched a short video on Working with Friends and Foundations. Trustee McComb asked if there were any friends groups or foundations in Humboldt County. Director Anderson stated that there were no foundation groups but we have the Memorial Fund so we can take in donations ourselves as the library. The Denio Library does have a Friends of the Library group, an actual 501(c)(3).
9. **Future Agenda Items and Meeting Dates. Discussion and Possible Action.** The board will next meet on August 20th, 2024, at 5:15 pm.
10. **Public Comments:** No public comment at this time.
11. **Adjournment.** The Board adjourned at 5:48 pm.