

Humboldt County

LIBRARY

Humboldt County Library
Board of Trustees
Board Minutes
September 17, 2025
Humboldt County Library- Meeting Room, Teleconference or Video Conference

Attendance:

Board Members present: Debbie Ames, Becca Fitzgerald, Rick McComb, Macie Dendary

Staff Present: Jessica Anderson, Elizabeth Robinson

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

1. **Call to Order:** Trustee Fitzgerald called the meeting to order at 5:16 pm.
2. **Public Comments:** No public comment at this time.
3. **Consent Agenda:**
 - a. **Minutes from August 20th, 2025, meeting:**
 - b. **Routine Expenditures for August 2025:**
 - c. **Current Budget Report for August 2025:**

Trustee McComb inquired about the Co-Op costs in the expenditures and whether that was a one-time cost. Director Anderson stated that, yes, it was the annual payment. Trustee Dendary moved to approve the consent agenda as presented. All voted aye, and the motion carried.
4. **DIRECTOR'S REPORT: (FOR INFORMATION ONLY) – Information on Current Library News/updates.** – Director Anderson let the board know that the library had been given another grant for Digital Collection Development. It was a formula grant, so the library would receive \$3000.00. The money was used for digital collection for Overdrive and Libby, as well as audiobooks for both adults and children. The teen space librarian hosted her first teen program of the year, a Retro Video Game Day. The Denio library has been introducing new programming, where they read a chapter a week with the school kids and then have a corresponding program to accompany the chapter. Director Anderson informed the board that the library assistant in McDermit had put her two-week notice in and left the month prior. Interviews had already been conducted to replace her, and an offer had been extended with a verbal acceptance of the position. Director Anderson showed the board some historical stats that staff member Tanner Ames had come across, in comparison to more recent stats.
5. **Discussion and Possible Action on Adopting and Updating the General Policy with an additional Chapter for an Accessible Services Policy: (FOR DISCUSSION AND POSSIBLE ACTION)** – Director Anderson presented a new policy called Assistive Services at the end of the general policies, number 9. She also explained that a minor clarification in the general policy under circulation was that library cards are free unless they are replaced within a year, at which point they incur a \$1 fee. Number 6 for the Computer policy was updated to inform the public that staff will gladly assist Internet patrons, but cannot provide extensive instruction during certain hours of operation. Staff time may be severely limited, and some assistive services are available; however, the technology can be set up as an alternative to in-depth one-on-one staff assistance. Trustee Fitzgerald requested that the wording be revised in bullet point 3 of the assistive technology policy on page 30, which currently states that a policy should be established. She requested that it state that they would abide by a formal process instead. Trustee Fitzgerald moved to approve the updates to the general policy, including the addition of a new Chapter for Accessible Services. All voted aye, and the motion carried.
6. **Discussion and Possible Action on Adopting an Internal Book Bike Procedure: (FOR DISCUSSION AND POSSIBLE ACTION)** – Director Anderson brought forth a new procedure that staff will have to follow when taking the book bike off of county property. They will have to sign it out and return it the same day. There is a section that explains that if they have trouble returning it due to weather or if it gets too dark, they can call the Director, and she will arrange for it to be returned to the

library. Director Anderson stated that a few items will need to be purchased for the book bike, including wheel blocks and a safety kit that will be stored inside the book bike. Trustee Dendary moved to approve adopting the internal book bike procedure. All voted aye, and the motion carried.

7. **NV State Trustee Training: (FOR INFORMATION ONLY)** – Director Anderson read through Chapter 10 for Planning for the Library’s Future. The trustees then took a short quiz.
8. **Future Agenda Items and Meeting Dates. Discussion and Possible Action.** The board will next meet on October 15th, 2025, at 5:15 pm.
9. **Public Comments:** No public comment at this time.
10. **Adjournment.** The Board adjourned at 5:51 pm.