

# Humboldt County

## LIBRARY

Humboldt County Library

Board of Trustees

Board Minutes

February 6, 2016

Humboldt Museum

### **Attendance:**

**Board Members present:** Susan Putnam, Mary Beene, Debbie Stone, and Barbara Duncan

**Board Members absent:** Dale Mentaberry

**Staff Members present:** Sherry Ranf and Cynthia O

**Other Attendees:** Gabrielle Carr

1. **Call to order:** The meeting was called to order at 9:10 a.m. by Mary Beene.
2. **Public Comment and Discussion:** None.
3. **Memorial Ideas:** A list of potential ideas was presented and discussed. Susan Putnam moved to purchase a plaque for Sheri's dedication, size to be determined, at a cost up to \$2000, which was seconded by Barbara Duncan. All voted aye. Debbie Stone moved to approve the wording for a dedication plaque, which Susan Putnam seconded. All voted aye. Susan Putnam moved to include a bench in the courtyard, at a cost up to \$5000, which Barbara Duncan seconded. All voted aye. Debbie Stone motioned to direct the Library Director to coordinate with the family to identify the items and memorabilia to be displayed on the outside meeting room wall in Sheri's honor, which Susan Putnam seconded. All voted aye.
4. **Assistant Director Retirement:** Barbara motioned to hold an open house, date and time to be determined, in honor of the Assistant Director, which Susan Putnam seconded. All voted aye.
5. **Annual Report and State Library Reporting:** Susan moved to accepted annual report and bibliostat (reporting to State Library) as corrected, which Barbara Duncan seconded. All voted aye.

6. **Memorial Fund Monies:** Discussion of the Memorial Fund details and limitations. Barbara motioned to direct Cyndi to report to board regarding balances and categories in the Memorial fund, which Debbie Stone seconded.
7. **Denio Library Expansion:** Sherry Ranf provided updates regarding the Arrien property, interior design ideas and reported the Expansion Committee meeting will be held on 10 February. Discussion and update on the property appraisal process and potential creation of a general improvement district. Susan Putnam moved to adopt the Denio committee's stated purpose and goals from its January 13 meeting, which Debbie Stone seconded. All voted aye.
8. **Bookmobile Disposal:** Cyndi O reported that the bookmobile auction did not close with the minimum required bid set by the Board and presented alternative options. Barbara Duncan motioned to direct Cyndi to contact and work with a bookmobile consultant to sell the bookmobile for at least \$20,000, which Susan Putnam seconded. All voted aye.
9. **Library Branding, Vision, Mission and Strategic and Technology Planning:** Discussion and formulation of vision, mission and strategic goals. Susan Putnam moved to accept the vision and mission statements as read, which Barbara Duncan seconded. All voted aye. Debbie Stone moved to approve the strategic goals and objectives as written, which Susan Putnam seconded. All voted aye. Debbie Stone moved that the director make amendments and updates to the plan within the next 60 days, which Susan Putnam seconded. All voted aye.
10. **Current Budget Standing and FY17 Planning:** The Board reviewed current budget standings and identified priorities for budget planning. Susan Putnam moved that the Board direct the library director to work with the County Administrator and Comptroller regarding allocating and protecting Library funds, which Debbie Stone seconded. All voted aye.
11. **Interior Reorganization:** Cyndi O presented plans for reorganizing the library interior, which were well received.
12. **Library Policy:** Debbie Stone moved the Board approves and accepts the policy, removing part 12 and the fee schedule, as amended, which Barbara Duncan seconded. All voted aye.
13. **Friends of the Library group:** General discussion regarding formation of a Friends group.
14. **Other Goals and Priorities:** Discussion of safety issues observed in front of library. Discussion of McDermitt manning situation.
15. **Adjournment:** The Board adjourned at 2:45 p.m.

**Respectfully Submitted**