

Humboldt County

LIBRARY

Humboldt County Library
Board of Trustees
Board Minutes
August 25, 2020
Humboldt County Library- Teleconference or Video Conference

Attendance:

Board Members present: Georgette Olsen, Rick McComb, Lesley Haas, Mary Agnes Boni

Staff Present: Jessica Anderson, Ginny Dufurrena

Legal Counsel present: Wendy Maddox

Other: Abel del Real-Nava, Tammy Westergard

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 5:00 pm.
2. **Public Comments:** No public comment at this time.
3. **Consent Agenda:**
 - a. **Minutes from July 7, 2020 meeting:** Trustee McComb motioned to approve the minutes from July 7th. All voted aye and the motion carried.
 - b. **Routine Expenditures for July 1, 2020 - July 31, 2020:** Trustee McComb motioned to approve the routine expenditures for the month of July. All voted aye and the motion carried.
 - c. **Budget Report for 2020 Fiscal Year:** Discussion on this being the Budget Report for end of Fiscal Year 2020, that was missing from the previous Library Board Meeting in July. Trustee McComb motioned to approve the budget report for the 2020 Fiscal Year. All voted aye and the motion carried.
 - d. **Budget Report July 2020:** Trustee McComb motioned to approve the July 2020 budget report. All voted aye and the motion carried.
4. **Discussion and Possible Action on the approval of the Director's Report for August 2020. For Discussion and Possible Action.** Trustee Olsen asked for clarification on what challenges were being faced by Douglas County Library. Director Anderson stated that Douglas County Library Director and staff had sent out a diversity statement, which included a statement on standing with the Black Lives Matter Movement before it had been put on an agenda to go before their board. The statement was not well received by the Douglas County Sheriff, and some of the population in Douglas County, resulting in protests. Discussion on how in the upcoming years programs will be changed to focus on helping people with workforce development and coordinating with schools to help with education outside the classroom so no one falls behind. Director Anderson also explained that the Humboldt County Library will be working with the Humboldt County School District to make sure that when a student signs up for school they automatically receive a digital library card so they have access to all the resources available at the library. Trustee Olsen motioned to approve the Director's Report for August 2020. All voted aye and motion carried.

- 5. Presentation on the direction that Nevada Libraries are heading to in Education and Workforce Recovery from the Administrator and Nevada State Librarian, Tammy Westergard. For Information only.** Tammy Westergard shared that as of July 2020 Nevada unemployment rate was at 15% the fourth highest in the United States. Libraries can play a role in workforce recovery with tools that have been in our libraries since about 2017. One of the main tools being the Nevada Career Explorer, which is a career information database. Tammy Westergard shared information about the CSN Dialysis Project that McDermitt Library has had a hand in piloting. This proof of concept was focused on nationally recognized industry credentials. Tammy Westergard went through the steps on how this program works along with the 3D aspect that can be used in the course, and explained how this can help with exploring other careers in the future without the person being able to physically be in the classroom.
- 6. Discussion and possible action on the retirement of the Humboldt County Bookmobile librarian, Ginny Dufurrena, and requesting permission from the county commissioners for a waiver to the attrition policy and discussing options for the current empty budgeted position for a Library Assistant. For Discussion and Possible Action.** Director Anderson stated that she would be working with Human Resource Director Abel del Real-Nava on the Bookmobile job descriptions. Trustee McComb asked if all job descriptions would require a CDL. Director Anderson confirmed that they would all require a CDL. Director Anderson stated that Assistant Director Robinson has been on of the bookmobile routes, taking notes, meeting, and answering questions that the rural patrons had about the future of the bookmobile. Human Resource Director Abel del Real-Nava explained that he has been working with Director Anderson for quite some time on developing new job descriptions for the bookmobile because previously there was only one, which was Library Specialist Bookmobile. He stated that it can be very difficult to find someone qualified to be a specialist at the library and have a CDL. Trustee McComb asked Bookmobile Driver Ginny Dufurrena when her last day at the library would be. She informed the board her last day would be Wednesday September 2nd, 2020. Ginny Dufurrena stated that she would be able to volunteer her time training the new driver when we find them. Trustee Boni motioned to go before the commissioners for a waiver to the attrition policy. All voted aye and the motion carried.
- 7. Information on the status of the insurance claim and finding a possible vendor in Sana Barbara Monuments CO. for replacing the broken memorial bench. For Information Only.** Director Anderson stated that buildings and grounds found the company, Santa Barbara Monuments in California. Pictures and measurements have been sent to the company to see if they can recreate the bench with just the pictures or if they have to see it in person. Director Anderson explained that the bench will have to be remade completely they can not recreate just the arms and seating area to be matched to the existing back piece. Trustee Olsen asked if the insurance company would cover any of the travel expense if needed. Director Anderson was unsure and would have to look more into that question.
- 8. Discussion and possible action on the Library's continuing actions during the COVID-19 situation and how the library can safely expand access to the public through requesting a door greeter using C.A.R.E funds. For Discussion and Possible Action.** Director Anderson stated that we have not been having any issues with the public wearing masks and following new guidelines. She does not feel that using C.A.R.E funds to acquire a door greeter would be beneficial for the library. The trustees agreed with Director Anderson's assessment.
- 9. Discussion and possible action on the letter to the State Library requesting to continue the postage assistance for Interlibrary loans. For Discussion and Possible Action.** Director Anderson stated the reason she brought this before the board was due to previous forms having been signed by all board members. According to Sulin from the State Library, Director Anderson can sign and submit the letter without the board members signatures. Trustee Olsen motioned to approve the letter to the State Library requesting to continue the postage assistance for Interlibrary Loans. All voted aye and the motion carried.

- 10. Discussion and possible action on the Humboldt County Library's request of C.A.R.E funds from the county in the amount of \$3,450 and acceptance of C.A.R.E funds from the State Library in the amount of \$9,420. For Discussion and Possible Action.** Director Anderson informed the board that the items she was requesting from the county in the amount of \$3,450 were for materials for curbside pickup such as bags and signage, two portable sinks so people can wash their hands in multiple areas. She also requested barriers for blocking off areas of the library when there are areas being used for programming. Trustee McComb asked for clarification on what kind of sinks they are, and where they would be placed. Director Anderson stated that one would be placed in the children's area and one would be placed in the front entrance. Director Anderson also stated that the C.A.R.E funds in the amount of \$9,420 had to be specifically used to expand internet access, either with devices that can be checked out or improving internet services. Director Anderson has been in contact with the County I.T. department and has been working with them to acquire quotes for 10 tablets that are e-readers that specifically work well with overdrive since they are made from the same company, 6 chrome books with management licensing so they can be easily wiped upon check in, and WiFi repeaters that can extend the reach of the WiFi. Chrome books and tablets will be available for check outs by patrons. Director Anderson explained that along with acceptance of the funds the library would be required to have a device lending policy, which will need to be approved in the future. Trustee Haas asked if the library was allowed to ask for more funds in the future if these were a one-shot deal. Director Anderson explained that the library could ask for more funds from the County but the funds from the State were a one-time allotment. Trustee Olsen motioned to approve the request of C.A.R.E funds from the County in the amount of \$3,450 and acceptance of C.A.R.E funds from the State Library in the amount of \$9,420. All voted aye and the motion carried.
- 11. Future Agenda Items and Meeting Dates:** The Board will next meet on September 29th, 2020 at 5pm.
- 12. Public Comments:** Trustee Haas asked about the process of getting the Board members County emails that could be used for Board matters. Director Anderson stated that she had been in contact with the County I.T. department and they were getting these emails ready for the Trustees. Trustee McComb asked if there would be anything done for Ginny Dufurrena's retirement. Director Anderson explained that the staff had pulled together and given her a retirement gift.
- 13. Adjournment.** The Board adjourned at 6:42 pm.