

Humboldt County

LIBRARY

Humboldt County Library
Board of Trustees
Board Minutes
November 17, 2020
Humboldt County Library- Teleconference or Video Conference

Attendance:

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

Staff Present: Jessica Anderson, Elizabeth Robinson

Legal Counsel present: Wendy Maddox

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:** Trustee Haas wanted to recognize the partnership efforts between the Library and School District working together to ensure students have access to books on their school curriculum.
3. **Consent Agenda:**
 - a. **Minutes from October 27, 2020 meeting:** Trustee Boni motioned to approve the minutes from the October 27th, 2020 meeting. All voted aye and the motion carried.
 - b. **Routine Expenditures for October 2020:** Trustee Boni wanted to know if all LSTA items that are listed were designated for the teen space. Director Anderson explained that LSTA CARES is for improving infrastructure for WIFI, and WIFI capable devices. LSTA Teen Space is a different grant which was our competitive grant. Both grants are LSTA, but for different things. Trustee Boni also asked if the items purchased from Tallman Lumber were to be used for the teen space. Director Anderson stated that this lumber was used for a craft at the McDermitt branch library. Trustee Boni motioned to approve the routine expenditures for October 2020. All voted aye and the motion carried.
 - c. **Current Budget Report:** Trustee Boni motioned to approve the current budget report. All voted aye and the motion carried.
 - d. **Current Grant Report:** Trustee Boni motioned to approve the current grant report. All voted aye and the motion carried.
 - e. **Minimum Public Library Standards:** Trustee Boni wanted clarification on why B was selected in section 8, Librarian certification for staff, and if staff in the children's department had librarian certification. Director Anderson explained that since staff titles were not labeled as a Children's Librarian but as a Library Technician, they do not have to have the library certification. Trustee Boni motioned to approve the minimum public library standards. All voted aye and the motion carried.
 - f. **Interlibrary Loan Policy Agreement:** Trustee Boni motioned to approve the Interlibrary Loan Policy Agreement. All voted aye and the motion carried.
4. **Discussion and Possible Action on the approval of the Director's Report for November 2020. For Discussion and Possible Action.** Director Anderson stated that the first item under Library News on the Director's Report, which was Tech Services requesting Commission approval to purchase and

install audio-visual upgrades for both the Main Library and the McDermitt Branch's meeting rooms, was approved by County Commissioners on Friday 13th, 2020. Director Anderson updated the Board on the cancellation of the 4-H programs for the next month. Director Anderson also updated the Board on the second item under Library News which states that due to the contract with our current ILS, Polaris, we must stay with this ILS until 2023. Trustee Olsen commented on the graphs presented, and how different the circulation stats are due to closures. Trustee Haas motioned to approve the Director's Report for November 2020. All voted aye and the motion carried.

5. **Evaluation of Library Director: (For possible Action) For consideration, discussion, and possible action approving the 2020 evaluation of Library Director Jessica Anderson.** Trustee Olsen stated that Assistant Director Robinson had sent staff evaluations on to the board members and she felt that staff were very honest in their evaluations for Director Anderson, Trustee Boni agreed. Trustee McComb stated that the employee evaluations were extremely valuable, and helpful. The library board then each took turns to express their opinions 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 McComb will compile all reviews and summarize them to be reviewed, and approved at next meeting.
6. **Future Agenda Items and Meeting Dates. Discussion and Possible Action.** The board will next meet on December 15th, 2020 at 5:00 pm.
7. **Public Comments:** No public comments at this time.
8. **Adjournment.** The Board adjourned at 6:04 pm.