

# Humboldt County

## LIBRARY

Humboldt County Library

Board of Trustees

Board Minutes

April 13, 2021

Humboldt County Library- Meeting Room, Teleconference or Video Conference

### Attendance:

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

**Staff Present:** Jessica Anderson, Elizabeth Robinson

**Legal Counsel present:** Wendy Maddox

**Other:** Abel del Real-Nava

**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 March 16, 2021 meeting:** Trustee Boni motioned to approve the minutes from the March 16<sup>th</sup>, 2021 meeting. All voted aye and the motion carried.
  - b. **Routine Expenditures for March 2021:** Trustee Boni motioned to approve the Routine Expenditures for March 2021. 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.
4. **DIRECTOR'S REPORT: (FOR POSSIBLE ACTION) – For consideration, discussion, and possible action of approving the Director's Report for April 2021.** Director Anderson stated the budget was approved for upcoming fiscal year but that the library would have to keep close watch on the budget for the next couple of years. Trustee Boni asked for clarification on what was going on with the budget. Director Anderson explained that the library budget was approved without any changes but the commissioners are worried about revenues for the next couple of years. Trustee McComb motioned to approve the Director's Report for April 2021. All voted aye and the motion carried.
5. **DISCUSSION AND REVIEW OF THE LIBRARY TECHNOLOGY PLAN: (FOR DISCUSSION AND POSSIBLE ACTION) - For consideration, discussion, and possible action of approving and reviewing the Library's Technology Plan for 2021.** Director Anderson stated that she has kept some of the previous Goals and Objectives but removed the ones already met. She has kept the ones that need to be reviewed annually and added some new ones. Trustee Boni noted that Director Anderson wants to update the schedule every five years but inquired about when the replacement for public computers and the front desk would happen. Director Anderson explained that those were in the budget last year but were cut due to COVID and the shut downs. This year they are a part of the I.T. budget.

Trustee McComb asked about debit/credit card and RFID technology and if it would be available at the library this year. Director Anderson stated the Treasurer's office was looking into using something similar for a few offices over at the courthouse but the problem with using it at the library is if the charges were not passed on to the patron then it becomes cost prohibitive to the library. Trustee McComb asked if dropped ceilings had to be added so more access points could be added for expanding WiFi. Director Anderson stated that dropped ceilings would need to be added so the library could get security cameras and a fire suppression system but not WiFi. Dropped ceilings are not in this year's budget due to lack of a quote. Director Anderson stated that with the help of C.A.R.E.S money the WiFi would be expanded out in McDermitt and hopefully soon the branches would be able to be taken off of Humboldt Telephone Company for internet and phone and put on the County's internet and phone. Trustee McComb asked if the library had video production capabilities. Director Anderson stated that the library has two iPads that can be used for programming with the green screen or with the cricut, and there is video editing software (Adobe Elements) on two of the staff computers at the main branch and on one computer at the McDermitt branch. Trustee McComb asked if the public was able to use the technology in the meeting room for personal use. Director Anderson stated that yes, the public was allowed to use the equipment in the meeting room but that staff would need to help them set it up. Trustee Haas asked if the Go Pros that McDermitt got were to check out and if the Humboldt County branch would be getting any. Director Anderson stated that yes, they were to check and that McDermitt received these from an ALA grant, and they were our test subjects to see if it was something the main branch wanted to purchase. Trustee Haas motioned to approve the technology plan as presented. All voted aye and the motion carried.

- 6. DISCUSSION AND REVIEW OF THE LIBRARY ACTIVE SHOOTER PROCEDURE: (FOR DISCUSSION AND POSSIBLE ACTION) - For consideration, discussion, and possible action of approving and reviewing the Library Active Shooter Procedure for 2021.** Director Anderson stated that this procedure was written in 2017 but was never actually approved. Trustee McComb asked if the library does Active Shooter video trainings. Director Anderson stated that the library has done a training with the County in the past. Trustee McComb asked if new employees had to do an active shooter training as part of new hire orientation. Director Anderson stated that no she does not believe that to be one of the trainings. Trustee McComb stated that he would like the library to look into cameras of some kind to help in any kind of security issue, and that they should go hand in hand with this procedure. Director Anderson asked Legal Counsel Wendy Maddox if she knew if this had ever been sent over to the Sherriff's office for review. Wendy Maddox stated that she didn't know but that she would recommend getting feed back from the Sherriff before the board took any action on this procedure. Trustee McComb asked if the library has any panic buttons and Director Anderson stated that there are about four of them but they do not work at this time. Director Anderson stated that it was on the I.T. list of things to get to County wide. Trustee Olsen asked if the County has an Active Shooter Procedure and how does this fit with theirs if they do. Legal Counsel Wendy Maddox stated that she does not recall seeing one. H.R. Director Abel del Real-Nava stated that the County has done Active Shooter Training put on by the Sheriff's office and Nevada Department of Emergency Management but he does not believe we have any formal policies. Trustee McComb asked about the VOIP system and what the County policy is for the Kari's Law. H.R. Director Abel del Real-Nava stated that he believed that the department had taken that into consideration when implementing the new phone system by labeling on their back system where the phones are housed, physical location and such. Trustee Haas asked if the School District has a procedure and would like to see if the library could compare it to theirs to see what each has to say. Trustee McComb asked Wendy Maddox if the reason the Sherriff's office would be the one to review the procedure was because this was a County building. Wendy stated that yes, because it was a County building and also because they were close. H.R. Director Abel del Real-Nava stated that there has been some confusion about jurisdiction on whether the City police or the Sherriff's office should respond since the buildings are within city limits, and there might need to be a discussion on which department would respond if a panic button were to be pressed. Trustee Olsen moved to table until the procedure could be reviewed by local law enforcement. All voted aye and motion to table was carried.

- 7. DISCUSSION AND POSSIBLE ACTION ON AWARDING THE MEMORIAL SCHOLARSHIP: (FOR DISCUSSION AND POSSIBLE ACTION)** – For consideration, discussion, and possible action of selecting the awardee(s) for the Memorial Scholarship from the applicants in the amount of up to \$1,000 per scholarship for the 2022 FY. Not to exceed a combined total of \$2,000. Trustees discussed whether they wanted do one, two, or even four scholarships. Trustees decided on two \$1,000 scholarship for the 2022 FY. Trustees discussed who they thought were the best candidates to receive the Scholarship and picked two names after a lengthy discussion. Trustee Haas motioned to award two \$1000.00 Memorial Scholarships to Tea Novi, and Natalie Contreras-Rangel. All voted aye and the motion carried.
  
- 8. Future Agenda Items and Meeting Dates. Discussion and Possible Action.** The board will next meet on May 18<sup>th</sup>, 2021 at 5:30 pm.
  
- 9. Public Comments:** Director Anderson stated the ARSL conference is going to be in Reno this year. She is hoping to have presentations from the staff submitted to the conference and hopefully one will be picked to present.
  
- 10. Adjournment.** The Board adjourned at 6:04 pm.