

Humboldt County

LIBRARY

Humboldt County Library
Board of Trustees
Board Minutes
July 13, 2021
Humboldt County Library- Meeting Room, Teleconference or Video Conference

Attendance:

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

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 5:30 pm.
2. **Public Comments:** No public comment at this time.
3. **Consent Agenda:**
 - a. **Minutes from June 15, 2021 meeting:** Trustee Boni moved to approve the minutes from the June 15, 2021 meeting. All voted aye and the motion carried.
 - b. **Routine Expenditures for June 2021:** Trustee Boni moved to approve the routine expenditures for June 2021. All voted aye and the motion carried.
 - c. **Current Budget Report:** Trustee Boni moved to approve the current budget report. All voted aye and the motion carried.
 - d. **Current Grant Report:** Trustee Boni moved to approve the current grant report. All voted aye and the motion carried.
 - e. **Postage Request Letter- For 2022 Fiscal Year:** Trustee Olsen asked who the postage request letter is sent to. Director Anderson stated that every year the library sends a letter to the state requesting postage assistance and the library can receive up to \$2000.00 in reimbursement for Interlibrary Loan postage. Trustee Boni moved to approve the postage request letter. 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 July 2021.** Trustee Olsen commented on how she liked that staff members Jayme Wells and Jasmine Mendoza would be presenting at the 2021 ARSL (Association for Rural and Small libraries) conference. Trustee Olsen asked if they would present to the board before the conference. Director Anderson stated that she will have them present during a staff meeting and the board is welcome to attend. Trustee Haas moved to approve the Director's Report for July 2021. All voted aye and the motion carried.
5. **CONSIDERATION, DISCUSSION AND POSSIBLE ACTION ON THE NOMINATION AND APPOINTMENT OF A NEW CHAIR PERSON AND CO-CHAIR PERSON FOR THE BOARD OF TRUSTEES: (FOR DISCUSSION AND POSSIBLE ACTION)** This item was tabled until the next board meeting.
6. **INFORMATION, DISCUSSION AND POSSIBLE ACTION ON THE RECENT MEETING WITH THE HUMBOLDT FOUNDATION TO DISCUSS THEIR \$23,000 DONATION TO THE LIBRARY AND CREATING A LIST OF POSSIBLE PROJECTS TO BE FULLY OR PARTIALLY FUNDED: (FOR DISCUSSION AND POSSIBLE ACTION) – For consideration, discussion, and possible action of suggesting projects to be fully or partially funded from a \$23,000 donation to benefit the library from the Humboldt Foundation.** Director Anderson stated that she had recently went to a meeting for the Humboldt Foundation and that

there was previously some miscommunication with how these funds are to be used. Director Anderson then stated that this money was specifically set aside as seed money to use for match donation funding, so more money can be brought in for larger projects. Director Anderson explained that these funds could be used for fundraising for a specific project and that any funds raised could be matched by the money that the Humboldt Foundation has set aside. Trustees asked that staff be included in new ideas for projects they would like to see for the library.

7. DISCUSSION AND REVIEW OF THE LIBRARY ACTIVE SHOOTER PROCEDURE: (FOR DISCUSSION AND POSSIBLE ACTION)

Director Anderson stated that staff had recently done a training with Captain Wilkins during a staff meeting. Director Anderson also stated that Captain Wilkins has gone over this policy and stated that the policy was good and that he wouldn't change anything in the policy. Director Haas asked if going forward would new staff members have to go through the training that staff just did. Director Anderson explained that she would like to continue doing this training at the library but that there is training annually for County employees that includes Active Shooter training. Trustee Olsen moved to adopt the Active Shooter Procedure. All voted aye and the motion carried.

8. INFORMATION ONLY FROM THE DENIO FRIENDS OF THE LIBRARY: (FOR INFORMATION ONLY) - Information on the fundraising efforts and other matters of business from the Friends of the Denio Library as it relates to the Library and County progress on the Denio Annex Building, however, no action may be taken on a matter raised until the matter itself has been specifically included on the agenda as an item upon which action may be taken. Director Anderson stated that the Denio Friends group would be having a community yard sale on Friday and Saturday for Labor Day weekend to raise funds for the Friends group.

9. Future Agenda Items and Meeting Dates. Discussion and Possible Action. The board will next meet on August 17th, 2021 at 5:30 pm.

10. Public Comments: Trustee Haas stated that she is excited to bring back ideas from the library that she is currently using in Washington. Legal Counsel Wendy Maddox commented that she would like to give props on how Director Anderson and Assistant Director Robinson are running the library and partnering with different places such as the Family Treatment Court and offer children an activity or story times when families may be in court hearings.

11. Adjournment. The Board adjourned at 5:59 pm.