

Humboldt County

LIBRARY

Humboldt County Library
Board of Trustees
Board Minutes
February 21, 2023
Humboldt County Library- Meeting Room, Teleconference or Video Conference

Attendance:

Board Members present: Georgette Olsen, Andrea Bryant, Andrea Fetterly, Rick McComb

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:** No public comment at this time.
3. **Consent Agenda:** Trustee Bryant asked to pull down the minutes from the January 17th meeting. Trustee McComb made a motion to approve the expenditures and current budget report for January 2023. All voted aye and the motion carried. Trustee Bryant asked for a correction of the date for the next meeting from February 20th to the 21st in the previous meeting minutes. Trustee Olsen moved to approve the minutes with the correction. All voted aye and the motion carried.
 - a. **Minutes from January 17th, 2023 meeting:**
 - b. **Routine Expenditures for January 2023:**
 - c. **Current Budget Report:**
4. **DIRECTOR'S REPORT: (FOR INFORMATION ONLY) – Information on Current Library News/updates.** – Director Anderson let the board know that two of the three open positions have been filled. Both positions that have been filled are at the main branch and the open position is in McDermitt. Director Anderson also pointed out that there was an article in the newspaper about the new state park kits the library is offering. Denio is offering a new program where children can come read to Elwood the therapy dog. He is a licensed therapy animal. Director Anderson stated that in the State Council and Literacy report that the Humboldt County library was mentioned several times, and that we have one of only four bookmobiles in the state. Trustee McComb asked if any of the libraries had more than one. Director Anderson stated that no, that was not the case. Each bookmobile belonged to different libraries. The teen space, our bilingual programming and the Paiute Shoshone learning languages program that McDermitt is doing were all highlighted in the report as well. Director Anderson pointed out that Karsten Heise who is the Designee for the Director, Governor's Office of Economic Development used former library employee Natasha York's story of being the first ever distance student for CSN's 16-week Dialysis Technician Program, and has now enrolled at Western Governor's University and is pursuing a Bachelor of Science in Nursing as his library impact story in the report. Trustee Bryant asked if McDermitt had playaways and kits. Director Anderson stated that they had playaways but not kits. Trustee McComb asked what a kit was. Director Anderson explained that they were a kit that was put together in a bag with multiple items and that only the main branch and the bookmobile currently have them. Trustee McComb then asked if anyone had used the VR equipment that the library has. Director Anderson explained that a few students from GBC have used the VR headsets for the CNA class. Trustee McComb asked if there was any promotion or advertisement going on to promote that the library has these for people to use. Director

Anderson stated that there would be some soon at the NLA meeting being held in the next day. Trustee Olsen asked what was happening with the new ramp being put in at the entrance of the building. Director Anderson explained that it will be replaced due to the cracking, but that she doesn't know exactly when. Trustee McComb asked about the new bathrooms. Director Anderson explained that they were functional but that there is still an access panel that needs to be put in.

5. **Library 2024 Fiscal Year Budget: (FOR DISCUSSION AND POSSIBLE ACTION)** – Director Anderson passed out the updated budget, and explained that with all of the information input it was about \$6000.00 more than the previous draft budget. Director Anderson stated that the biggest budget item was salary. Director Anderson also stated that the budget had a 6.22% increase over last years budget, this was due mostly to merit increases and cost of living increases. Trustee Bryant asked what the insurance was for under class 52. Director Anderson explained that was coverage for all of our buildings and contents. Trustee Olsen asked about the burst pipe at the McDermitt library. Director Anderson explained that it actually wasn't a burst pipe, the pipe had frozen. Buildings and Grounds had managed to fix the problem and the bathroom was now working. Trustee Olsen asked when budget was due. Director Anderson stated that it was due March 10th, 2023. Legal counsel Wendy Maddox explained to the trustees that the commissioners are always asking where departments can cut, and to be prepared for that and have an explanation for everything that the library is asking for. Director Anderson let the board know that she would also be defending items for the library that would be in Building and Grounds budget and the I.T. budget. Trustee McComb asked about the staff computers in the I.T. budget and what happens to the old staff computers. Director Anderson explained that I.T. takes them because they came from the I.T. budget. Trustee McComb asked if all the computers come from the I.T. budget and Director Anderson stated yes, they do. Trustee Olsen asked if the new ILS through Bywater was a newer ILS or if it was an older established one. Director Anderson explained that the CoOp went through an RFP process and compared it with a bunch of other bids and while it wasn't the longest running but that it was well tested, and it was the same system that Reno uses. Trustee McComb made a motion to approve the updated Library 2024 Fiscal Year Budget. All voted aye and the motion carried.
6. **Future Agenda Items and Meeting Dates. Discussion and Possible Action.** The board will next meet on March 21st, 2023 at 5:00 pm.
7. **Public Comments:** No comment at this time.
8. **Adjournment.** The Board adjourned at 5:25 pm.