

Humboldt County

LIBRARY

Humboldt County Library
Board of Trustees
Board Minutes
January 17, 2023
Humboldt County Library- Meeting Room, Teleconference or Video Conference

Attendance:

Board Members present: Georgette Olsen, Andrea Bryant, Becca Fitzgerald

Staff Present: Jessica Anderson, Elizabeth Robinson

Legal Counsel present: Wendy Maddox

Other: Abel del Real-Nava, Judy Quilici

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 Olsen moved to approve the consent agenda as presented. All voted aye and the motion carried.
 - a. **Minutes from December 20th, 2022 meeting:**
 - b. **Routine Expenditures for December 2022:**
 - c. **Current Budget Report:**
4. **DIRECTOR'S REPORT: (FOR INFORMATION ONLY) – Information on Current Library News in the Director's Report for the 2022 Annual Highlights.** – Director Anderson stated that she did a summary of the whole calendar year. Director Anderson then let the trustees of some new information for the library. Staff member Cecilia Ruiz would be leaving the library for a position with the records office, and the library got a waiver for the attrition policy at the latest commissioners meeting to fill that position. There is a new Denio librarian, Kristin, and that there was a picture of her posted in the Director's report. The library is starting to plan for the Summer Learning Program already. Trustee Fitzgerald asked if the theme was known already. Director Anderson stated that it would be "All Together Now". Director Anderson stated that it was an interesting year but that library stats were back up if not better than before COVID. Trustee Fitzgerald asked about the door count number on the statistics page and if that number was for every person who walked in the door. Director Anderson stated that yes that was what it meant. Director Anderson let the trustees know that her numbers for SLP stats were a little wrong, the number should be a little higher than what was presented, nothing drastic but a little higher. Trustee Bryant asked about the section that stated that Director Anderson was appointed to the Nevada Library Association as the Action Interest Group Chair. Director Anderson explained that that position starts this month, and that Tammy Westergard reached out to her and that she thinks it sounds fun, and was right up her alley with specializing in libraries for people who don't hold a Masters in Library Science, and how training can increase across the board for all staff member because all staff members are important and need to work together. Trustee Bryant stated that she was excited for Director Anderson.
5. **Library Director Evaluation. (FOR DISCUSSION AND POSSIBLE ACTION)** – Trustee Fitzgerald moved to approve the Library Director Evaluation. All voted aye and the motion carried.

- 6. Preliminary Library 2024 Fiscal Year Budget: (FOR DISCUSSION AND POSSIBLE ACTION)** – Director Anderson explained to the trustees that when she sent out this draft she had not had her meeting with the CoOp board to discuss the budget for them yet so the number she put in for the Automation project, which is going to be a new ILS system with the libraries moving away from Polaris, was for the 75K supplement that has been done for the last couple of years since COVID. That number should be correct and stay the same since the library is not adding anything except maybe one Deep Freeze license. Trustee Bryant asked what Deep Freeze was. Director Anderson explained that was a program that is on the public computers that wipes them after they have been reset. Director Anderson stated that there were as many Deep Freeze licenses as there were public computers. Trustee Bryant asked what Polaris was. Director Anderson stated that was the card catalog and the Integrated Library System which is the system that we use to check in and out books, as well as catalog new items to the collection. Trustee Bryant then asked if that was what is changing. Director Anderson stated that yes this would be the last fiscal year with Polaris and starting July 1st the CoOp would be switching over to Bywater Solution. Director Anderson stated that by switching ILS it would save the library a lot of money over the upcoming 4 years. Trustee Fitzgerald asked if everything in the library would need to be re-catalogued into the new system. Director Anderson stated that no Polaris would be doing a data dump into the new system. Director Anderson also stated that the libraries would get to do training with all of our actual data before July 1st so that when the data is pulled for real and the new system is set up staff would already know how the system works and be trained and ready to go. Director Anderson let the board know that staff was currently doing inventory at the main branch because we only want to pull over collections that the library actually has. Trustee asked if everyone in the CoOp was switching or if we were going solo. Director Anderson stated that everyone in the CoOp was switching, and that we were excited but that the data migration was going to be a big process. Trustee Olsen stated that there weren't too many changes. Director Anderson stated that there shouldn't be many more than what was already listed, but that insurance might have to go up, and that she hadn't received that salary or tax projections from the Comptroller yet. Director Anderson let the trustees know that she was still in the process of putting together requests for I.T. and Buildings and Grounds but those would be reflected in those department budgets and not the library budget. Trustee Olsen commented on the postage budget going back up to where it had been before we lowered it during COVID. Director Anderson explained that we had expended it all this year and have had to take some from Memorial and put the reimbursement money from the state for postage back into Memorial so that the budget would not be affected. The postage budget needed to be raised since we have already expended the \$2000.00 that was budgeted on ILL and OCLC requests, and any other mail that we send out over the year. Trustee Olsen asked if there was anything else that Director Anderson thought the trustees needed to know about the preliminary budget at this time. Director Anderson stated that over the last several years the library has been more in line with spending what the budget says it is, and that way we know what we actually need when going before the commissioners during budget season. Trustee Fitzgerald asked if the LSTA and other grants that she can see in the on the budget reflected in the total amount since that was money the library is not expending from the budget but actually bringing in from other sources to spend. Director Anderson explained that grants were automatic augment so that they aren't reflected in the actual budget. The number is listed in the preliminary budget as a kind of placeholder to give an idea of what the library might get and plan on spending. Trustee Olsen asked if the commissioners understand how the automatic augment works. Director Anderson stated that yes, they do. Trustee Fitzgerald moved to approve the preliminary draft of the 2024 Fiscal Year Budget. All voted aye and the motion carried.
- 7. Future Agenda Items and Meeting Dates. Discussion and Possible Action.** The board will next meet on February 21st, 2023 at 5:00 pm.
- 8. Public Comments:** Judy Quilici stated that the library board and Director and Assistant Director were all doing a great job.
- 9. Adjournment.** The Board adjourned at 5:20 pm.