

# Humboldt County LIBRARY

Humboldt County Library  
Board of Trustees  
Board Minutes  
February 20, 2024  
Humboldt County Library- Meeting Room, Teleconference or Video Conference

## Attendance:

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

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

**Meeting Notice Report:** The Director reported that the meeting notice had been duly posted at the Humboldt County Courthouse, Humboldt County Library, and Humboldt County Website.

1. **Call to Order:** Trustee Olsen called the meeting to order at 5:00 pm.
2. **Public Comments:** No public comment at this time.
3. **Consent Agenda:**
  - a. **Minutes from January 16<sup>th</sup>, 2024, meeting:**
  - b. **Routine Expenditures for January 2024:**
  - c. **Current Budget Report for January:**

Trustee Olsen moved to approve the Consent Agenda as presented. All voted aye and the motion carried.

4. **DIRECTOR'S REPORT: (FOR INFORMATION ONLY) – Information on Current Library News/updates.** – Director Anderson let the board know that she had received the final approval from the Commissioners for the Author Visit Grant. For Read Week in May the author Chana Stiefel will be visiting the library and elementary schools. Trustee Fetterly asked if she was a local author. Director Anderson stated that she was from New York. Director Anderson let the board know that 19 new memory care kits were ordered and would be going to the Senior Center for their respite days. The usage of them will be tracked for grant reporting. Gini Cunningham has already taken three of them to see how they would be received and has stated that the kits were a hit. Trustee Olsen asked if there would be kits left here as well for patrons to check out. Director Anderson explained that yes there would be a duplicate set left here at the library as well. Director Anderson stated that the grant for the soundproof pods is great because it's little work on the part of the library. The staff will just need to keep stats for the grant reporting. The State Library itself is doing all the ordering and shipping them out and has contracted a company to set them up. Director Anderson let the board know that the library had received three boxes of books from Norton Book Publishing to celebrate 100 years. Trustee Olsen asked if they were all different books and Director Anderson stated that yes, they were all different titles. Director Anderson will be setting up a table at the upcoming Health Fair. She will be taking some new magnets that were ordered with the library's logo along with some of the memory care kits to showcase some of the items the library has to offer. Director Anderson will also be taking the memory care kits to a Brain Health Conference that is coming up in May. The library's annual Science Fair is coming up in April and the library has reached out to Marigold Mine who sponsored the event last year in hopes that they will agree to sponsor the event again this year as well. Director Anderson let the board know that the Denio librarian Kristen baker has agreed to stay on until her position can be replaced. Kristin will also be doing a virtual art workshop with artist Amanda Houston called Hopeful Skies. They will be painting the sky at several different times with oil pastels. Director Anderson stated that she has started having staff meetings again and her goal is to have a staff meeting at least once a month this year.

5. **Procedure For Suspension/Reinstatement of Library Privileges: (FOR DISCUSSION AND POSSIBLE ACTION) – Director Anderson** explained that this new procedure is to help staff and patrons know how to proceed when someone is asked to leave the library and for how long they should be asked to leave. These forms would not be used for a day offense but for something that causes a patron to be asked to leave for weeks, months, or in some cases indefinitely. Trustee Olsen moved to approve the procedure for suspension/reinstatement of library privileges. All voted aye and the motion carried.
6. **Preliminary Library 2025 Fiscal Year Budget: (FOR DISCUSSION AND POSSIBLE ACTION) – Director Anderson** went over the preliminary budget for 2025 fiscal year. Director Anderson addressed any changes that were made from the previous month. Trustee Olsen moved to approve the changes to the preliminary budget for the 2025 fiscal year. All voted aye and the motion carried.
7. **Short Takes for Trustees: (FOR INFORMATION ONLY) - Trustees** watched a short video about Advocacy and Communication, offered through ALA.
8. **Future Agenda Items and Meeting Dates. Discussion and Possible Action.** The board will next meet on March 19th, 2024, at 5:00 pm.
9. **Public Comments:** No public comment at this time.
10. **Adjournment.** The Board adjourned at 6:08 pm.