

Humboldt County

LIBRARY

Humboldt County Library
Board of Trustees
Board Minutes
September 18, 2024
Humboldt County Library- Meeting Room, Teleconference or Video Conference

Attendance:

Board Members present: Andrea Bryant, Macie Dendary, Debbie Ames, Rick McComb
Staff Present: Jessica Anderson, Elizabeth Robinson

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

1. **Call to Order:** Trustee Bryant called the meeting to order at 5:15 pm.
2. **Public Comments:** No public comment at this time.
3. **Consent Agenda:**
 - a. **Minutes from August 20th, 2024, meeting:**
 - b. **Routine Expenditures for August 2024:**
 - c. **Current Budget Report for August:**

Director Anderson pulled the minutes from the August 20th meeting. Trustee McComb made a motion to change the name of the trustee that called the meeting to order from McComb to Fitzgerald. Trustee McComb made a motion to approve the consent agenda with changes to the meeting minutes from August 20th of 2024. All voted aye and the motion carried.

4. **DIRECTOR'S REPORT: (FOR INFORMATION ONLY) – Information on Current Library News/updates.** – The library is now again fully staffed with staff member Jayme Wells back from maternity leave. Director Anderson let the board know that the Commissioners approved the use of the Courthouse parking lot for Trunk or Treat. There have already been about 17 cars signed up this year. The library is doing Harry Potter back to school programming for tweens, teens, and adults. Staff members Tanner Ames and Megan Toala just came back from ARSL which was held in Springfield, MA this year. They will be doing a mini presentation on some of the things they learned at the next staff meeting. Director Anderson let the board know that every year the state gives an allotment of funds for rural bookmobiles and that NLA a couple of years ago had some extra funding specifically for bookmobiles to use for collection development and databases. This will be the last year that we can utilize the extra funds as bookmobile funding. So NLA reached out and asked for any bookmobile projects that needed to be completed. If there are any funds left over, they will be rolled over into collection development. The projects that were requested were the repair the skin of the bookmobile, the rug that runs down the middle of the bookmobile interior, and painting of the grill so that it doesn't rust. Director Anderson let the board know that for the months of October and November the Commissioners would be using the library meeting room for their meetings. The commissioner meeting room will be used for early voting. Newest staff member Karina Carrillo held her first program which was a Spanish program called Loteria. Registration filled up fast and the waiting list filled up as well. She got several donations from the community for prizes and food.
5. **Consideration and Possible Action on Reviewing and Updating the Library General Policies: Section 1: Circulation Policy: (FOR DISCUSSION AND POSSIBLE ACTION)** – Director Anderson stated that the biggest change she made was moving loan reserves, fines and payments, and payments of damaged items into the circulation policy. She also combined all the library card information into the circulation policy, so that people didn't have to look in three different spots to find all the information on them. Trustee McComb asked about B2- Standard Loan Rules. Director Anderson explained that a child's card should not be looked up unless the person requesting either has the card or the child with them. If they are looking to pay a bill staff can let them know the charges but not necessarily what other books are on the account unless they have the card or the child with them. That is why it is worded "may remain confidential" because there are different scenarios for

every situation. More detail on how staff would proceed in those situations would be in staff procedures. Trustee Dendary asked about reserves- a patron can have 5 active reserves at a time, was that the same as calling and asking for the library to hold five items for her to come and pick up. Director Anderson explained that that was different. Five active reserves are holds that are being placed from another library to be sent our library for a patron. This is mostly due to the amount of money the library pays for postage. Director Anderson explained that although the library currently doesn't have any hotspots, they will be kept in the policy in case the library decides to get more in the future for patron checkout. Trustee McComb moved to approve the Humboldt County Library General Policies: Section 1: Circulation Policy as presented. All voted aye and the motion carried.

6. **Discussion and Possible Action on the Final Approval of the Updated Library Board of Trustee Bylaws to be sent before the Commissioners for their approval: (FOR DISCUSSION AND POSSIBLE ACTION)** – Director Anderson made the one change, which was a change of wording from co-chair to vice chair. Trustee Dendary made a motion to approve the Final Approval of the Updated Library Board of Trustee Bylaws to be sent before the commissioner for their approval. All voted aye and the motion carried.
7. **Short Takes for Trustees: (FOR INFORMATION ONLY)** – Trustees watched a short video on Board Self Evaluation.
8. **Future Agenda Items and Meeting Dates. Discussion and Possible Action.** The board will next meet on October 16th, 2024, at 5:15 pm.
9. **Public Comments:** No public comment at this time.
10. **Adjournment.** The Board adjourned at 6:14 pm.