

# Humboldt County

## LIBRARY

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

### Attendance:

**Board Members present:** Andrea Bryant, Debbie Ames, Rick McComb, Rebecca Fitzgerald  
**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 5:16 pm.

2. **Public Comments:** No public comment at this time.

3. **Consent Agenda:**

- a. **Minutes from November 20th, 2024, meeting:**
- b. **Routine Expenditures for November 2024:**
- c. **Current Budget Report for November:**

. Trustee Fitzgerald moved to approve the consent agenda as presented. All voted aye and the motion passed.

4. **DIRECTOR'S REPORT: (FOR INFORMATION ONLY) – Information on Current Library News/updates.** – Director Anderson stated that the Santa program was a big hit for the library and that this year there was a professional photographer that took the pictures which was great exposure for her since the community would go directly to her website to print the photos. Trustee McComb asked if the photos were watermarked. Director Anderson stated that no they were not. There were about 280 people that showed up for Santa photos this year. Director Anderson let the trustees know that the library has a new collection of music for patron checkout. The library has Whazoodle speakers for children. They are from Playaway, and they are self-contained. They don't connect to the internet, but they have stories, songs, and games. The library is also offering CDs and records for checkout along with suitcase record players. Trustee McComb asked how the library verifies if a record comes back scratched or ruined. Director Anderson stated that when a vinyl is checked out it will come with a booklet on how to take care of it and when they are returned the front desk has a cleaning kit to clean them before they go back on the shelf. If someone says it's scratched the front desk will play it and see if it works or if it needs to be cleaned. Director Anderson stated that the library had a T-Rex Tea Party, and the T-Rex costume and decorations were provided by the Assessor's office. It was a great program, and the library is very appreciative of the donated items. Director Anderson let the trustees know that she was informed by Assistant Director Robinson that there has been less programming over the last fiscal year which was noticed when putting the information requested by the state into the yearly Bibliostat survey. To try and get those numbers back up there will be more programming requested of staff quarterly for certain topics that aren't being met, such as economic development and technology. Trustee McComb recommended that the library start a program instructing people on how to use a 3D printer not just on how to use the design aspect but on how the actual 3D printer works. Trustee Bryant commented on the Denio update and asked if more people were coming in. Director Anderson stated that they had started a book club which brought some people in and would be sending a list of books that they would like to read.

5. **Discussion and Possible Action on the 2025 Minimum Public Library Standards Documents for the State Library: (FOR DISCUSSION AND POSSIBLE ACTION)** – Director Anderson stated that this was something we fill out annually to meet minimum Public Library standards. Director Anderson stated that the library does need a waiver for certain staff while they are in the process of getting their state certification. The library must meet these requirements in order to apply for grant funding and qualify for collection development, bookmobile funding, and any LSTA funds. Director Anderson also brought

forward the Interlibrary loan agreement that states the library agrees to send items to other libraries. Trustee Fitzgerald moved to approve the 2025 minimum public library standards and the waiver for the certification of full-time staff. All voted aye and the motion passed.

- 6. Library Director Evaluation: (FOR DISCUSSION AND POSSIBLE ACTION)** – The library board each took turns to express their opinions and ask questions in each category of the review consisting of: Communications, Customer Focus, Job Knowledge, Personal Behavior, Quality and Quantity of Work, Planning and Organization, Decision Making/Problem Solving, and Leadership. Trustee Fitzgerald asked Director Anderson to write up a list of her achievements for the year and goals for the upcoming year to go along with the review. Trustee McComb made a motion that Trustee Fitzgerald will be compiling all comments and averaging scores from staff and trustees into one review to be approved at the next meeting. All voted aye and the motion carried.
- 7. Future Agenda Items and Meeting Dates. Discussion and Possible Action.** The board will next meet on January 15th, 2025, at 5:15 pm.
- 8. Public Comments:** Trustee McComb commented that Director Anderson should be aware of the population growth that could occur in 2025 because of the Lithium mine and to keep that in mind for budgeting in the upcoming year.
- 9. Adjournment.** The Board adjourned at 6:16 pm.