

Humboldt County

LIBRARY

Humboldt County Library
Board of Trustees
Board Minutes
May 21, 2025
Humboldt County Library- Meeting Room, Teleconference or Video Conference

Attendance:

Board Members present: Andrea Bryant, Debbie Ames, Macie Dendary, 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 McComb called the meeting to order at 5:16 pm.
2. **Public Comments:** No public comment at this time.
3. **Consent Agenda:**
 - a. **Minutes from April 16th, 2025, meeting:**
 - b. **Routine Expenditures for April 2025:**
 - c. **Current Budget Report for April 2025:**

Trustee McComb asked that Director explain the larger expenditures for Amazon, DBO, and Overdrive. Director Anderson stated that Amazon was large because it had multiple grants on it such as Collection Development and LSTA, DBO Graphics was the partial payment to get the bookmobile rewrapped. Another big expenditure was for the Road Department for the bookmobile fuel and maintenance. Overdrive was high because of the number of requests and the fact that it is close to the end of fiscal year a lot of orders for Summer Learning are being pushed through. Trustee McComb asked why the percentage for the collection development line item was over 160%. Director Anderson explained that when she does the budget she goes off the previous year's spending. This year more money was given to the bookmobile by the state so that number is reflected in the intergovernmental section under bookmobile. Trustee McComb 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 there are 3 open positions right now. There is a library assistant full-time and part-time for the main branch and the library specialist at the Denio branch. Staff member Marco Solis is leaving to take a position with the I.T. department for the county. Director Anderson went before the commissioners, and they waived the attrition policy so she could hire right away. Director Anderson stated that we would start advertising for the part-time position a couple of weeks before the beginning of the fiscal year. Trustee Dendary asked what we are looking for with the part time position in the teen space. Director Anderson stated that we are looking for someone to do teen programming and just work with the kids downstairs after school so there is always something for them to do. The position will be Monday through Friday 12 to 5, with no late nights or Saturdays. The bookmobile is getting the old wrap removed and a new one put on. The back panel is a new piece given to us by Kitty Norcutt. Staff member Megan Toala got married on May 4th and the groom walked down the aisle to music from Star Wars. The library is ready for the summer learning program. Sign ups start June 2nd. It will be full of art programs this year. Director Anderson will be supervising the mural event where people from the community can come and put their thumbprint on the caterpillar mural. Director Anderson let the board know that our opening party for the Summer Learning Program is going to be a little different this year because we cant close the road this year due to construction. There won't be a bounce house this year, but we will still have an ice cream truck. Trustee Ames asked if we could do the program opening party in the courthouse parking lot. Director Anderson stated that we preferred the program to be at the library so that the community associates it with the library, and it encourages people to come in and check out items and the library gets those extra circulation stats. Trustee Ames what the date is for the opening party. Director Anderson stated that it was on June 10th from 10 am to 12 pm. Director Anderson stated that we received some great donations this year. Silver State Chapter 6 are closing their chapter and want to give their funds to community

organizations, so they wrote us a letter stating that they wanted to recognize the importance of library service to the community and donated \$800.00.

5. **Consideration, Discussion and Possible Action on approving Director Anderson’s Education Plan for Public Library Recertification for 2025: (FOR DISCUSSION AND POSSIBLE ACTION)** – Director Anderson presented her hours that she has done continuing education for recertification through the state. She needed 45 hours and has almost doubled that. Trustee Dendary moved to approve Director Anderson’s Education Plan for Public Library Recertification for 2025. All voted aye and the motion carried.
6. **NV State Trustee Training: (FOR INFORMATION ONLY)** - Director Anderson read Chapter 6 of the training on Library Board Officers, and then the trustees did a short quiz.
7. **Future Agenda Items and Meeting Dates. Discussion and Possible Action.** The board will next meet on June 18th, 2025, at 5:15 pm.
8. **Public Comments:** No Public Comment at this time.
9. **Adjournment.** The Board adjourned at 5:58 pm.