

Humboldt County

LIBRARY

Humboldt County Library
Board of Trustees
Board Minutes
November 19, 2025
Humboldt County Library- Meeting Room, Teleconference or Video Conference

Attendance:

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

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

1. **Call to Order:** Trustee Ames called the meeting to order at 5:16 pm.
2. **Public Comments:** Director Anderson let the board know about an upset patron and what happened with the situation.
3. **Consent Agenda:**
 - a. **Minutes from October 15th, 2025, meeting:**
 - b. **Routine Expenditures for October 2025:**
 - c. **Current Budget Report for October 2025:**

Trustee Bryant 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 stated that the library had received three new grants. One for \$3000.00 for Digital Collections, one for State Collection Development for \$5537.00, and the Rural Bookmobile Support for \$24568.00. Director Anderson informed the trustees that she would be taking the grants before the County Commissioners for approval along with a request to alter the part time position in the teen space into a full time position due to the amount of teens the library is seeing daily along with the amount of programming one person is doing for that position which is comparable to the amount of programming two people do for the children's area. Director Anderson notified the board that she would apply for LSTA cycle two as a competitive grant to fund a meeting room update, including motorized new screens, new tables, and wired microphones so batteries don't have to be replaced regularly. Trustee Bryant asked whether the library had won the county Halloween contest. Director Anderson confirmed that the library won and now has the plaque back to be hung at the front desk. The Trunk-or-Treat program had just shy of 1,000 attendees this year. Director Anderson discussed logistics with the Clerk's Office regarding the use of the library meeting room for early voting. Trustee McComb asked whether the board meeting would need to be held in the Nevada Room in May due to early voting. Director Anderson stated that it would not affect the May board meeting. Denio held a Fall Festival, which had about 75 people attend, which is an excellent turnout for Denio. Director Anderson discussed the training staff are completing, including bed bug training and mandated reporter training. Staff have requested an Active Shooter training, which will need to be scheduled for the upcoming year. Director Anderson informed the board that the search for a new Nevada Library Cooperative Director had officially begun and that the posting was made that day. Director Anderson announced that the library would resume the Home Service program, with staff member Mallory Padilla leading it.
5. **Library Director Evaluation: (FOR DISCUSSION AND POSSIBLE ACTION)** – The library board members 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. Trustees who are not in attendance will be asked to submit their reviews via email so their scores can be added to the final review. Trustee Bryant will compile all evaluations into a single document for approval at the next meeting.
6. **Memorial Scholarship Criteria Updates: (FOR DISCUSSION AND POSSIBLE ACTION)** – Director Anderson asked the trustees if they would like to change any of the criteria to be eligible to receive the Library Memorial Scholarship. The trustees did not want to change any of the requirements. Director Anderson informed the trustees that the library would increase its

advertising to promote the scholarship and attract more applicants. Bookmobile driver Robin Monchamp asked if the applicant had to have attended a Humboldt County School for at least two years. Director Anderson confirmed that, yes, to be eligible, an applicant must have attended a Humboldt County High School for at least two years. Trustee Bryant moved to approve the existing criteria for the Memorial Scholarship as is. All voted aye, and the motion carried.

7. **Future Agenda Items and Meeting Dates. Discussion and Possible Action.** The board will next meet on December 17th, 2025, at 5:15 pm.
8. **Public Comments:** No public comment at this time.
9. **Adjournment.** The Board adjourned at 5:54 pm.