

Humboldt County LIBRARY

Humboldt County Library
Board of Trustees
Board Minutes
October 15, 2025
Humboldt County Library- Meeting Room, Teleconference or Video Conference

Attendance:

Board Members present: Debbie Ames, Rick McComb, Macie Dendary
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 the Humboldt County Website.

1. **Call to Order:** Trustee Ames called the meeting to order at 5:27 pm.
2. **Public Comments:** No public comment at this time.
3. **Consent Agenda:**
 - a. **Minutes from September 17th, 2025, meeting:**
 - b. **Routine Expenditures for September 2025:**
 - c. **Current Budget Report for September 2025:**

Trustee McComb inquired about the Gale payment in the expenditures. Director Anderson stated that this was the annual renewal for the Chilton, Gale Legal Forms, and Peterson Test Prep online databases. Director Anderson also pointed out that the payment for Overdrive was higher this month because the library had received a \$3000.00 digital collection grant, and that we don't usually spend that much on Overdrive. Trustee McComb made a motion 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 she received \$15,000.00 for Investing in Our Youth, which is a grant for after-school programming in the teen space. It will be used for books for book clubs and various program supplies. She explained that she had requested the money be given in advance, rather than as reimbursement, in case we encounter any issues with grants being stopped or funds not being available. Trustee McComb asked what ages the teen space caters to. Director Anderson stated that the space is for ages 13 and up. Director Anderson let the trustees know that the library had received a submission for reconsideration of materials. Luckily, it was a submission based on the fact that the material was outdated and in the non-fiction section. Director Anderson followed the library's process for reconsideration requests and, by the end of the day, had a letter typed up for the patron with the final decision: to remove the outdated material, as there were more current materials on the same subject. Director Anderson informed the trustees that last month was Library Card Sign-Up Month. We had 63 new cards issued here, 23 on the bookmobile, and Denio and McDermitt both had 1. The library calendar is now double-sided with the teen space programming on the back, since it wouldn't fit on the calendar with the rest of the library programs.
5. **Discussion and Possible Action on Adopting and Updating the General Policy with an additional CIPA Compliant Language in the Computer Policy: (FOR DISCUSSION AND POSSIBLE ACTION)** – Director Anderson explained that E-rate is doing an audit, and part of the audit was making sure that every library in the cooperative has the correct language in their computer policy. Part 3 in the Computer Policy was added and reads, 'Patrons must not use any library computer for any illegal or criminal purposes, including copying resources that are protected by copyright or unauthorized online access, such as hacking.' Another section was added for electronic communication, stating that youth cannot have access to chat rooms, video chat, and other forms of direct electronic communication on library devices purchased with grant funds or E-Rate funds. Trustee McComb made a motion to accept the Computer Policy changes as presented. All voted aye, and the motion carried.

- 6. Discussion and Possible Action on Approving Update Changes to the Library Director Job Description to go before the Commissioners: (FOR DISCUSSION AND POSSIBLE ACTION)** – Director Anderson explained that she has been working with the county HR department to update all of the job descriptions to go before the commissioners but her job description has to be approved by the library board before it can go before the commissioners. She stated that they have added more requirements in the sections of 'Knowledge of' and 'Ability to'. Director Anderson noted that she added more library-specific requirements because her job description didn't include them, and she feels that it is essential for someone coming in as a Library Director to have experience, not just in management, but also in libraries themselves. The education section was also updated to include certification standards to correlate with the new state standards. NRS statutes were added to clarify that the Library Director is appointed and evaluated by the library system's board of trustees, but is required to submit an annual budget to the County Commissioners' board for approval. Trustee Dendary made a motion to approve the updated changes to the Library Director job description to go before the commissioners. All voted aye, and the motion carried.
- 7. NV State Trustee Training: (FOR INFORMATION ONLY)** – Director Anderson read through Chapter 11 on Library Advocacy and Public Relations. The trustees then took a short quiz.
- 8. Future Agenda Items and Meeting Dates. Discussion and Possible Action.** The board will next meet on November 19th, 2025, at 5:15 pm.
- 9. Public Comments:** No public comment at this time.
- 10. Adjournment.** The Board adjourned at 6:07 pm.