

Minutes of the Elko County Library Board

January 21, 2014

**Date, Time,
and Place**

The meeting was called to order on Tuesday, January 21, 2014 at 4:02 1/2 pm in the meeting room of the Elko County Library with Lynne Volpi presiding.

Attendance

Russ Orr, Lynne Volpi, Lane Diedrichsen, and Wendy McClure-Porter, and Commissioner Jeff Williams were present. Lora Minter was unable to attend. Library Director Jeanette Hammons was present.

**Public
Comment**

There was no public comment.

Minutes

Diedrichsen motioned to approve the December 2013 minutes with a second by McClure-Porter. Unanimous, Volpi voted aye. Motion carried.

Claims

Orr motioned to approve the claims from 12/20/13, 1/7/14, and 1/21/14 with a second by Diedrichsen. Unanimous, Volpi voted aye. Motion carried.

**Operating
Report**

Hammons reported:

- **Programming**
 - *Youth Services*
 - Story times: 12 sessions with 323 attendees
 - Crafts: 2 sessions with 18 participants
 - Family Gingerbread House Contest: 14 entries
 - Festival of Trees: 15 sessions with 821 attendees
 - A Visit with Santa: 299 attendees with 171 books given to the children (43 Board books, 92 Easy Readers, and 36 Juvenile books).
 - Outreach Programs: 2 sessions with 77 attendees
 - Total: 33 program sessions with 1,552 attendees/participants
 - **Staff**
 - ✓ Nothing new to report.
 - **Facilities**
 - ✓ The fascia on the southeast corner was damaged when the Bookmobile had issues pulling out. There were a number of vehicles and trailers from the auto shop sticking out into the alley. Buildings and Grounds will be fixing it in stages because of the weather. This is not covered under the County's insurance as they have a \$25,000 deductible. She will keep the Board informed on the status of this.
 - **Services**
 - ✓ Sugar Plum Tree: 108 applicants were served. The youngest was 10 months with the oldest being 94. Numbers were lower this year. Staff has determined this was due in part to organizations being more conscientious about checking other entities to ensure individuals were only on one list.
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- ✓ Food for Fines: 947 pounds of food was donated to F.I.S.H. \$814 in fines was waived.
- ✓ Public Copier: The public copier is twelve years old. The technician has been in 3 times to work on it. It is beyond his expertise. He informed us that the unit is so old that Xerox is not going to honor our maintenance agreement. I have one quote from Alliance. They will speak with the technician regarding his comments about not honoring the maintenance contract. They are getting a quote for a unit that also scans as this is a service that patrons have been asking for quite awhile. I also am looking into a unit from Envisionware. We have worked with this company for our PC and Print Management System. I will keep you informed as to which company we go with.

- **Minimum Public Library Standards**

Hammons explained that the library actually meets all 3 options. She recommended staying with Option III as the County is familiar with this option and it is figured with the annual report submitted to the state.

McClure-Porter motioned to adopt Option III for Standard 7 of the Minimum Public Library Standards for Nevada (*The Library Board of Trustees shall select from one of three listed options as a means by which to validate and document the library's efforts to maintain a collection appropriate to community needs. The option selected by a jurisdiction may be revised each year. Option III: Meet or exceed at 10% - Adjusted total operating budget divided by collection budget. Exclude from TOB rent for facility(s), motor pool/vehicle charges, technology = Adjusted TOB*) **with a second by Orr. Unanimous, Volpi voted aye. Motion carried.**

- **World Book Night-**The Elko County Library has been selected as a distribution location for books for this program. Following are the library's obligations.
 - Agree to be listed as a WBN US organizational participant on a list of locations for potential book givers, who will come to you for their box in April.
 - Have a designated WBN US coordinator to handle shipment receipt, contact book givers in their area, and receive WBN US email updates and advocacy resources.
 - Supply a shipping address (accessible by UPS) and be open to receive boxes for area book givers.
 - Be a site where book givers may pick up their shipment of books, to be given away to light or non-readers in the community to encourage literacy and an appreciation of books.
 - Week of April 14, 2014: Hold an open house or reception to welcome "book givers," members of the local media, and other friends and supporters. This is a requirement if you have 5 or more book givers who choose your library as their book box pick-up location. **This has been scheduled for Tuesday, April 15 from 5:30-7:00.**
 - Make copies of informational materials supplied by WBN US to give to each book giver along with their box.
 - Give unused books (for instance, boxes of books not picked up by the designated book giver) to local non-profit groups identified by the library, such as senior centers and teen centers.
 - **Budgets**
 - ✓ Hammons presented her recommendations for Operating and Supplies for
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FY 15 for the Elko County Library System. She indicated that Wages and Benefits had not been determined yet as information had not been received from the County. She stated that there may be changes based upon further research and information received from County Admin.

McClure-Porter motioned to approve the budget recommendations, with an understanding that changes may be necessary based upon further research and/or information received from County Admin with, a second by Orr. Unanimous, Volpi voted aye. Motion carries.

- ✓ Hammons explained that the Lander and Eureka County contracts were done with a minimal amount of increase. Eureka's contract increased \$2,232. Lander's contract increased \$1,789. Wages were increased based upon the bargaining contract. The contract fee was increased as well.

McClure-Porter motioned to approve the Lander and Eureka County contracts with a second by Diedrichsen. Unanimous, Volpi voted aye. Motion carries.

- **Other Matters of Interest**

- ✓ Hammons explained that she had met with the President and Vice President of the Garden Club. They would like to have more of a partnership with the Board and/or Friends group. Hammons was asked to have them list a "Representative of the Library Board" and a "Representative of the Friends". Hammons will get additional information.
- ✓ Morgan Stanley is finally completed. There was .04 that we had them transfer to "0" out our account.
- ✓ Hammons attended the State Council on Libraries and Literacy last week in Carson City. The mini grant (Cypress Resume was approved with the other mini grants and will be funded as long as sufficient funds are received from the federal government.). The competitive grant (Early Learning and Literacy in Northeastern Nevada) did get ranked higher this year than last year. Funding of this grant will be dependent upon the amount received from the federal government.

**Trustee
Business**

Updates from Board Members

- Volpi was reappointed to the Board by the Elko County Commissioners. Her second term will be up 2017.

Other Matters of Interest

- None

**Public
Comment
Adjournment**

There was no public comment.

The meeting was adjourned at 4:38 pm. The next meeting is scheduled for February 18, 2014 immediately after the Law Library Board meeting.

DRAFT VERSION: HAS NOT BEEN APPROVED BY THE BOARD