

Minutes of the Elko County Library Board

February 21, 2012

**Date, Time,
and Place**

The meeting was called to order on Tuesday January 17, 2012 at 4:03 pm in the meeting room of the Elko County Library with Wendy McClure-Porter presiding.

Attendance

Wendy McClure-Porter, Russ Orr, Lane Diedrichsen, and Lora Minter were present. Commissioner Jeff Williams and Lynne Volpi were unable to attend. Library Director Jeanette M. Hammons was present. Audience: None

**Public
Comment**

There was no public comment.

Minutes

Minter motioned to approve the January 17, 2012 minutes with a second by Diedrichsen. Unanimous, McClure-Porter voted aye. Motion passed.

Claims

Diedrichsen motioned to approve the 1/24/12 and 2/7/12 claims with a second by Orr. Unanimous, McClure-Porter voted aye. Motion carried.

**Operating
Report**

Hammons reported:

1. Programming
 - ✓ Tom Hus and the Rocky Mountain Two entertained patrons during Cowboy Poetry.
 - ✓ Laura Ingalls Wilder program was well attended.
 - ✓ Clifford the Big Red dog visited during last week's story times.
2. Staff
 - ✓ Nothing new to report
3. Facility
 - ✓ Buildings and Grounds has started getting quotes for the handicapped restroom which will be located in the current Book Sale Room. The Book Sale will be relocated to the "Quiet Room" where the word processors currently reside. The Word Processors will be relocated to the old Reference office.
 - ✓ The need for painting the metal surround of the library's roof was brought to the attention of Buildings and Grounds.
4. Services
 - ✓ The Library is making every effort to meet the tax needs of the community. We are the only agency in town that offers tax forms and/or instruction books. The Post Office no longer offers them. We have received numerous calls from seniors for information on free tax preparation. H & R Block is the only firm that offers this service to seniors. This service is available for the 1040 EZ through February 29.
 - ✓ Needs Assessment
 - We are finalizing the survey questions. The survey needs to fit on an 11 x 17 sheet of paper for a total of four pages. The survey will be given to the Board.

- The paperwork required for the Postal Service to determine if we can get the non-profit bulk mailing rate has been completed and submitted.
- Print-n-Copy is working on the Business Reply Mail (BRM).
- The Stakeholders list has been finalized. This is a list of “leaders” in the community that cannot make the commitment of attending meetings. They will receive a 20-30 minute phone call from the consultant so that they will be able to provide their input.
- I am hoping to complete the Steering Committee this week. I am waiting on a few call backs.
- We are working on the Data requests from the Consultant now. We received the request Friday.
- Focus Groups have been scheduled. The Elko Staff and Public focus groups have been scheduled for Monday May 7, 2012. For these two focus groups to take place, the library will need to be closed. Branch personnel will have their substitutes work for them.

Orr motioned to close the library on Monday, May 7, 2012 to conduct Focus Group meetings with a second by Diedrichsen. Unanimous, McClure-Porter voted aye. Motion carried.

5. Friends of the Library
 - ✓ The Friends met this morning and continued to work on Just Desserts. Ticket packets (25) were distributed to the Board members to sell.
 - ✓ Hammons informed the Board that Laura Oki had created a Facebook page for the Friends group. A “like” link is on the library’s website.
6. Striving Readers Comprehensive Literacy Grant
 - ✓ The Memorandum of Understanding to partner with the school district was created with Hammons’ input. Hammons explained that the Library’s obligations are those that are already being performed by Library staff.

Minter motioned to approve the Memorandum of Understanding to partner with the Elko County School District in their endeavors to pass the next phase of the Striving Readers Comprehensive Literacy Grant with a second by Diedrichsen. Unanimous, McClure-Porter voted aye. Motion carried.

7. Lander and Eureka County Budgets
 - ✓ Hammons explained that the budgets reflect step increases in the wages and a 2% increase in the Contract Library fee due to Capital Outlay requests this year.

Orr motioned to approve the Lander and Eureka County FY 2013 budgets with a second by Minter. Unanimous, McClure-Porter voted aye. Motion carried.

8. Elko County Library Budget
 - ✓ Hammons explained that increases for the following line items would be requested:
 - Full time Wages and Benefits will increase based upon step increases and longevity.
 - Part time Wages and Benefits will increase with the .25 annual “raise”. This line item has not been increased for the past two years by Admin making it necessary to make adjustments to hours and

branch openings when staff is on vacation. If this is not increased to cover the wages, hours will have to be cut again at the Headquarters facility. Board expressed concern over this being a continued issue. Hammons pointed out that other County Departments now have part time staff so that will be able to used as leverage. The Board requested to be informed about the outcome of the meeting with Admin personnel when the budget is presented to them.

- Audio/Visual with an increase of \$500.
- Postage with an increase of 5% (approximately \$496). This is the annual increase the Post Office says to plan on.
- Auto Gas and oil with an increase of \$500. More traveling to Branches needs to be done. We have cut this in the past and have not gone to the Branches as often.
- Books/Subscriptions with an increase of \$1,500. Must meet the 10% minimum.
- Computer Expense with an increase of \$500. An additional 30 licenses will need to be purchased for Deep Freeze and Winselect to cover the new computers at the Branches from the BTOP grant. Only one year was covered under the grant.
- Facility Repair and Maintenance with an increase of \$500 (DC Specialty).

Diedrichsen motioned to approve the Elko County Library FY 2013 budget with possible changes due to additional research and information received from the County, with a second by Orr. Unanimous, McClure-Porter voted aye. Motion carried.

9. Other Matters of Interest

- ✓ Hammons informed the Board that there was now a Facebook page for the Elko-Lander-Eureka County Library System. There is a “like” link on the library’s website.
- ✓ Donnetta Skinner from the Carlin City Council had informed Hammons that the inside and landscaping of the new Carlin Branch facility had gone out to bid February 3 and they believe it will be ready by August.
- Report and discussion of possibly changing May’s Board Meeting date to Monday, May 7, 2012 to meet with the Consultants and provide input for the Tri-County Needs Assessment.

**Trustee
Business**

Diedrichsen motioned to approve changing May’s meeting to Monday May 7 at 5:30 with a second by Orr. Unanimous, McClure-Porter voted aye. Motion carried.

- Updates from Board members
 - ✓ Minter indicated that we need to remember to ask Commissioner Williams about the County’s rehire policy as he had informed Hammons that he had information regarding it.
 - ✓ McClure-Porter indicated that she and her family would help serve wine at Just Desserts.
- Other matters of Interest
 - ✓ None



**Public
Comment**

There was no public comment.

Adjournment

The meeting was adjourned at 4:55 pm. The next meeting is scheduled for March 20, 2012 @ 4:00 pm.

DRAFT VERSION: HAS NOT BEEN APPROVED BY THE BOARD