

# Minutes of the Elko County Library Board

July 18, 2016

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## Date, Time, and Place

The meeting was called to order on Monday, July 18, 2016 at 4:03 pm in the meeting room of the Elko County Library with Lane Diedrichsen presiding.

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## Attendance

Commissioner Eklund (entered at 4:11), Lynne Volpi, Laura Oki, Russ Orr, Lane Diedrichsen, and Wendy McClure-Porter were present. Library Director Jeanette M. Hammons was present. Audience: Kassie Antonucci was present.

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## Public Comment

There was no public comment.

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## Minutes

**Volpi motioned to approve the June 21, 2016 minutes with a second by McClure-Porter. Unanimous, Diedrichsen voted aye. Motion carried.**

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## Claims

**Oki motioned to approve the claims from 6/21/16, 7/5/16, and 7/19/16 with a second by Orr. Unanimous, Diedrichsen voted aye. Motion carried.**

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## Operating Report

Stats for June:

### *Youth*

### **Library Programs:**

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- 1 Toddler Time: 16
- 14+ Story Times: 753+
- 1 Teen Book Club: 1
- 1 Tween Book & Movie: 21+
- 1 Maker Monday: 14+
- 2 Game Time Thursday: 3

### **Outreach Programs:**

- 4 School Tours: 94-

### **Summer Reading Program**

- 1 Ice Cream Social/Author Signing (Aubrey Moore): 205
- 3 Youth: Armed Services Boot Camp: 92
- 2 Teen: Bird/Wilderness Survival Camp: 57
- 3 Youth: Hip-Hop Dance Camp: 100
- 1 Family Scavenger Hunt: 29
- 3 Crafts: 76

**Total for June:** 35+ programs/1,461+ participants

**Volunteer Hours:** 6

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**AWE Early Literacy Usage** (3 computers):

--463 sessions

**AWE AfterSchool Edge Usage** (2 tablets):

--179 sessions

**Adult**

Visitors-29,943+

Circulation-18,029+

Meeting Room-27+/1,476+

Internet Sessions-1465-

**We had power outages on 7/7 and 7/14**

**Branch Statistics for June**

<b>Branch</b>	<b>Total Attendance</b>	<b>Total Circulation</b>	<b>Internet Use</b>
Austin	85	72	14
Battle Mountain	650	514	108
Carlin	242	156	43
Crescent Valley	56	72	18
Eureka	294	389	74
Jackpot	399	200	277
Wells	372	714	138
West Wendover	549	874	257
Bookmobile	236	849	n/a
Books Express	n/a	190	n/a
Extension	n/a	16	n/a
Tuscarora	27	32	n/a
	<b>2910</b>	<b>4078</b>	<b>929</b>

**Staff**

✓ Budget Committee

- Part time Library Aide position in Children's-With Memori Barker leaving, the County Budget Committee approved a delayed hiring for this position. We may bring this person on-board August 15, 2016.
- Battle Mountain- the County Budget Committee approved this position to be filled. Clara Hamilton, who has been the Saturday worker and substitute, has been hired to fill this position.
- Jackpot and Austin Substitutes- the County Budget Committee approved these positions to be filled.

✓ POOL/PACT – Elko County Library Director Position Applications

- 9 application packets were received.
  - POOL/PACT, Elko County HR, and the Library Director reviewed the packets utilizing a screening matrix. Out of the nine application packets, five met the minimum qualifications. The Board reviewed the brief summary sheet of the five candidates provided by Hammons.
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*Oki motioned to interview candidates 2 thru 5 and not candidate 1 due to the 1 ½ year absence from the work force and the lack of clarification of his statement of when he left his last place of employment on his application with a second by McClure-Porter.*

*McClure-Porter voted aye*

*Oki voted aye*

*Orr voted aye*

*Diedrichsen voted aye*

*Volpi voted nay.*

*Motion carries by a majority vote of 4 to 1.*

Discussion on which days of the week to interview and how many days were needed for interviews took place with different Board Members indicating which day/s would work best for them.

*Volpi motioned to schedule 60 minute interviews for the Library Director position on Tuesday, August 9, 2016 with a 30 minute discussion period immediately following each interview and time slots of 9:00, 10:30, 1:00, and 2:30 respectively. Lunch will be from 12:00-1:00. McClure-Porter seconded it. Unanimous, Diedrichsen voted aye. Motion carries.*

Hammons presented the collated Interview Questions and Supplemental Questions to the Board. There were too many Interview Questions, and they needed to be cut in half. Through discussion, the Interview Questions were narrowed down to 15 total questions and the Supplemental Questions were finalized with 6 being the final number.

*Volpi moved to accept the 15 Interview Questions and the 6 Supplemental Questions to be used with the 4 interviewees with a second by McClure-Porter. Unanimous, Diedrichsen voted aye. Motion passes.*

POOL/PACT will send the Supplemental Questions to the final candidates requesting that their answers be returned before August 9, 2016. Elko County HR will begin the background, DMV, and credit checks after the final candidates sign off on the release.

#### **Facilities**

Nothing new to report.

#### **Services**

Summer Reading Program is going strong in all four areas. It ends at the end of this month.

The Quiet Room has been getting regular use.

The NV Energy Grant that was submitted for additional AWE Stations and AWE Tablets was not funded.

New bookmarks were distributed.

New book bags were shown and members were asked to select one each for themselves. The book bags will be sold for \$3.00.

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## **Other Matters of Interest**

Hammons informed the Board that all Departments were cut 2% within Services and Supplies. This amounted to \$5,371 for the Library. Printing (\$250), Telephone (\$321), Power (\$1,600), Heating (\$1,600), and Xerox (\$1,600) are the areas Hammons recommended to be cut.

Hammons presented the "End of Year Summary" report for FY 15/16.

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### **Trustee Business**

#### **Updates from Board Members**

*Okie motioned to appoint Kassie Antonucci as Interim Library Director as of July 29, 2016 after Hammons retires with a second by Volpi. Unanimous, Diedrichsen voted aye. Motion carries.*

*Okie motioned to remove Hammons from the bank accounts and CDs and add Kassie Antonucci with a second by McClure-Porter. Unanimous, Diedrichsen voted aye. Motion carries.*

#### **Other Matters of Interest**

The entire Board thanked Hammons for all the good work she has done at the library and wished her the best in her retirement.

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### **Public Comment Adjournment**

There was no public comment.

The meeting was adjourned at 6:43 pm. The next regular meeting is scheduled for Tuesday, August 16, 2016 immediately after the Law Library Board meeting with the Library Board meeting in a quorum on Tuesday, August 9, 2016 to conduct the Library Director Interviews.

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