

# Minutes of the Elko County Library Board

August 15, 2017

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**Date, Time, and Place** The meeting was called to order on Tuesday, August 15, 2017 at 4:03 p.m. in the meeting room of the Elko County Library with Russ Orr presiding.

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**Attendance** Russ Orr, Laura Oki, Lynne Volpi, Eric Walsh and Lane Diedrichsen were present. Library Director Kassie Antonucci was present. Commissioner Eklund was not present. Audience: None were present

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**Public Comment** There was no public comment.

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**Minutes** Walsh motioned to approve the July 18, 2017 minutes as amended with a second by Volpi. Unanimous, Orr voted aye. Motion carried.

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**Claims** Oki motioned to approve the claims from 8/1 and 8/15/2017 with a second by Diedrichsen. Unanimous, Orr voted aye. Motion carried.

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**Stats for July:**

**Youth**

**Library Programs:**

- 1 Toddler Time: 12
- 11 Story Times: 614
- 1 Tween Book & Movie: 17
- 1 Maker Monday: 44

**Summer Reading Programs:**

- 1 Picnic in Park: 260
- 1 Teen Book Club: 5
- 4 Crafts: 193
- 1 Teen STEM Kit Camp: 16
- 6 Youth Art Camps: 191
- 1 Family LEGO Day: 56

**Outreach Programs:**

- 1 Boys/Girls Club Tours: 14

**Total for July:** 29 programs/ 1,422 participants +/-

**Volunteer Hours: 23**

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

- 335 sessions -
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**AWE AfterSchool Edge Usage (2 tablets):**

-- 116 sessions +

**Adult**

Visitors- 18,511 -

Circulation- 20,973 +

Meeting Room- 20/331 -

Internet Sessions- 1123 +

**Branch Statistics for July**

<b>Branch</b>	<b>Total Attendance</b>	<b>Total Circulation</b>	<b>Internet Use</b>
Austin	51	53	0
Battle Mountain	564	753	89
Carlin	211	309	66
Crescent Valley	27	148	6
Eureka	252	255	98
Jackpot	194	324	127
Wells	431	849	71
West Wendover	500	680	223
Bookmobile	179	889	n/a
Books Express	n/a	107	n/a
Extension	n/a	0	n/a
Tuscarora	0	0	n/a

<b>2409 -</b>	<b>4367 -</b>	<b>680 -</b>
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**Staff**

- One of our part-time staff has resigned. We have received permission to fill that permission. There has been no further information on the Library Clerk position that is still open.
- Discussion, review, and possible action on approving the Annual Evaluation form to be used in the evaluation of the Library Director.

The Board discussed criteria Orr had selected from the Director job description to be used in the evaluation. The Board desired to keep the evaluation similar to that of other department heads. It was decided to have the criteria provided to the Elko County Human Resources Department for an evaluation to put together that the Board could review at the next meeting.

- Discussion, review, and possible action on approving the format in which the Annual Evaluation of the Library Director will occur, including: 1) Full Board discussion on each evaluation item; 2) Utilizing a sub-committee to fill out the evaluation for Board approval; 3) Allowing HR to work with each Board member and compiling the evaluation for Board approval; or 4) Any combination of the above.

***Volpi motioned to accept option #3 with a second by Oki. Unanimous, Orr voted aye. Motion carries.***

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## Facilities

- Just a reminder that the County is planning training that will require the facility to be closed. They have not yet set the date, but I will let the Board know as soon as I hear.

The Board asked if they would need to vote on the closing of the facility when the training was to occur. Since Antonucci was not sure when it would be scheduled, she did not believe the Board would be required to hold a meeting as she thought the County could do so on their own. The Board suggested a phone meeting so that there would be a formal vote and Antonucci agreed to let the County know when she learns more about the schedule.

## Programming

- Holocaust Book club – For the summer reading program, Hadley Noren (with the Holocaust Resource Center) is offering a book club. The club will meet again on August 16<sup>th</sup> from 4:30 to 5:30 pm in the Library Meeting Room. The remaining book that will be discussed is **The Zookeeper’s Wife** by Diane Ackerman.

## Services

- The Bookmobile’s new generator is working extremely well.

## Other Matters of Interest

- ✓ Discussion, review, and possible action on approving the policy for the “Laura Oki” Conference Room.

*Volpi motioned to approve the policy for the “Laura Oki” conference room as amended with a second by Walsh. Unanimous, Orr voted aye. Motion carries.*

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### **Trustee Business**

Volpi will not be at the next meeting.

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### **Public Comment**

There was no public comment.

### **Adjournment**

The meeting was adjourned at 4:45 p.m. The next regular meeting is scheduled for Tuesday, September 19, 2017 immediately after the Law Library Board.