

# Minutes of the Elko County Library Board

February 18, 2020

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**Date, Time, and Place**      The meeting was called to order on Tuesday, February 18, 2020 at 4:04 p.m. in the meeting room of the Elko County Library with Eric Walsh presiding.

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**Attendance**      Jenny Eckert, Russ Orr, and Eric Walsh were present. Lee Gurr was present by phone. Library Director Kassie Antonucci was present. Commissioner Eklund was present. Audience: Robbie Nickel, Amanda Osborne (Human Services Administrator)

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

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**Minutes**      **Gurr motioned to approve the January 21, 2020 minutes with a second by Orr. Unanimous, Walsh voted aye. Motion carried.**

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**Claims**      **Orr motioned to approve the claims from 1/28, & 2/11/20 with a second by Gurr. Unanimous, Walsh voted aye. Motion carried.**

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## **Stats for December:**

### **Library Programs:**

#### ***Youth***

- 1 Toddler Time: 11
- 13 Story Times: 493
- 1 Tween Book & Movie: 24
- 1 After-School Crafts: 31
- 2 Charter School: 84
- 1 LEGO Contest: 38
- 1 Cowboy Poetry: 138
- 2 Preschool Outreach Story Times: 70

#### ***Adult***

- Library Book Club: 8

**Total for October:** 23 programs/ 721 participants -/-

### **Volunteer Hours: 3**

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

- 242 sessions +

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

- 31 sessions -

#### ***Adult***

- Visits- 14,190 +
  - Circulation- 15,011 +
  - Meeting Room- 10/123 +/+
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Quiet Room- 6/8 +/-  
Internet Sessions – 957 +

### Branch Statistics for January

Branch	Total Attendance	Total Circulation	Internet Use
Austin	43	204	2
Battle Mountain	499	819	81
Carlin	313	353	57
Crescent Valley	67	38	22
Eureka	209	325	75
Jackpot	126	1134	45
Wells	333	899	82
West Wendover	454	957	219
Bookmobile	168	346	n/a
Books Express	5	91	n/a
Extension	0	0	n/a
Tuscarora	7	17	n/a

<b>2224 +</b>	<b>5183 +</b>	<b>583 +</b>
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### Staff

- We are currently holding interviews for the vacant youth services assistant position.
- The County will begin their Comp & Class study in March and anticipate it taking anywhere from 3 to 10 months. This will include all positions. During this time, we will also be looking at updating job descriptions for consistency and to reflect changes in the library field.
- Discussion, review, and possible action on updating the evaluation procedures and/or forms to be used in the evaluation of the Library Director.

Osborne presented on the current process and asked the Board their thoughts. She felt that having the annual review in July would be the best option as it would allow new Board members a chance to acclimate. Orr indicated that he would like the form simplified so it covers areas that the Board are familiar with. Osborne agreed to put something together and will send a draft out for review.

*This item was tabled to a future meeting.*

### Facilities

- Nothing to report.

### Programming

- We ran our first family reading programs this month and received very positive feedback. We are hoping to increase attendance in the future and build this into a strong family program.
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## Services

- The Bookmobile is up and running again and appears to be doing very well. There will still be fixes needed in the future, but nothing so dire as the engine. The Board reminded Antonucci to begin looking at what would be needed to get a new Bookmobile.

## Budget

- Review, discussion, and possible approval of the recommended Eureka County contract budget for Fiscal Year 2020/2021.  
*This item was tabled to a future meeting if needed.*
- Review, discussion, and possible approval of the recommended Lander County contract budget for Fiscal Year 2020/2021.  
*This item was tabled to a future meeting if needed.*
- Report, discussion, and possible approval of the recommended Jackpot budget for Fiscal Year 2020/2021.

*Orr motioned to approve the recommended Jackpot budget for Fiscal Year 2020/2021 with a second by Eckert. Unanimous, Walsh voted aye. Motion carried.*

- Report, discussion, and possible approval of the recommended Elko County Law Library budget for Fiscal Year 2020/2021.

*Orr motioned to approve the recommended Elko County Law Library budget for Fiscal Year 2020/2021 with a second by Eckert. Unanimous, Walsh voted aye. Motion carried.*

- Report, discussion, and possible approval of the recommended Elko County Library budget for Fiscal Year 2020/2021.

*Gurr motioned to approve the recommended Elko County budget for Fiscal Year 2020/2021 with changes to prioritizing the youth position option and increasing the computer line by \$2,000 with a second by Eckert. Unanimous, Walsh voted aye. Motion carried.*

## Other Matters of Interest

- Review and possible action on updating the “Internet Use Policy and Guidelines”, including addressing compliance with the Children’s Internet Safety Act and the use of internet filters within the library.

*Gurr motioned to approve the update to the “Internet Use Policy and Guidelines”, including addressing compliance with the Children’s Internet Safety Act and the use of internet filters within the library with a second by Orr. Walsh voted aye. Motion carried.*

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## **Trustee Business**

- Discussion and possible action on recommending a candidate to fill vacant Library Board positions to the Elko County Commissioners.

*Orr motioned to recommend Robbie Nickel to fill the vacant Library board position to the Elko County Commissioners with a second by Gurr. Walsh voted aye. Motion carried.*

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### **Trustee Business**

Orr and Antonucci discussed Just Desserts. Antonucci asked if the Board members would like to serve this year and they agreed. Gurr and Eckert asked what they can do to help and Antonucci indicated recruiting more members was at the top of the Friend's list.

Walsh reminded everyone of the Library Board training and asked Antonucci to send logon information to the new Board members.

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### **Public Comment**

There was no public comment.

### **Adjourn ment**

The meeting was adjourned at 6:00 p.m. The next regular meeting is scheduled for Tuesday, March 17, 2020 immediately after the Law Library Board.

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**DRAFT VERSION: HAS NOT BEEN APPROVED BY THE BOARD**