

# Minutes of the Elko County Library Board

June 18, 2013

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**Date, Time, and Place** The meeting was called to order on Tuesday, June 18 at 4:05 pm in the meeting room of the Elko County Library with vice president Lane Diedrichsen presiding.

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**Attendance** Russ Orr, vice president Lane Diedrichsen, Lora Minter, and Wendy McClure-Porter were present. Lynne Volpi and Commissioner Jeff Williams were unable to attend. Library Director Jeanette M. Hammons was present. Library Audience: Mary Jo King

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

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**Minutes** **McClure-Porter motioned to approve the April 23, 2013 minutes with a second by Minter. Unanimous, Diedrichsen voted aye. Motion carried.**

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**Claims** **Minter motioned to approve the claims from 4/30, 5/1, 5/28, and 6/11/13 with a second by McClure-Porter. Unanimous, Diedrichsen voted aye. Motion carried.**

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**Operating Report** Hammons reported:

- **Morgan Stanley**
  - ✓ Discussion on the Board's options for the Morgan Stanley funds included leaving where it is (Morgan Stanley), move it to Raymond James Financial (Danny Gillins), move it to an online bank, or move it to a local bank/credit union.
  
- **Minter motioned to table the item until additional information on savings accounts and CD interest rates and applicable fees could be obtained for the local entities with a second by McClure-Porter. Unanimous, Diedrichsen voted aye. Motion carried.**
  
- **Programming**
  - ✓ SRP -Mary Jo King provided information on the Summer Reading Program and other programs including:
    - 123 Registered for the Dyno-Might Readers (0 to 3)
    - 420 Registered for the Dig In Readers (4 to 11)
    - 64 Registered for the Young Adult Beneath the Surface Readers
    - 550 attended the opening Ice Cream Social
    - 56 attended the Hair Braiding Class
    - 42 attended the first Craft Session
    - 2 Young Adults volunteering in the Children's Dept.
  - ✓ Day of the Child/Day of the Book had 105 participants.
  - ✓ Adult Summer Reading Program is now in operation. Adults read/listen to a book and write a review. The review is dropped into the ballot box. Reviews are drawn each Monday for weekly winners.

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- ✓ The first Genealogy workshop had 6 participants and the second had 3. A number of them stayed and used the Ancestry.com site on our public computers.
- ✓ We were successful with the “Reader Kits” mini grant which is books and accompanying audios. Mary Jo King will begin working on implementing that grant shortly.

- **Facilities**

- ✓ Elko-Certificate of Occupancy has been received. The necessary plaque has been ordered and the C of O has already been hung.
  - Meeting Room-69
  - Reference-36
  - Lobby-65
  - Main Library-61
  - Children’s Area-52

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- **Staff**

- ✓ All staff participated in a technology workshop presented by Carson City Library on 5/15. By participating in this training, the library received an iPad. Staff will be reviewing/researching ways in which we can use it for staff/patron training. We will be able to “piggy-back” onto training that Carson City offers but funding for that is only available for one more year.
- ✓ Retirement dinner for Laura Oki is on June 26 at 6:00 at the Golf Course. Please let Jeanette or Mildred know as soon as possible if you and/or your spouse will be attending.
- ✓ Network Technician-applicable job duties from the Assistant Library Director’s job description were forwarded to the Director of IT for inclusion in the job description. It is currently being reviewed by the Comptroller and Assistant County Manager. Hammons informed the Board that she received a phone call that afternoon from the Comptroller regarding the position applicable wages. The Board expressed their concerns for Hammons to take to the County.

- **Services**

- ✓ VITA (Volunteers in Tax Assistance): 65 applications were completed with a total refund amount of \$55,155.
- ✓ SBDC (Small Business Development Center): the library will be working with George Kleeb, from the local office, to provide a meeting room for the “Lunch and Learn” workshops.
- ✓ Digitizing the yearbooks-The Library’s yearbooks have been done and we have received all of them back with the discs. We just sent out Elko High School’s books that will help fill in the gaps in our collection.
- ✓ Marketing
  - The Needs Assessment determined that better marketing needs to occur. In light of this:
    - After a lot of research on different ways to market the library and its services, LibraryAware will be purchased in the new fiscal year. This service will provide customization of all flyers, bookmarks, pamphlets, and newsletters for all branches

but still retain the library's brand consistently. Email lists will be able to be created for the patrons that they will be able to opt into. The burden will not be on one or two staff. All supervisors will be able to create professional looking marketing tools.

- We are working with Century 21 GoldWest of Elko on a "local attractions" map. The library will be on the map and will have a full panel advertising the library. 3,000 maps will be distributed over a 3-year period to new families to the area.
- ✓ Rocket Languages-Conversational language learning for 13 different languages are available. This is provided through the Nevada State Library & Archives. Hear it/Say it-all you need is your library card! It is available on our website.

- **Friends of the Library**

- ✓ Just Desserts-\$12,000 donation to the library. These funds will be used for the Bookmobile and other operational and program costs.
- ✓ Julia Doren Memorial Scholarship winner-Sarah Krum is a Spring Senior who will be attending UNR and majoring in education and agriculture.

- **Other Matters of Interest**

- ✓ The special considerations that the Administrator for the Nevada State Library and Archives attached to her budget submitted to the state were not approved.
- ✓ Volunteers will open a small Children's Library in Storey County at the Community Chest. This is the first step to bringing back a full public county library there.
- ✓ I will be on Vacation: 6/27-7/5  
10/9-10/18

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**Trustee  
Business**

**Updates from Board Members**

- None

**Other Matters of Interest**

- None

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**Public  
Comment  
Adjournment**

There was no public comment.

Diedrichsen adjourned the meeting at 5:32 pm. The next meeting is scheduled for July 16, 2013 at 4:00 pm.

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