

Minutes of the Elko County Library Board

January 18, 2011

**Date, Time,
and Place**

The meeting was called to order on Tuesday January 18, 2011 at 4:10 pm in the meeting room of the Elko County Library with Wendy Porter presiding.

Attendance

Lora Minter (via telephone), Lynne Volpi, Wendy Porter and Commissioner Jeff Williams were present. Brent Chamberlain was unable to attend. Library Director Jeanette M. Hammons was present. Audience: Laura Oki

Minutes

Volpi motioned to approve the December minutes with a second by Minter. Unanimous, Porter voted aye. Motion passed.

Claims

Volpi motioned to approve the 12-28-10 and 1-11 claims with a second by Minter. Unanimous, Porter voted aye. Motion carried.

**Operating
Report****Hammons reported:**

- **Programming**
 - ✓ Children's continues to offer Story time 3X's a week and Crafts each Wednesday. February 17 there is a "Laura Ingalls Wilder" Program and "Clifford the Big Red Dog" special story time.
 - ✓ We are once again partnering with Job Connect for our four-part series job searching workshops.
 - ✓ The library and the Bookmobile will be participating in the Elko County Reads program on February 10, 2011.
 - ✓ Summer Reading Program (SRP)-Barrick has once again generously agreed to sponsor this annual program!
- **Staff**
 - ✓ Carol Petri has been hired as a part time front desk person.
- **Facility**
 - ✓ The bathrooms are going to be retiled in February. They will be doing one at a time. I have reviewed with the Buildings and Grounds Supervisor the need for a lock on each restroom as the one not being worked on will have to be a unisex bathroom. I also reminded him that once any work is done, the entire restroom must be done to be ADA compliant.
 - ✓ We have continued to have leaks in the roof. The Buildings and Grounds Supervisor is going to see about getting it put into his budget to rebuild the soffit.
- **Services**
 - ✓ Computer user surveys were conducted in November and December. Frequency of use and the reasons for use were being surveyed. No analysis has been at this time as we are still receiving them.
 - ✓ Audio user surveys are being conducted during the months of January and

February. Format, Genre, and interest in downloadable audios are being surveyed. To-date, 78% of respondents indicate they are interested in downloadable audios.

- ✓ Weeding of the Adult Non-Fiction section has been completed. The CREW (Continuously Reviewing, Evaluating and Weeding) criteria were utilized. Over 3,200 books have been pulled. Adult Fiction will be the next section to be weeded.
- ✓ Elko County Library's Grown-Up Spelling Bee fundraiser is in the planning stages. We will be partnering with the Elko Daily Free Press. Volpi indicated that the American Association of University Women has done something similar called "BizBee". She recommended that Museum archives be researched for how it was conducted at that time.
- ✓ Our LSTA 2011 grant "Tri-County Needs Assessment" was reviewed by the State Council on Libraries and Literacy this past Wednesday. Congress did not pass a budget before the end of the year. Until there is an official budget passed by Congress and signed into Law, funds will not be able to be allocated to the states. Allocation may be delayed for several months.
- ✓ We are scheduled for KENV appearances on the following dates:
 - April 5 or 12 to promote National Library Week (Fine Free Week)
 - April 19 to promote "Just Desserts"
 - May 31 to promote the Summer Reading Program
 - October 25 to promote "Food for Fines" during the months of November and December
 - November 22 to promote the "Family Gingerbread House" contest and the "Sugar Plum Tree".
- **Just Desserts**
 - ✓ Just Desserts is scheduled for Saturday May 7, 2011. The Friends would like to know what capacity you as an individual or as a group would like to participate.
- **Budgets**
 - ✓ Bare budgets are going to be submitted for approval for Elko, Lander, and Eureka with roll ups for those items we have no control over such as wages.
- **Fund Balance of Lander-Eureka Library Contracts**
 - ✓ After attending the special County Commissioners' meeting on Tuesday January 12, Hammons spoke with Cash Minor regarding the fund balance of the Lander-Eureka library contracts. According to Cash, the only way to "protect" the Fund Balance of Lander-Eureka Library contracts is to spend it. This Board has previously discussed taking this action. Hammons presented costs for a new telephone system (which had been previously submitted with the budget requests but not recommended) and downloadable audios. She recommended that the Board approve the new telephone system and downloadable audios. Discussion on clarification of the available funds, allocations of monies according to the Utilization Plan, and purchasing property occurred.

Volpi motioned to approve the purchasing of a new telephone system and downloadable audios with an estimated cost of around \$17,000 with the final price to be determined by Hammons. A second was offered by Minter. Unanimous, Porter voted aye. Motion carried.

**Trustee
Business**

- **Library Gift Fund**
 - ✓ Hammons was directed to research if this Board can obligate future Boards; Does it violate any NRS; steps and/or conditions of purchase with lease back option.
- **Other Matters of Interest**
 - ✓ None
- **Elections**

Minter motioned to nominate Volpi as Vice President with a second by Porter. Volpi accepted the nomination. Unanimous, Porter voted aye. Motion carried.
- **Meeting Calendar**

Volpi motioned to approve the 2011 Meeting calendar as presented with the ability to change dates in the future with a second by Minter. Unanimous, Porter voted aye. Motion carried.
- **By Laws**
 - ✓ This item was tabled so that additional review can be conducted.

4:49 Lora Minter left the meeting at this time.

There is no longer a quorum so the meeting adjourned.

- **Other matters of Interest**

**Comment by
the General
Public**

None.

Adjournment

The meeting was adjourned at 4:49pm. The next meeting is scheduled for Tuesday February 15, 2011 at 4:00 pm.