

Minutes of the Elko County Library Board

April 19, 2011

Date, Time, and Place

The meeting was called to order on Tuesday April 19, 2011 at 4:05pm in the meeting room of the Elko County Library with Wendy McClure-Porter presiding.

Attendance

Lynne Volpi, Wendy McClure-Porter, Lane Diedrichsen, Russ Orr and Commissioner Jeff Williams were present. Lora Minter was unable to attend. Library Director Jeanette M. Hammons was present. Audience: Laura Oki

Minutes

Volpi motioned to approve the March 15, 2011 minutes (with changes regarding names and attachments noted by Volpi) with a second by Orr. Unanimous, McClure- Porter voted aye. Motion passed.

Claims

Hammons pointed out claims for CDW-G (Symantec anti-virus software), Picture This (matting for Pets Caught Reading posters), Positive Promotions (National Library Week t-shirts) and Frontier (new telephone system) as out of the ordinary claims.

Diedrichsen motioned to approve the 4/5/11 and 4/19/11 claims with a second by Orr. Unanimous, McClure-Porter voted aye. Motion carried.

Operating Report

Hammons reported:

- **Programming**
 - ✓ Story time and crafts are continuing throughout the month.
 - ✓ The Annual Spring Book Fair is going well.
 - ✓ El Dia de Los Ninos/de Los Libros programming includes bedtime Storytime on Monday 4/25 at 6:00 pm; An Evening at the Movies on Tuesday 4/26 at 6:00 pm; and Game Day on Saturday 4/30 from 1:00-3:00.
 - ✓ The Easter EGGstravaganza is this Friday from 10:30-11:30.
- **Staff**
 - ✓ Carabeth Devine has been hired as the new custodian. She works 15 hours/week.
- **Facility**
 - ✓ Buildings and Grounds is working with Desert Design and hopes to start the restrooms May 9 or May 18.
 - ✓ The Elko Garden Club is going to be working on the 7th Street side of the building. They are going to be putting in a Xeriscape garden. Heather Robertson has volunteered to lead this project. She is a Master Gardener. Saturday May 14 is the scheduled date to begin working on it.
 - ✓ We will be working with Adam Grow on an Eagle Scout Project.
 - ✓ Our Xerox contract is up. We will be getting a new copier in mid-May that will also be our FAX machine. The monthly fee is

approximately \$72 cheaper than what we are currently paying.

- **Services**

- ✓ We are working with OverDrive on the downloadable audios.
- ✓ Results of the Computer Survey indicate:
62% of computer users use the library computers every day or at least once a week.

74% of computer users use the library computers to improve their quality of life.

17% of computer users use the library computers for managing finances.

9% of computer users use the library computers for educational purposes.

15% of computer users use the library computers for employment purposes.

12% of computer users use the library computers for health and wellness purposes.

11% of computer users use the library computers for Government and legal services.

10% of computer users use the library computers for Community engagement.

27% of computer users use the library computers for social connections.

- ✓ Results of the Audio Survey indicate:
70% of respondents would like access to downloadable audios.
87% of respondents use CD or MP3 formats.

The top favorite genres:

Mystery-34%

Thriller-21%

Western-14%

Romance-13%

- ✓ We have collected stories from our patrons (Why do you use the library? What would you do if library services were cut?). They have not been collated yet.

- **Budget**

- ✓ The County approved a Tentative Budget on Monday April 12. The Buildings and Grounds requests to redo the library's rain gutters and lights were not recommended for funding.

- **Library Legislative Day**

- ✓ Laura Oki and I attended the Nevada Library Legislative Day on April 13. We met with Assemblymen Ellison and Goicoechea and Senator Rhoads. We were informed that Barrick had donated \$20,000 to the bookmobiles. We will receive 66% of that. It has not been determined if it will be over the course of the biennium or for just one year. Governor Sandoval has indicated to the media that he is putting money back into the Bookmobile. At this time, we do not know if this is the donated money or other money.

- **Ted Laibly**

- ✓ **Orr motioned to table this item until additional information could**

be obtained regarding alternative options, terms, etc. with a second by Diedrichsen. Unanimous, McClure-Porter voted aye. Motion passed.

Hammons will invite Danny Gillins, Morgan Stanley Smith Barney representative, to the next Board meeting to answer the Board's questions.

- **Utilization of the Library Services Fund**

- ✓ Hammons reviewed the Utilization of Library Services funds: In July of 2007, the Board approved the following categories as guidelines for utilizing the Library Services Funds generated from our contracts with Lander and Eureka Counties:
 - Capital Improvements
 - Technology
 - Grant Solicitation & Management
 - Advanced Educational Support(Further details on each category are provided in your files.)
- ✓ **Hammons reviewed the Michael Lostra proposals and provided information on her research regarding necessary actions/responsibilities of the Board if one is approved:**
 - Option 1=leave existing building/\$1,800 per month
 - Option 2=remove existing building at the library's expense/\$2,000 per month
 - Paperwork from the Division of Environmental Protection has been provided that indicates that the "petroleum contamination discovered at 777 Idaho Street NDEP requires no further action".
 - Assistant County Manager/CFO, Cash Minor, indicated in a phone conversation on March 17, 2011 that the Library Board is more than welcome to go before the Commissioners and ask for money towards the parking lot project but he (Cash Minor) will not recommend it. The county is not going to spend money on property they don't own. He indicated that a Commercial Appraisal would need to be conducted: one prior to the removal of the building and one after the removal of the building. He estimated \$3,000-\$5,000 for each appraisal.
 - Director of Planning and Zoning, Randy Brown, indicated in phone conversation on March 24, 2011, that a maximum of 18 parking spaces might be available. This would be stretching it and this would only be if everyone parked properly. He indicated that the library probably wouldn't have use of it because of the other businesses there. The Entrance would have to be off Court Street (this means patrons would be going through the staff parking lot) with an exit onto Idaho Street.
 - There are no Commercial Appraisers in Elko. The City and County have used Bill Tessler out of Reno. He indicated that he would be able to do a Summary Appraisal Report for about \$2,500. He questioned me as to why the Board would pay top dollar for property that would be for parking and the library didn't own. I indicated that we were just doing research at this time.

- Hammons did not recommend accepting either option presented by Lostra. She stated that after discussing the options with the Assistant Comptroller/CFO, Director of Planning and Zoning and a Commercial Appraisal, neither option benefits the library.

Orr motioned that the Board not consider a lease of property with a second by Volpi. Unanimous, McClure-Porter voted aye. Motion passed.

- ✓ **Hammons provided the following recommendations for utilizing the Library Services Funds not to exceed \$100,000 at this time in order to be prepared for possible budget cuts after the Legislative Session closes:**

Elko/ Branches

- Furniture to include (\$40,000):
 - Adult chairs
 - Youth chairs
 - Lounge type furniture
 - Tables
 - Stools
- Van Windshield
- Light pens (barcode scanners)
- Reader Board
- Computers/Netbooks for the Board
- Copiers
- Staff Computers
- Digital Camera

Orr motioned to approve purchasing the recommended items for Elko/Branches with the exception of the Reader Board, not to exceed \$40,000, with a second by Volpi. Unanimous, McClure-Porter voted aye. Motion passed.

Hammons will provide more information on the Reader Board at a later date.

Carlin (\$10,000-\$15,000)

- Furniture
 - Tables
 - Chairs
 - Computer Consoles
 - Children's furniture
 - Story time carpet

Volpi motioned to approve purchasing the recommended furniture for the new Carlin Branch Facility, not to exceed \$15,000, with a second by Diedrichsen. Unanimous, McClure-Porter voted aye. Motion passed.

Bookmobile (\$10,000-\$15,000)

- This amount would be dependent upon the actual cuts to the Bookmobile.

Diedrichsen motioned to approve utilizing \$23,000 for the Bookmobile as this is the amount we have been informed is being cut from the state funding with a second by

Orr. Unanimous, McClure-Porter voted aye. Motion passed.

- **Other Matters of Interest**

- ✓ A copy of the Nevada Public Libraries Collection Development Grant Program report has been provided for the Board.
- ✓ The new telephone system is in and working great!
- ✓ Hammons informed the Administrator of the Nevada State Library and Archives of her interest in the Public Library position on the Nevada Council on Libraries and Literacy. The position will be vacant after June.
- ✓ Hammons informed the Board of Family Sick days (April 25 and 26; May 9 and 23; June 13) she will be taking.

**Trustee
Business**

- **Updates from Board members**

None

- **Other matters of Interest**

None

**Comment by
the General
Public**

None.

Adjournment

The meeting was adjourned at 5:26 pm. The next meeting is scheduled for Tuesday May 17, 2011 at 4:00 pm.