

Minutes of the Meeting of the Churchill County Library Board

August 23, 2018

The Churchill County Library Board held a public meeting on Thursday, August 23, 2018, at the Churchill County Library Annex, 507 South Maine Street, Fallon, Nevada. The meeting was scheduled to begin at 3:00 p.m.

REGULAR AGENDA ITEMS

Call to Order: Chair Marilyn Hedges-Hiller called the meeting to order at 3:00 p.m.

Public Comment: None

Roll Call: Present were Trustees Marilyn Hedges-Hiller, Denice Pinder, Bill Williams, Jo Petteruti; Library Director Carol Lloyd; Churchill County Deputy District Attorney Joe Sanford; and Churchill County Director of Human Resources, Geof Stark.

Verification and Posting of Agenda: Verified by Library Director Carol Lloyd.

Review and adoption of agenda: A request was made for the agenda to be amended to allow Geof Stark, Churchill County Director of Human Resources, to present the Performance Evaluation results of Director Carol Lloyd to the Board. This item was originally slated as Item 5 in Old Business and the request was made to move it for presentation after Item 7 Review and Adoption of the Minutes. A motion was made by Jo Petteruti to approve the revised agenda, seconded by Bill Williams. All in favor.

Review and adoption of the minutes: A motion to approve the minutes of the Library Board meeting of July 26, 2018, was made by Bill Williams and seconded by Jo Petteruti. All in favor.

Review and possible action to approve: Geof Stark reported to the Board the results of Director Carol Lloyd's Performance Evaluation. All five Board members had turned in an evaluation. Carol received high marks in all areas of the evaluation and consequently will receive a salary increase to the next step on the salary scale. Any comments made on the evaluation by Board members were provided to Carol but not attributed to anyone.

Library Board of Trustees' Report: Jo Petteruti shared she attended the CEDA Meet and Greet on July 28th for the new CCSD Superintendent, Summer Stephens, new Churchill County Manager Jim Barbee and new WNC Fallon Campus Rural Outreach Director Holly O'Toole. She reported about 45 people were in attendance.

Marilyn Hedges-Hiller and Denice Pinder reported they attended the Churchill Library Association's fundraiser *Books, Bites and Beverages*. It was well attended and our own Assistant District Attorney Joe Sanford and his wife hosted *The Lonesome Dove* table and Board member Denice Pinder and her husband hosted the *H is for Hawk* table. Everyone seemed to have a wonderful time.

Library Director's Report:

With the recent resignation of Board member Jean Beatty, the application process to fill this position is now open. Director Carol Lloyd explained all places the application is available to those wanting to apply. Applications will be accepted through September 7th. This will be the first Board position filled since new county manager, Jim Barbee has taken the position. Therefore it is not yet known if the interview process will remain the same.

Statistics: Statistics were provided.

Books Bites and Beverages: Director Carol Lloyd reported the event was a success and over \$5,500 was raised.

Usability Study: One item that came out of the Strategic Planning process was the lack of user friendliness of the library website. It has been five years since it has been updated. Carol has contacted CC Communications to discuss how and when an update can occur.

Virtual Reality: Director Carol Lloyd reported XR is active and has been used by about 35 people in the last two weeks. Some of the children from the middle school have been coming into the library to use it thereby alleviating a portion of the many middle school children in the library parking lot after school. Let's hope this trend continues!

Artist Reception: An artist reception for Caroline Kwas will be held September 4th from 5-6:30 at the library.

Set date and time of regular Library Board meeting: The next regular meeting is scheduled for Thursday, September 27, 2018 at 3 p.m. at the Churchill County Library Annex, 507 South Maine Street, Fallon, NV.

OLD BUSINESS

Adoption of library marketing and publicity: Director Carol Lloyd handed out copies of her article from the Lahontan Valley News dated Wednesday, August 8, 2018. The article provided information for the community about upcoming events and current programs currently held at the library. She also included brief overviews of current books of interest at the library. She also passed out newspaper articles that had been in the newspaper promoting the CEDA Meet and Greet and the CLA fundraiser *Books, Bites, and Beverages*.

Carol also passed out the Calendar of Events for September 2018.

Review, discussion and possible action to approve Strategic Plan. Director Carol Lloyd had provided copies of both the Five Year Plan dated 2016-2020 and the new Five Year Plan dated 2018-22 for the Board's perusal prior to the meeting. Following questions and discussion, a motion was made to approve the new Five Year Plan 2018-22 by Jo Petteruti. Seconded by Bill Williams. All in favor.

Review, discussion and possible action to approve items related to the Churchill Library Endowment Fund. This item was tabled until the next meeting.

Review and possible action to approve Lynda.com database annual subscription fee of \$7,000 from the Gift Fund. As explained to the Board by Director Carol Lloyd, this website can teach a person to do just about anything they want to learn. It is hoped it will be particularly useful for workforce development. It allows 20 consecutive users with library cards at a time. Director Carol Lloyd will advertise its availability in all the usual places: newspaper, website, school district, Oasis, Job Connect, etc. Usage can be tracked and after one year we will know if it is being used. A motion was made by Bill Williams to approve funding of the database for one year. Seconded by Jo Petteruti. All in favor.

Review, discussion, and possible action to approve Social Media Policy. Jo Petteruti made a motion to approve the Social Media Policy and Bill Williams seconded it. All in favor.

NEW BUSINESS

Review and adoption of Monthly Budget Report: A motion to accept the July 2018 budget report was made by Bill Williams and seconded by Jo Petteruti. All in favor.

Director Carol Lloyd also provided a copy of the year end expense report to the board. No action needed.

Review and adoption of Library Gift funds: Bill Williams made a motion to accept the July 2018 Library Gift Funds. Jo Petteruti seconded. All in favor.

Public Comment: None

Adjournment: 4:09 p.m.

Respectfully submitted,
Denice Pinder