

Minutes
of the Meeting of the
Churchill County Library Board

December 20, 2012

The Churchill County Library Board held a public meeting on December 20, 2012 beginning at 4:00 p.m. at the Churchill County Library Annex, 507 South Maine Street Fallon, Nevada.

REGULAR AGENDA ITEMS

Pledge of Allegiance

Chairman Zip Upham called the meeting to order at 4:00 p.m.

The certificate of posting was noted.

Public comment

None.

Roll Call

Present were trustees Zip Upham, Kim Farnham, Ann Rapp and Rebecca Taylor. Also present were Library Director Carol Lloyd, Foundation member Mary Louise Erb, County Commissioner Norm Frey, and Katie Beckman from the District Attorney's office. Guest: Marilyn Hedges-Hiller.

Review and adoption of agenda

Motion was made by Kim Farnham to approve the agenda. Second: Ann Rapp. Motion carried.

Review and adoption of the minutes

Ann Rapp moved to approve the minutes of the Library Board meeting on November 15, 2012 as presented. Second: Kim Farnham. Motion carried.

Review and adoption of Library Building Fund

Ann Rapp moved to approve the Library Building Fund as presented. Second: Kim Farnham. Motion carried.

Library Board of Trustees' Report

None.

Library Director's Report

The parking lot repaving is complete. Jorge in Facilities said they applied for a grant for handicapped access doors. Norm Frey confirmed that it was approved 12/19/12. The collection development grant from the State of Nevada is moving forward. The library received \$1,350 from Fallon Auto Mall's donation program. The District Attorney's office seminars on Ethics, Open Meeting Laws and Fraud Prevention will be held in the Commission Chambers on January 10th at 2:00 pm and 5:00 pm, and on January 11th at 9:00 am. Carol is still waiting for details on the Trustee training classes being offered by the State.

CLAN has LSTA grant money available for e-books. There will be a consortium buy of e-books to be shared by CLAN libraries.

Maintenance of Library Building Report

Commissioners came through the Library in anticipation of the start of the budget process. At the top of Carol's list is a website usable by everyone in the County. The current website doesn't address all of our available resources.

Miscellaneous

There are no bake sales planned for the Summer Reading Program. Carol is looking to other avenues of funding. Ann said they raised \$1,000 at bake sales last year. She and another woman are willing to run bake sales without Children's Librarian Joyce Betts having to take time away from her duties. Carol is trying to get a handle on fundraising in general. Regarding the Teddy Bear Tea, her thoughts are the community shouldn't have to pay for it. Maybe we can get funds from the County or other sources. Carol prefers to have Joyce doing other things besides fundraising. Zip mentioned the Rotary Club's Literacy Program and he will put Carol in touch with them for possible fundraising ideas. Mary Louise mentioned that the Teddy Bear Tea has been a fundraiser from Day One. Carol agreed it will be a fundraiser again this year.

Carol is working with Joyce on ideas for serving the kids. The focus is on kids, outreach and schools.

Set date and time of regular/special Library Board meetings

The next regular meeting is scheduled for Thursday, January 24th, 2013 at 3:15 pm at the Library Annex
507 South Maine Street.

Public Comment:

None

OLD BUSINESS

Review and adoption of library marketing and publicity

None

Review of 5-Year Plan

Measurements of how we're doing against the plan are critical.

The State Library and Archives are working on a grant for a community-needs assessment which will tell us who uses the library and how, and who doesn't use it. It is a compilation of census data, demographics, and user information from our catalog. Carol put the Library in as a Beta tester if needed as it would be helpful for us to have this information. For example, Henderson found a large portion of its resources went to children's resources but 60% of households there didn't have children.

Carol has revised the 5-Year Plan and the Trustees need to review it. A motion was made by Ann Rapp to table review of the 5-Year Plan to January's meeting. Second: Kim Farnham. Motion carried.

NEW BUSINESS

Review and adoption of monthly financial report

As of December 10, 2012, 42% of the year has elapsed and the library has spent 36% of the budget.

The AV Supplies line item shows 125% of the yearly budget has been used. Carol is working with Alan to move funding allocations around. Computers and printers are at 78% of the yearly budget now. This includes the new computers that were purchased and Carol said it will not be a problem at the end of the year. Carol wants a printer that can be networked for access by all staff and is separate from the public machine. The staff also needs scanning capabilities. Funding sources are being explored.

The motion to accept the budget was made by Kim Farnham. Second: Ann Rapp. Motion carried.

Review of monthly circulation reports

The November 2012 circulation numbers are down from November 2011, probably due to the new method of scanning audio books. Carol is now tracking attendees of programs. DVD's from the back room are now in circulation which may drive the circulation stats up.

Wireless usage for the month of November was 139.62 hours. There were 15 users.

PC reservation usage for November was 1,052 people for a total of 963.23 hours.

Collection Development Policy

Carol said the Collection Development Policy is the backbone of the Library's business. The biggest change is how to handle reconsideration of Library material. If a patron has an issue, there's a form they need to fill out. The form goes to Carol, she works with the Staff on a solution, and it goes to the Board

as a last step. All reconsiderations hinge upon a strong Collection Development Policy. The Policy helps the Library decide which books to buy and also which books to get rid of. When books are removed from the collection, they go to the Friends store to see if they can be sold. The next stop is Better World Books which sells online. If we had a 501(c)3, we would get an extra 5%.

A motion was made by Kim Farnham to table review of the Collection Development Policy to January's meeting. Second: Ann Rapp. Motion carried.

Library Director's 3-Month Evaluation

Geof Stark was not at the meeting but he gave the compiled evaluation results to Zip Upham. The initial evaluation period is an opportunity to discover potential problems in the first 3-month period. The overall performance was 4.33, which is "Good Plus." Carol will be re-evaluated in June for possible merit increase as of July 1.

A motion to accept the Library Director's 3-Month Evaluation as provided by the County was made by Ann Rapp. Second: Kim Farnham. Motion carried.

Public comment

None, but everyone took the opportunity at the close of the meeting to thank Norm Frey for his many years of service to the Board.

The meeting was adjourned at 5:04 p.m.

Respectfully Submitted,

Kim Farnham, Board Member and Secretary