

Minutes
Of the meeting of the
Churchill County Library Board
September 27, 2012

The Churchill County Library Board held a public meeting on September 27, 2012 beginning at 3:58 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 3:58 p.m.

The certificate of posting was noted

Public comment

None.

Roll Call

Present were trustees Zip Upham, Kim Farnham, Dottie Brown, and Ann Rapp. Also present were Library Director Carol Lloyd, Deputy District Attorney Craig Mingay, and Foundation member Mary Louise Erb.

Review and adoption of agenda

Motion was made by Dottie Brown to approve the agenda. Second: Ann Rapp. Motion carried.

Review and adoption of the minutes

Dottie Brown moved to approve the minutes of the Library Board meeting on August 23rd, 2012 as presented. Second: Kim Farnham. Motion carried.

Review and adoption of Library Building Fund

As of Sept 1, the balance in the Building Fund was \$332,185.83.

Ann Rapp moved to approve the report as presented. Second: Kim Farnham. Motion carried.

Library Board of Trustees' Report

None.

Library Director's Report

New Library Director Carol Lloyd said that it was nice to have had a week to work with outgoing Director Barbara Mathews. The transition has been a smooth one so far.

There are five new computers in the library. They are being configured now by Dana from CLAN and should be available next week. There is one for circulation, two for OPAC , one for e-mail and one for the reference room.

The new self-check system was up but it had to be taken down for repair. It is expected to be back online when the new computers are ready. To use the self-check system to its fullest ability, the Library is changing how materials are processed. **It's hard to open and scan a book with the barcode inside.** The barcodes need to be moved to the outside of the books. For audio books on CD, one barcode needs to be put on the outside of the case, rather than having a **barcode on each individual CD as there is now.** **The staff needs to check that all CD's are in the cases when they are returned.**

Because of this new system, circulation stats will be lower—an audio book will count as one CD instead of 15 or 20 when each individual CD is counted. With the current system, when we send material to other libraries, they count each disc as one item. If that library has checkout limits, patrons could go over based on just one audio book. We will know why circs are lower once we go to the new system.

Carol is working with the Staff on streamlining processes in the library, including trying to get materials out onto the shelves so patrons have easier access.

Carol will be at the Nevada Library Association Conference in Las Vegas from October 3^d through October 9th. Barbara Mathews is being honored on October 5th as the past President of the Association. The NLA conference will be held in Reno next year.

Maintenance of Library Building Report

The parking lot pavement project has been postponed. The bid came in over \$25K so they have to get three proposals. Jorge will advise Carol on the new timeline when he has it.

Set date and time of regular/special Library Board meetings

The next regular meeting is scheduled for Thursday, October 25, 2012 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

NEW BUSINESS

Review and adoption of monthly financial report

As of September 17, 2012, 17% of the year has elapsed and the library has spent 16% of the budget. The Audio Visual expense was at 31% year-to-date and this is due to the purchase of new cases. The Amazon expenses mentioned last month are starting to show up on the budget.

Dottie Brown was told that the printer the patrons use is having trouble **and parts aren't available** for it anymore. The printer is old and the Staff has been getting replacement parts from other printers. After further discussion, it **wasn't clear which exact printer is having problems and Carol will discuss with Diane Wargo.**

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

Review of monthly circulation reports

Item circulation for the month of August was 15,144. There will be a drop in circulation once **audio book CD's start being counted as one item instead of multiples.**

Wireless usage for the month of August was 222.08 hours. There were 20 users.

PC reservation usage for August was 1,327 people for a total of 1,409 hours.

Zip Upham suggested that if Carol wants to change the way the circulation starts are reported, **she can. Carol said she can't control the reports as they are generated by Polaris and Envision. She is in the process of comparing all of this year's data to last year's so she can determine what is changing.**

Action of possible date for November Library Board meeting

The Board decided that the November meeting will be pushed to the week before Thanksgiving, which is Thursday, November 15. Dottie Brown moved to approve the date change. Second: Kim Farnham. Motion carried.

Revision of the Library's 5- Year Plan

Carol has to provide an updated 5-Year Plan to the State Library and Archive. The State needs **an update every two years. The Board of Trustees hasn't reviewed the plan recently. Dottie Brown mentioned it's hard to get grants because we currently do not have non-profit status.** Zip Upham noted that the current Plan includes things being done now by the Foundation (e.g., fundraising). When the current Plan was prepared, the Foundation was not yet in existence. The Library did all of the fundraising back then. The Library has a grant write under contract but there is nothing for her to do since the Library does not yet have a 501(c)3. The Foundation was

established to raise funds to create a new library for Churchill County. There was discussion of the overlap between the Foundation and the Board of Trustees. The Friends of the Library advises on both sides and does fundraising in all areas, not just for the new building.

It was agreed that this agenda item would be tabled to the next meeting. The Board members will come to the meeting with suggested revisions to the 5-Year plan.

Carol is going to add an agenda item to review the Library's policies at the next meeting. She and the Staff will go through the current policies and she will provide feedback to the Board for review at the meeting.

Public comment

None

The meeting was adjourned at 4:46 p.m.

Respectfully Submitted,

Kim Farnham, Board Member and Secretary

Approved October 25, 2012