

Minutes
of the Meeting of the
Churchill County Library Board
October 25, 2012

The Churchill County Library Board held a public meeting on October 25, 2012 beginning at 4:10 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 4:10 p.m.

The certificate of posting was noted.

Public comment

None.

Roll Call

Present were trustees Zip Upham, Kim Farnham, Dottie Brown, Ann Rapp and new Trustee Rebecca Taylor. Also present were Library Director Carol Lloyd, Katie Beckman from the District Attorney's office, 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

Ann Rapp moved to approve the minutes of the Library Board meeting on September 27, 2012 as presented. Second: Dottie Brown. Motion carried.

Review of Open Meeting Law

Katie Beckman from the District Attorney's office discussed the Nevada Open Meeting Law and what constitutes an "open meeting." The main criterion for an open meeting is whether there is a quorum present. If we have a majority of the Board together in public, that can be considered an open meeting. Items being discussed and decisions being made during such a gathering violate the open meeting laws. In addition, if two Board members are talking and mention the thoughts or opinions of a third Board member who isn't present, this also violates the open meeting laws as it constitutes a "rolling quorum."

Katie and Craig Mingay are putting on a workshop for all Boards in the County in early January to discuss the open meeting laws.

Zip asked if conversations at the Wine Tasting would be considered in violation of the open meeting laws, even though no decisions are made. It is a Foundation function as opposed to a Board function. Katie will check on this. There was a discussion on whether functions should **be declared “workshops” in which no action will be taken. Workshops should be put on the agenda.**

The “rolling quorum” issue was discussed further. If Trustee A talks to Trustee B, Trustee B talks to Trustee C, and Trustee C talks to Trustee D, you end up with a quorum even though all four members were not present at the same time.

Review and adoption of Library Building Fund

As of October 1, 2012, the balance in the Building Fund was \$332,185.83.

Dottie Brown moved to approve the report as presented. Second: Kim Farnham. Motion carried.

Library Board of Trustees’ Report

None.

Library Director’s Report

The new computers and self-checkout machine are up and running. The NLA conference was great. There was a lot of material for Trustees presented. We can see the conference presentation online.

Maintenance of Library Building Report

The parking lot repaving should begin soon. Workers were seen measuring the parking lot.

Set date and time of regular/special Library Board meetings

The next regular meeting is scheduled for Thursday, November 15, 2012 at 3:15 pm at the Library Annex, 507 South Maine Street. The meeting will be preceded by the semi-annual Library walk-through which will begin at 2:45 am in the Library.

The December meeting will be Thursday, December 20th at 3:15 pm.

Public Comment:

Regarding the parking lot repaving, Mary Louise asked if the Library will be closed for a day **after it’s done to avoid patrons** tracking in wet asphalt on their shoes. Carol said the Library will not be closed and we discussed possible precautions such as floor mats. Carol will make sure something is in place to protect the Library floors following the repaving.

OLD BUSINESS

Review and adoption of library marketing and publicity

The Wreath Auction flyer is set to go out. Someone will also talk to KHOG about promoting it.

Review of 5-Year Plan

As discussed previously, Carol needs to update the 5-Year Plan for the NV State Library and Archive. She talked to the staff about what the Library does and will incorporate this information into the revised Plan. She feels that the Plan needs to be measurable. We discussed the **Library's website which is currently buried within the County's website. We do have a Facebook page which Carol hasn't updated** yet. The collection development policy is being reviewed. Every new item put into the collection has to be offset by an item taken out of it due to space restrictions. We should be collecting things people are using today. The Library is not a museum or historical archive.

Having a new facility should be included in the 5-Year Plan but fundraising should not be. Zip asked if it was appropriate to revisit the entire plan now that we have a new Director. It was confirmed that we can submit a totally new plan at any time. Carol will propose a new plan for us to discuss.

Library fundraising was discussed. It's very time consuming for the employees and might be better handled by someone else.

Dottie mentioned that there is not a lot of room in the Library for special groups and activities such as teens, an AV room, a **small kids' area and an area for seniors.** **The Reference Room is empty a lot of the time.** Whether we should have a separate Reference Desk where patrons can go for answers was discussed. Sometimes people have lots of questions which holds up the line.

Rebecca asked if the collection was weeded out regularly and the answer was "yes."

Carol will work on revised goals & objectives.

NEW BUSINESS

Review and adoption of monthly financial report

As of October 2, 2012, 25% of the year has elapsed and the library has spent 23% of the budget. It was noted that CLAN expenses are high but they provide substantial benefits.

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

Review of monthly circulation reports

Item circulation for the month of August was 13,025. It was noted that half of the month included

the new way of checking out audio books, resulting in fewer counts since each CD is only counted as one item now.

Wireless usage for the month of September was 224.63 hours. There were 20 users.

PC reservation usage for September was 1,316 people for a total of 1,234 hours.

The question of how Kindles are counted in circulation stats came up. If a Kindle with 10 books is checked out, does it counts as 10 circs.? Laptops that are checked out were also mentioned and they are not currently included in the circulation stats.

Operating Procedures - Fines and Fees

We reviewed the updated Operating Procedures for the Library. Fees and fines have been adjusted. The Library performs proctoring services with no charge to the public. Donations from test takers **are suggested. Copy and postage fees are charged but not the employees'** time. Zip suggested that proctoring services be made available only on certain days and times during the month. That way, multiple test takers could share the same proctoring time.

Review of the Board of Trustees Document

We reviewed the Document, particularly the section on "The Role of the Board of Trustees." Carol asked what she can do to make us comfortable in our role as Trustees. Dottie pointed out **that we don't know all that the Director does. It doesn't make sense for the Board to micromanage the Director's work.**

Public comment

None

The meeting was adjourned at 5:17 p.m.

Respectfully Submitted,

Kim Farnham, Board Member and Secretary