Minutes

of the Meeting of the

Churchill County Library Board

November 15, 2012

The Churchill County Library Board held a public meeting on November 15, 2012 beginning at 3:40 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 3:40 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 was Library Director Carol Lloyd.

Review and adoption of agenda

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

Review and adoption of the minutes

Ann Rapp moved to approve the minutes of the Library Board meeting on October 25, 2012 as presented. Second: Kim Farnham. Motion carried.

Review and adoption of Library Building Fund

As of November 1, 2012, the balance in the Building Fund was \$332,270.83. There was a discussion of how donations are allocated. If not specified otherwise, donations go into the Library Building Fund. When donations are given, we should ask the donor where they want the funds to go.

The Square Foot Club was discussed. No one knows how it was set up originally. Carol Lloyd suggested that before we resurrect this or any other old donation programs, we should make sure we have a 501(c)3 in place.

The funding target for the new library is \$12 million. It is expected that large grants and federal earmarks will be needed to reach this amount.

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

Library Board of Trustees' Report

Ann Rapp complimented Carol Lloyd on the direction in which the library is moving. One change is that Carol's office will be opened up visually so she can see what's going on in the library. Carol's three-month evaluation is due prior to the December board meeting. Zip will e-mail the Trustees about picking up evaluation forms at Geof Stark's office.

Library Director's Report

The parking lot paving project is progressing and is expected to be completed soon. Carol applied for a collection development grant from the State for \$3,551 for current/popular non-print material such as DVD's. The State Library and Archives has invited Churchill County to participate in a pilot program for Trustee training at no charge. The training will be provided through the American Library Association. It is designed to help Trustees get a sense of what they should be doing. There are five classes online, one per month, lasting roughly 40-50 minutes each.

The District Attorney's office will be holding seminars on Ethics, Open Meeting Laws and Fraud Prevention in January 2013. The seminars will be held in the Commission Chambers and will be on January 10th at 2:00 pm and 5:00 pm, and on January 11th at 9:00 am.

Carol is working with a State organization to obtain permanent art for the library from Burning Man. Zip Upham recommended we ask for rights of refusal before accepting any artwork.

Carol has placed marketing and publicity items in the Lahontan Valley News, the Mailbox News and the Chamber of Commerce bulletin.

Carol and the library staff are working on a revised 5-year plan and she expects to have a skeleton draft ready by January.

A retirement reception for outgoing County Commissioner Norm Frey will be held on December 19th at 6:00 pm at the Arts Council. Carol bought a Nevada picture book as a gift for Norm which will be presented to him at the reception.

Carol reported an altercation in the library between two young men to the police. She is going to talk with the police to discuss the possibility of their having more of a presence at the library.

Maintenance of Library Building Report

None

Set date and time of regular/special Library Board meetings

The next regular meeting is scheduled for Thursday, December 20, 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 See Director's Report above. Review of 5-Year Plan See Director's Report above. **NEW BUSINESS** Review and adoption of monthly financial report As of November 5, 2012, 33% of the year has elapsed and the library has spent 28% of the budget. The motion to accept the budget was made by Kim Farnham. Second: Ann Rapp. Motion carried. Review of monthly circulation reports Carol questioned the WAM usage on the report. She thinks it looks low. Diane and Deb are having to troubleshoot the internet computers which go up and down frequently. Carol is working with CLAN on a solution. Books on CD are shown in the "Compact Disk" category on the circulation report and are now only counted as one item each. The "Kit" category includes such items as "Hooked on Phonics" which contain multiple parts that get checked out together. Wireless usage for the month of October was 155.82 hours. There were 14 users. PC reservation usage for October was 1,285 people for a total of 1194 hours. Public comment None The meeting was adjourned at 4:32 p.m. Respectfully Submitted,

Kim Farnham, Board Member and Secretary