

**Minutes**  
**of the Meeting of the**  
**Churchill County Library Board**  
**January 24, 2013**

The Churchill County Library Board held a public meeting on January 24, 2013 beginning at 3:52 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 3:52 p.m.

The certificate of posting was noted.

**Public comment**

None.

**Roll Call**

Present were trustees Zip Upham, Dottie Brown, Kim Farnham, Ann Rapp and Rebecca Taylor. Also present were Library Director Carol Lloyd, Foundation members Carol Roeder, Marilyn Hedges-Hiller and Linda Miller, County Commissioner Bus Scharmman, and Katie Beckman from the District Attorney's office.

**Review and adoption of agenda**

Motion was made by Dottie Brown to approve the agenda. Second: Ann Rapp. All in favor.

**Review and adoption of the minutes**

Ann Rapp moved to approve the minutes of the Library Board meeting on December 20, 2012 as presented. Second: Kim Farnham. All in favor.

**Review and adoption of Library Building Fund**

Dottie Brown moved to approve the Library Building Fund as presented. Second: Ann Rapp. All in favor.

**Library Board of Trustees' Report**

None.

**Library Director's Report**

Polaris did their upgrade Jan. 23<sup>rd</sup>. Carol is happy with the results and would like feedback. **She passed around a handout from Pew Research Center, "Library Services in the Digital Age."** She asked the Board to read it and let her know if we have any questions. It discusses where libraries are headed. Carol thanked the Board members who attended the Ethics Training put on by the District Attorney's office earlier this month.

The Library should receive a collection development grant from the State soon in the amount of \$3,551. It is coming from the Legislature. The Library has received around \$8,000 over the last few years. The funds will be used for popular or non-print materials. The Commissioners need to approve the allocation of funds. Deborah Fiedler wrote and received a \$1,000 grant from Walmart. The materials being purchased with the grant will have a sticker placed on them saying, **"Made possible by a grant from Walmart."**

Carol is waiting for details of the Trustee training being offered by the Nevada State Library and Archives.

Joyce's 35<sup>th</sup> anniversary with Churchill County was noted and a reception will be held on Friday, January 25.

The **"Food for Fines"** is being implemented from February 11 through March 11. **Patrons with outstanding fines can bring in a can of food and get their fine waived. One can per book.** The cans will be donated to the Fallon Community Pantry. Carol is putting together a press release regarding the program.

The 2013-14 preliminary budget is done and will be presented by Carol to the Commissioners **on Feb 4. The budget includes a 6% decrease over last year's budget, due to retirements and those positions being filled at lower salaries.** The budget includes expansion funds. Carol did not receive a directive from the County to decrease the budget. The Library currently has five full-time and two part-time staff members and is open 56 hours a week; **it's hard to have coverage when people are sick.** Next year's NLA conference is in Reno and Carol is putting into the budget the cost of travel for all of the staff to attend at least one day. There is a Public Library Association conference in Indiana later in the year. Carol would like to attend and is hoping to glean information on the latest library developments.

**Carol's focus for the budget includes website design, a color copier and a network assessment.**

Bus Scharmann confirmed that around March 1 there will be feedback for Carol on the budget.

### **Set date and time of regular/special Library Board meetings**

The next regular meeting is scheduled for Thursday, February 28, 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**

Dottie asked if there have been/will be any meetings with the Rotary Club and other organizations in town. Carol has a call in to Mel Furmaster regarding the Rotary Club's literacy program.

### **Review of 5-Year Plan**

Ann suggested a change to Goal 3, adding the word "Library." Once the plan is finalized, Carol will come up with a plan for implementation. Employee reviews will tie into the new plan.

Joyce and Carol are talking about reaching out to schools, including private and home schools, as well as pre-schools. They are also talking to the Reservation about reaching out to them as well. Carol wants less time spent by the staff on fundraising. Joyce attends school librarian meetings. Outreach programs to nursing homes were discussed, along with the possibility of **having an open house on using the Library's resources for home-schooled children.**

A motion was made by Kim Farnham to approve the 5-Year Plan with the noted changes. Second: Dottie Brown. All in favor.

### **Review of the Collection Development Policy**

The Collection Development Policy offers guidelines to the Library staff for what to buy and what to weed out of the existing collection. It is a guideline for how to select new material. It is also a guideline for dealing with patrons who object to material in the library. The biggest change Carol has made to the policy is in how reconsideration requests are handled. A complaint will go to Carol first **and if it can't be resolved to the satisfaction of all parties, it will be appealed to the Board.** Carol will add this wording to the "Reconsideration of Library Material" section of the Collection Development Policy. The Board will always **know what's going on prior to our having to get involved.**

A motion was made by Dottie Brown to approve the Collection Development Policy with the noted changes. Second: Kim Farnham. All in favor.

## **NEW BUSINESS**

### **Review and adoption of monthly financial report**

As of January 8, 2013, 50% of the year has elapsed and the library has spent 42% of the budget.

The AV Supplies line item shows 130% of the yearly budget has been used. There is a

Walmart grant , and “Pay It Forward,” which will help defray costs. Carol is meeting with Comptroller Alan Kalt to discuss guidelines on expending these funds and the gift funds.

The motion to accept the budget was made by Ann Rapp. Second: Dottie Brown. All in favor.

### **Review of monthly circulation reports**

The December 2012 circulation numbers are down from December 2011, probably due to the new method of scanning audio books. Carol is now tracking attendees of programs such as Story Time and outreach programs. There were 9 programs with 56 attendees in December 2012.

Wireless usage for the month of December was 163.19 hours. There were 11 users.

PC reservation usage for December was 1,144 users for a total of 1,142 hours.

### **One-time fine waive**

We discussed offering a one-time fine waive for members of the Friends of the Churchill County Public Library. Carol will decide the maximum amount of fines that can be waived. Membership in the Friends was discussed and they are trying to recharge the program. The next Friends meeting is March 19.

### **Public comment**

None.

### **The meeting was adjourned at 4:50 p.m.**

Respectfully Submitted,

Kim Farnham, Board Member and Secretary