

Minutes
of the Meeting of the
Churchill County Library Board

February 28, 2013

The Churchill County Library Board held a public meeting on February 28, 2013 beginning at 3:50 p.m. at the Churchill County Library Annex, 507 South Maine Street Fallon, Nevada.

REGULAR AGENDA ITEMS

Call to Order

Chairman Zip Upham called the meeting to order at 3:50 p.m.

The certificate of posting was noted.

Public comment

None.

Roll Call

Present were Trustees Zip Upham, Dottie Brown, Kim Farnham and Ann Rapp. Also present were Library Director Carol Lloyd, Foundation members Linda Miller and Mary Louise Erb, and Craig Mingay from the District Attorney's office.

Absent was Trustee Rebecca Taylor.

Review and adoption of agenda

A motion was made by Ann Rapp to approve the agenda. Second: Kim Farnham. All in favor.

Review and adoption of the minutes

A motion was made by Dottie Brown to approve the minutes of the Library Board meeting on January 24, 2013 with one suggested correction. Second: Ann Rapp. All in favor.

Review and adoption of Library Building Fund and Gift Funds

There is a new format for the Library Building and Gift Funds report which Carol clarified as follows. **The first three lines of "Income" are held by the Comptroller who gives Carol a monthly report. The Morgan Trust was given to the Library to be used only for materials. There is no timeline for spending and the Library has full flexibility in how to use the funds as long as they are used for materials. Carol said the only stipulation on the Morgan Trust funds is that the County can't not fund the Library because we have this money. The Library Board oversees the Morgan Trust.** Discussion of whether there are any other stipulations on the funds was discussed but it was pointed out that the current Board can override stipulations put in place by any earlier Board.

The bottom section, "Foundation Building Fund," includes the balance of funds the County holds as well as the balance in the Foundation's bank account which is held by Foundation Treasurer Carol Roeder. Dottie Brown moved to approve the Library Building Fund and Gift Fund reports in the new format as presented. Second: Kim Farnham. All in favor.

Library Board of Trustees' Report

Ann Rapp commented that since she began volunteering at the Library, she has developed an appreciation for all of the work the Library staff does just to get a new book onto the shelves.

Library Director's Report

The County Commissioners approved the collection development grant from the State in the amount of \$3,551. It will be used for popular non-print materials (DVD's, books on CD, etc.) Carol is waiting to hear on several other grants that she and Joyce have written.

Carol is still waiting for details on the upcoming Trustee training. Carol is taking vacation in September which will affect the September board meeting. She would like to move the meeting to an earlier date in September. The NLA Conference is at The Atlantis in Reno on October 17, 18 and 19.

Set date and time of regular/special Library Board meetings

The next regular meeting is scheduled for Thursday, March 28, 2013 at 3:15 pm at the Library Annex at 507 South Maine Street.

Public Comment:

None.

OLD BUSINESS

Review and adoption of library marketing and publicity

The Teddy Bear Tea letters have gone out with an April timeframe.

NEW BUSINESS

Review and adoption of monthly financial report

As of February 11, 2013, 58% of the year has elapsed and the Library has spent 48% of the budget.

The AV Supplies line item still shows a negative number. Carol is awaiting re-allocation from the Comptroller.

A motion to accept the budget was made by Kim Farnham. Second: Dottie Brown. All in favor.

Review of monthly circulation reports

The January 2013 circulation numbers are down from January 2012 due to the new method of scanning audio books. The report now shows programs and patron logins to their accounts on **the Library's website**. There were 11 programs with 94 attendees in January 2013. Carol is working on making the website easier to use and she is putting together a committee of Library people and County people.

Wireless usage for the month of December was 136.43 hours. There were 14 users.

PC reservation usage for January was 1,247 users.

Changes to Operating Procedures

The Board reviewed a suggested change to the Operating Procedures which lowers the fine for **late DVD's**.

A motion to accept the revised Operating Procedures was made by Dottie Brown. Second: Kim Farnham. All in favor.

Public comment

None.

The meeting was adjourned at 4:34 p.m.

Respectfully Submitted,

Kim Farnham, Board Member and Secretary