

**Minutes**  
**of the Meeting of the**  
**Churchill County Library Board**  
**March 28, 2013**

The Churchill County Library Board held a public meeting on March 28, 2013 beginning at 3:37 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 3:37 p.m.

The certificate of posting was noted.

**Public comment**

None.

**Roll Call**

Present were Trustees Zip Upham, Dottie Brown, Rebecca Taylor, Kim Farnham and Ann Rapp. Also present were Library Director Carol Lloyd and Craig Mingay from the District Attorney's office.

**Review and adoption of agenda**

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

**Review and adoption of the minutes**

A motion was made by Ann Rapp to approve the minutes of the Library Board meeting on February 28, 2013. Second: Dottie Brown. All in favor.

**Review and adoption of Library Building Fund and Gift Funds**

As discussed last month, the first three lines of "Income" on the Library Gift Fund report are held by the Comptroller who gives Carol a monthly report. Carol noted that there is a \$50,000 increase in the Building Fund line item over last month's number which represents this year's contribution from the County.

The bottom section, "Foundation Building Fund," shows the balance of funds the County holds as well as the balance in the Foundation's bank account. Dottie Brown moved to approve the Library Building Fund and Gift Fund reports as presented. Second: Kim Farnham. All in favor.

The Board reviewed “NRS 379.026 Gift funds of libraries: establishment; source; use; investment of money,” which says there will be no expenditure from a gift fund unless it is authorized by the Trustees. Carol confirmed that the Building Fund counts as a gift fund, including funds contributed by the County. The Board can spend this money without County approval.

#### **Library Board of Trustees’ Report**

None.

#### **Library Director’s Report**

The collection development grant from the State in the amount of \$3,551 was approved and it will be used for **DVD’s and books on CD.**

Carol is developing a new website for the library, working with CC Communications. She is meeting on April 4 from 1-2 pm to give the woman building the website ideas. Trustees and members of the community are encouraged to attend the meeting and give their input. Carol will be looking into electronic products for the library after the website is finished. Trustee training is still awaiting approval. The Library has been selected as a Beta tester for the community assessment program to determine the needs of the public. This will be helpful as we move forward with the new Library plan.

Carol mentioned that the current September Board meeting date will not work for her and we will discuss an alternate date as we draw closer to September.

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

The next regular meeting is scheduled for Thursday, April 25, 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 Spring Basket program was mentioned on the CC Communications marquee. The Teddy Bear Tea on April 26 is the next event. Funds raised will go toward the summer reading program.

## **NEW BUSINESS**

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

As of 03/11/13 67% of the year has elapsed and the Library has spent 63% of the budget. We will see adjustments on the budget report that happen toward the end of the budget cycle. Carol will soon be reviewing the semi-final budget for next year.

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

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

The February 2013 circulation numbers are down from February 2012 due to the new method of scanning audio books. Logins to the catalogue are down from last year. This figure represents external and internal logins.

Joyce Betts spoke to the School Board about the Summer Reading Program. Carol spoke to the Rotary Club and will be accepting around 250 books from them for the Summer Reading Program. Kids get a book for each week of the program.

**Carol is buying new DVD releases and weeding out old items that haven't been circulating.**

Wireless usage for the month of February was 164 hours. There were 12 users.

PC reservation usage for February was 1,345 users.

### **Meeting Room Policy**

**Carol proposed a change to the Meeting Room Policy, removing Barbara Mathews' name as an emergency contact and adding her own.** The Meeting Room is in the Serendipity bookstore and Carol confirmed there are no restrictions on who can use the room.

A motion to re-adopt the Meeting Room Policy with the suggested change was made Kim Farnham. Second: Dottie Brown. All in favor.

### **Confidentiality of Library Records Policy**

The Confidentiality of Library Records Policy states **that the Library keeps patrons' records confidential. Once a book is checked back in, it goes off the Library's records** for that patron. Items with outstanding fines stay on the records until the item is returned and the fine is paid.

A motion to re-adopt the Confidentiality of Library Records Policy was made by Ann Rapp. Second: Dottie Brown. All in favor.

### **Public comment**

None.

**Miscellaneous**

Dottie asked if public information is disposed of and Carol confirmed that the Library shreds everything containing **patrons' information**.

We discussed what is currently held in the Nevada Room. Carol is going to assess the contents and figure out if any of it can be disposed of.

**The meeting was adjourned at 4:30 p.m.**

Respectfully Submitted,

Kim Farnham, Board Member and Secretary