## Minutes

# of the Meeting of the

# **Churchill County Library Board**

# May 23, 2013

The Churchill County Library Board held a public meeting on May 23, 2013 beginning at 3:47 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 3:47 p.m.

The certificate of posting was noted.

### **Public comment**

None.

### Roll Call

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

## Review and adoption of agenda

A motion was made by Dottie Brown to approve the agenda. Second: Ann Rapp. 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 April 25, 2013. Second: Dottie Brown. All in favor.

# Review and adoption of Library Building Fund and Gift Funds

A motion was made by Dottie Brown to approve the Library Building Fund and Gift Fund reports as presented. Second: Kim Farnham. All in favor.

## Library Board of Trustees 'Report

Kim Farnham talked about seeing a 3-D printer at the Maker Faire in the Bay Area. Carol mentioned that this type of thing would give kids something to do. She is working with the Parks and Recreation department on ways to engage kids after they get out of school.

# Library Director 's Report

The Library received a \$50 donation from Barbara Armstrong. We also received a \$10,000 donation from the Artemisia Club of Fallon. The check was presented to Carol Lloyd at the Library on May 3. The donation comes with a stipulation that it only be used for materials. The Artemisia Club is a community service organization originally established in 1909 to provide support for early Newlands Project families. Carol sent a thank you note to the Artemisia Club on behalf of the Library.

The annual budget has been approved and will be discussed at the next Board meeting. As discussed in previous meetings, the Library will be asking to expend Gift Funds for databases. The new website will go "live" in early July. Carol is looking forward to getting the movie database and downloadable books on the website.

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

The next regular meeting is scheduled for Wednesday, June 26, 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

Carol will bring a computer to the next Board meeting so she can demo the new website for the Board members-if possible.

Ann Rapp asked if we could have a table at the County Fair on August 2<sup>nd</sup> for the Library. She doesn't think it costs anything to have a table there. Carol will confirm with Sue Frey that there is no charge.

#### **NEW BUSINESS**

# Review and adoption of monthly financial report

As of 05/03/13, 83% of the year has elapsed and the Library has spent 75% of the budget. Carol pointed out the Unencumbered Balance line item of \$26,513.93. Carol will be making adjustments to the budget as funds are moved around to different categories. She discussed the Contractual Services line item which is the amount we pay a book distributor so we can use their database. This was shown in the Book budget last year and it was moved to Contractual Services this year.

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

# Review of monthly circulation reports

The April 2013 circulation numbers are down from April 2012 due to the new method of scanning audio books. Patron visits are up. Patron logins are down. That figure comes from the CLAN data and represents how many people are using the website. When the new website is up, that will be tracked by the Library. Circulation includes OneClick online downloadable books which don't show up in the CLAN numbers. This figure will grow as downloadable movies and magazines are added.

Friends of the Library approved an expenditure for book bags. They will be checked out to patrons who can use them to bring their books home and back to the Library and they can be renewed. This will add to the circulation figures.

Wireless usage for the month of April was 191 hours. There were 16 users.

PC reservation usage for April was 1,456 users.

# **Continuing Education Courses**

The Board reviewed the continuing education courses for Joyce Betts' recertification. Three people in the Library are certified through the State, which is required for Childrens and Reference librarians who do not hold an MLS degree. Recertification takes place every three years. A motion was made by Dottie Brown to approve the classes taken by Joyce. Second: Kim Farnham. All in favor.

## **Exhibits Policy and Exhibits Agreement Form**

Carol has updated and combined the existing Exhibits and Display policies into one. She makes the final decision on what goes into the exhibit cases. Craig Mingay is concerned about content

restriction possibly turning into a First Amendment issue. He will look into this and will meet witl
Carol. A motion to table further discussion on the Exhibits policy until the June meeting was
made by Dottie Brown. Second: Kim Farnham. All in favor.

Public comment

None.

Miscellaneous

None.

The meeting was adjourned at 4:31 p.m.

Respectfully Submitted,

Kim Farnham, Board Member and Secretary