

Minutes
of the Meeting of the
Churchill County Library Board

July 25 , 2013

The Churchill County Library Board held a public meeting on July 25, 2013 beginning at 3:30 p.m. at the Churchill County District Attorney's Office Computer Lab, 165 North Ada, Fallon, Nevada.

REGULAR AGENDA ITEMS

Call to Order

Chairman Zip Upham called the meeting to order at 3:30 p.m.

The certificate of posting was noted.

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 from the District Attorney's office, Foundation members Mary Louise Erb and Linda Miller, County Commissioner Bus Scharmann , members of the public Arlene Detomasi and Mr. and Mrs. Cobb, and Liz Orozco and Don Travis, IT Supervisor from CC Communications.

Review and adoption of agenda

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

Demonstration of New Website

Liz Orozco from CC Communications gave a demonstration of the new Churchill County Library website which can be found at churchillcountylibrary.org starting August 1. The website includes a Community Calendar as well as a Library Events Calendar. It offers links to various services the Library provides including Indieflix (independent movies), Zinio (online magazines) and One-Click Digital (downloadable books). There are tabs at the top which take users to the following pages: Welcome, About the Library, Use the Library, Support the Library and Contact the Library. The "Access My Account" feature under "Use the Library" will continue to link to the Polaris Library System as that is where the collections are maintained online.

Liz pointed out that the website was created using "Responsive Design," which automatically resizes the size and layout of the display to fit the device being used to view the website.

Review and adoption of the minutes

A motion was made by Ann Rapp to approve the minutes of the Library Board meeting on June 26, 2013. Second: Kim Farnham. All in favor.

Review and adoption of library building fund and gift fund

Carol Lloyd noted that the \$8,000 disbursement from the Gift Fund for annual film and magazine programs is not reflected in the Fund report yet. A motion was made by Kim Farnham to approve the Library Building Fund and Gift Fund reports as presented. Second: Ann Rapp. All in favor.

Library Board of Trustees ' Report

Ann Rapp asked for volunteers to sit at the table the Friends of the Library will have at the Churchill Country Fair & Ranch Rodeo being held on August 2-4. The Friends are sharing a table with the Churchill County Museum in the Dry Gulch Building. The hours are 5:00 pm-9:00pm August 2, 8:00 am-9:00 pm August 3 and 8:00 am-5:00 pm August 4. Rebecca Taylor volunteered to man the table on August 4 from 8:00 - noon. Scott Mathews will be at the table on August 2 from 6:00-9:00. Ann Rapp and Kim Farnham will fill in the rest of the hours unless other volunteers are signed up.

Library Director 's Report

The Summer Reading program has over 500 kids registered at this time, up from about 200 last year. There is a special program every month and so far these have included a magician and a musician. LSTA grant funds will be used for two of the programs. The Library is one of the participants in the "Live Local Fallon" program sponsored by the Chamber of Commerce.

Carol Lloyd thanked the Board members who supported the Stephanie Carroll bookreading event which was co-sponsored by the Library and the Rising Sun Gallery. Stephanie donated two copies of her book to the Library's collection.

The Library's 2013 Annual Report is available. Highlights of the report were included in the meeting packet.

A schedule for the NLA Annual Conference was included in the meeting packet. The Conference is being held in Reno at the Atlantis Casino Resort Spa on October 16-18, 2013.

Recruitment for the Technical Librarian position has been completed and there is a verbal acceptance from the selected candidate. Interviews for the Page position are being conducted.

Set date and time of regular/special Library Board meetings

The next regular meeting is scheduled for Thursday, August 22, 2013 at 3:15 pm at the Library Annex at 507 South Maine Street.

Public Comment:

Arlene Detomasi of the Churchill County Adult Education and Nora Cobb spoke to the Board to express their disapproval of the termination of Deborah Fiedler, Mrs. Cobb's daughter, from the Library staff.

OLD BUSINESS

Review and adoption of library marketing and publicity

Carol passed out bookmarks promoting the new website. There will also be a banner on the outside wall of the Library advertising the URL.

NEW BUSINESS

Review and adoption of monthly financial report

As of 07/03/13, 100% of the year has elapsed and the Library has spent 85% of the budget. There are some items still outstanding but the final expenditure number should be close to 15% under budget. A final year-end budget will be available at the next Board meeting.

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

Review of monthly circulation reports

The June 2013 circulation numbers are down from June 2012 due to the new method of scanning audio books. Patron visits are up. The "Patron Logins" figure comes from the CLAN administrator who runs a report through Polaris. Carol Lloyd expects a shift upwards when the new website is up. She believes there is a way to check website hits. The "Computer Hardware" line item on the second page shows that laptops went out 74 times in June. The third page shows year-end totals as calculated by Polaris.

Wireless usage for the month of June was 173 hours. There were 11 users.

PC reservation usage for June was 1,240 users.

Carol is now tracking volunteer hours and community room rentals. The Friends of the Library (Serendipity Store) had 268 volunteer hours during the month of June and the Library had 181.25 hours. The community room was rented 43 times during June.

The County is trying to get on the front end of a potential financial shortfall. Department heads have been asked to think of ways to save money. Carol would like to hold an informational workshop to discuss how to move forward. 5:00 pm on September 5th was set as a tentative time/date for the workshop.

Non-reciprocal county fee policy

An updated version of the Operating Procedures Policy was reviewed. The Policy confirmed the Library's practice of offering military personnel the same privileges as Nevada residents with military-issued identification. It also includes a \$25 fee for NV residents who live in a non-

reciprocal county. Bus Scharmann would like to see data on how many non-Churchill County residents are currently using our Library. Zip Upham feels we should set a precedent of charging because other counties will say their residents can always just go over to Churchill County for library services.

Carol Lloyd said CLAN hasn't weighed in on this issue yet. They asked to reinstate catalog services to Storey County and CLAN would absorb the charges. The Board decided we won't give library cards to Storey County residents.

Bus Scharmann feels we should consider helping sister counties but he wants to see what other counties are doing. If Lyon County started closing their libraries, we should revisit the issue as those residents would be likely to come to Churchill County Library for services. He wants to know what Carson City is doing regarding offering services to other counties' residents. Washoe County already has a policy in place to charge and Carol will check with Carson City. Our Board will hold off voting until we see how Carson City is handling it.

A motion to table possible adoption of the Operating Procedures Policy to the next Board meeting was made by Ann Rapp. Second: Kim Farnham. All in favor.

Public comment

None.

Miscellaneous

None.

The meeting was adjourned at 5:09 p.m.

Respectfully Submitted,

Kim Farnham, Board Member and Secretary