

Minutes
of the Meeting of the
Churchill County Library Board
December 19, 2013

The Churchill County Library Board held a public meeting on December 19, 2013 beginning at 3:00 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 3:00 p.m.

The certificate of posting was noted.

Roll Call

Present were Trustees Zip Upham, Kim Farnham, Dottie Brown, Rebecca Taylor and Ann Rapp. Also present were Library Director Carol Lloyd, Wade Carner from the District Attorney's office, Association member Marilyn Hedges-Hiller, Shannon Ernst, and Brenda Owens, Technical Services Librarian.

Review and adoption of agenda

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

Review and adoption of the minutes

Kim Farnham proposed two corrections to be made to the minutes from the November 21 meeting. The wording on the repurposing of the building was changed from "...set aside the original idea..." to "...abandon the original idea..." The date for the next meeting was also changed, to "Thursday, December 19, 2013." A motion was made by Ann Rapp to approve the minutes of the Library Board meeting on November 21, 2013 with the noted changes. Second: Kim Farnham. All in favor.

Review and adoption of Library Building Fund and Gift Fund

It was noted that the amount of Square Foot Club donations received to date is included in the County Building Fund figure. 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 clarification on the handling of donated books. Carol Lloyd said donations are reviewed on the basis of the Collection Development Policy, community interest and space allocation to

determine whether books go to the Serendipity Bookstore, to the Library collection or to Better World Books. Any funds raised from donated materials benefits the Library.

Library Director's Report

Carol has a budget hearing with the County Commissioners in early February and must submit the budget to the County by January 17, 2014. There will be a special meeting of the Board of Directors to discuss the budget before it is submitted.

Set date and time of regular/special Library Board meetings

A special meeting will be held on Friday, January 10, 2014 at 11:30 am at the Library Annex at 507 South Maine Street to discuss the budget prior to its submission to the County.

The next regular meeting is scheduled for Thursday, January 23, 2014 at 3:00 pm at the Library Annex at 507 South Maine Street.

Public Comment:

Ann Rapp mentioned that the Lahontan Garden Club wants to use the Library from May 19 to May 25, 2014, for their annual Iris show. Carol will check the Library's calendar to confirm availability.

OLD BUSINESS

Review and adoption of library marketing and publicity

None

Discussion and possible action to reduce loan period

Carol presented a revised Operating Procedures Policy amending the loan period to three weeks, with no renewals allowed if there is a hold on the item. A motion was made by Kim Farnham to accept the revised Policy. Second: Dottie Brown. All in favor.

NEW BUSINESS

Review and adoption of monthly financial report

As of 12/09/13, 42% of the fiscal year has elapsed and 36% of the budget has been spent. A motion to accept the budget was made by Dottie Brown. Second: Kim Farnham. All in favor.

Review of monthly circulation reports

Wireless usage for the month of November was 139 hours.

PC reservation usage for November was 1,277 users.

A motion was made by Ann Rapp to approve the circulation numbers as presented. Second: Dottie Brown. All in favor.

Discussion and action to approve Technology Plan

The Technology Plan is designed to dovetail with the Strategic Plan, help determine the future path of technology in the Library, and is a necessary document to be eligible for federally funded e-rate.

A motion was made by Dottie Brown to accept the Technology Plan as presented. Second: Kim Farnham. All in favor.

Discussion and action to approve Privacy Policy

The Privacy Policy explains to patrons their privacy and confidentiality rights, the steps the Library takes to respect patrons' privacy when they use Library resources, and how the Library deals with personally identifiable information they may collect from patrons.

A motion was made by Kim Farnham to accept the Privacy Policy as presented. Second: Ann Rapp. All in favor

Public comment

None.

The meeting was adjourned at 4:18 p.m.

Respectfully Submitted,

Kim Farnham, Board Member and Secretary