

Minutes of the Elko County Library Board

June 17, 2014

**Date, Time,
and Place**

The meeting was called to order on Tuesday, June 17, 2014 at 4:06 pm in the meeting room of the Elko County Library with Lynne Volpi presiding.

Attendance

Russ Orr, Lane Diedrichsen, Lora Minter, Lynne Volpi, and Wendy McClure-Porter were present. Commissioner Jeff Williams was unable to attend. Library Director Jeanette Hammons was present. Audience: Krista Langhans

**Public
Comment**

There was no public comment.

Minutes

Diedrichsen motioned to approve the May 2014 minutes with a second by McClure-Porter. Unanimous, Volpi voted aye. Motion carried.

Claims

Diedrichsen motioned to approve the claims from 5/27/14 and 6/10/14 with a second by Orr. Unanimous, Volpi voted aye. Motion carried.

**Operating
Report**

Hammons reported:

- **Programming**

- Youth*

- ✓ Story Times 13/538

- Outreach*

- ✓ Story Times 5/197

- ✓ Student Research Groups 2/9

- ✓ 1 ESL tour with 5 participants

- ✓ 2 SRP tours/Story Times with 182 participants

- ✓ SRP registration had 182 youth register during May

Total 23 programs with 931 attendees. This is down from last month.

- Adult*

- ✓ Meeting Room 28/1,455 (this includes numbers from the early voting)

- ✓ 1,817 Internet sessions for the month of May

- ✓ 18,750 visitors for the month of May

- ✓ 13,105 items circulated for the month of May

- **Staff**

- ✓ Krista Langhans was introduced as the Barrick Student for the summer. She is working in Circulation, Youth Services, and Extension.

Krista Langhans left the meeting at this time.

- ✓ Gary Montross has accepted the position of substitute janitor.

- **Facilities**

- ✓ The mandatory staff training for the Elko facility staff has been scheduled for Wednesday, August 20, 2014. The library will be closed for this training so

that ALL staff is able to attend and participate.

- ✓ Staff will be going to Beowawe to close out this facility on 6/26. Elko property and materials will be brought back to Elko.
 - ✓ Battle Mountain's re-carpeting and painting is done. Jeanette will bring pictures to the next Board meeting.
 - ✓ Staff visited with Julie Parks at the Tuscarora Branch. She is retiring on September 30. The USPS is considering opening the lobby 24/7 and shortening the window hours to 6 hours; down from 8. The library's materials are in the lobby. It was suggested we get movable carts for the material. This would allow the USPS staff to wheel the carts into the back workroom when staff leaves. Jeanette stated that she doesn't think there would be enough room for the carts. The Bookmobile stopping there is another option as it stops at the school.
 - ✓ Battle Mountain had a few computers die on us. We will be looking at replacing them with refurbished computers at this time. We will still need to purchase IOS 7 since the computers donated by Great Basin College were XP and Windows does not support XP any longer.
 - **Services**
 - ✓ Early voting brought 1,390 people into the library.
 - **FY 13/14 budget status**
 - ✓ Jeanette indicated that she reviews expenditures and pending invoices with the bookkeeper almost daily. The budget for the end of the year is looking good.
 - **Website**
 - ✓ Discussion on the library's current website included outdated technology and current technology that should be used for the website. Discussion on proposals from Revize and CC Communications followed.
 - ✓ Revize has done Elko County's website, Elko City's website, and Elko's Economic Development's website. CC Communication has hosted the library's current website since 2003 and assisted in trouble shooting over this time period.
 - ✓ The Board decided to take Revize off the table as an option since they would only be moving our current content over to one of their 3 templates. They directed Jeanette to get additional costs from CC Communications since their proposal was only for the first phase, Discovery and Information Design. Lynne Volpi will provide Jeanette with information on the Geologic Society of Nevada to get information on the individual or company that did that website. **No action was taken at this time.**
 - **Other Matters of Interest**
 - ✓ The tires on the library's van are 10 and 11 years old. Tires should be replaced at least after 10 years. The tires will be replaced on Wednesday, June 18, 2014 with 6-ply tires at Purcell Tires.
 - ✓ We have had a few service dogs being brought into the library over the last week and Jeanette just wanted to apprise the Board of the ADA rules regarding service dogs. When a patron enters the library with a dog, we can only ask if it is a service dog and what task it has been trained to perform. The service dog does not have to have any identification on it. The person does not have to have any documentation indicating that it is a service dog and staff cannot ask for a demonstration of the task for which the dog was trained to perform. This information was being supplied in case a Board member hears something from a patron; they will be able to address the concern.
 - ✓ Spot welds on the steps of the Bookmobile need to be redone. Calls
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have been made to Great Basin College, the County Roads Department, and Williamson/Godwin. Jeanette will keep the Board apprised of the status.

**Trustee
Business**

Updates from Board Members

- Minter asked if they could be reminded of when their terms were over. Jeanette stated that she would provide that information tomorrow.
- Lane indicated that he will not be available for next month's meeting.

Other Matters of Interest

- None
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**Public
Comment
Adjournment**

There was no public comment.

The meeting was adjourned at 4:54 pm. The next meeting is scheduled for July 15, 2014 immediately after the Law Library Board meeting.

DRAFT VERSION: HAS NOT BEEN APPROVED BY THE BOARD