

Minutes of the Elko County Library Board

July 16, 2013

Date, Time, and Place The meeting was called to order on Tuesday, July 16, 2013 at 4:11 pm in the meeting room of the Elko County Library with President Lynne Volpi presiding.

Attendance Russ Orr, Vice President Lane Diedrichsen, Lora Minter, Wendy McClure-Porter, Lynne Volpi, and Commissioner Jeff Williams were present. Library Director Jeanette M. Hammons was present. Library Audience: Kassie Kincaid-Antonucci.

Public Comment There was no public comment.

Minutes **McClure-Porter motioned to approve the June 18, 2013 minutes with a second by Orr. Unanimous, Volpi abstained. Motion carried.**

Claims **McClure-Porter motioned to approve the claims from 6/26/13 and 7/29/13 with a second by Diedrichsen. Unanimous, Volpi voted aye. Motion carried.**

Operating Report Hammons reported:

- **Morgan Stanley**
 - ✓ A summary of the options were presented by Hammons:
 - Morgan Stanley
 - Recommends we go to an online bank. The Board agreed that local financial institutions would be better for access and communication. The Director would prefer a local entity as well.
 - If we pull the CD before it matures, they would sell the CD on the market and we would only get the market value at that time.
 - There is no penalty for closing the account. We can take all the cash out and keep the CD until it matures.
 - Regardless of what decision is made today, the Director recommends the Board waits until the CD matures on 10/30/13 to move the CD money to another institution.
 - ✓ Raymond James Financial would not charge a fee, saving the Library \$95 annually. The interest rates for the CD and Savings would be comparable to Morgan Stanley's.
 - ✓ Local Financial Institutions rates:
 - **CDs- the top Interest rates**
 - Credit Union-12 months/.0285%
 - US Bank-24 months/0.500%
 - US Bank-36 months/0.750%

➤ **Savings-top money maker**

Elko Federal Credit Union has a \$5.00 onetime fee with an interest rate of 0.15%. The account would earn about \$55 the first year because of the fee. It would earn a little more each year after that (approximately \$60).

Minter motioned to leave the CD with Morgan Stanley until it matures on 10/30/13 with the Board deciding at the October Board meeting what action to take on it.

McClure-Porter seconded the motion. Unanimous, Volpi voted aye. Motion passes.

Minter motioned to withdraw the cash from Morgan Stanley, split it into thirds (approximately \$12,670 each) and place 1/3 in a 12 month CD with Ally Online Bank, 1/3 in an 18 month CD with Ally Online Bank, and 1/3 in a 9 month CD with the Elko Federal Credit Union. McClure-Porter seconded the motion. Unanimous, Volpi voted aye. Motion passes.

• **Programming**

✓ SRP-As of 7/10/13

Baby Program-140 registered

4 to 11 years-533 registered

YA-85 registered

YA Art Exhibit has 25 entries

YA Art Open House had 40 attendees

Tuesday afternoon Family Story time for the past 3 weeks had 133 total attendees.

July 16 @ 6:00 pm there will be a Writers' Workshop for YA and Adults.

✓ Adult Summer Reading Program

2 programs have been held: "How to Plant a Vegetable Garden" and "A Photographic Tour of Elko". Both were well attended.

"A Blind Date with a Book" has been very well received by the public. Newer books are wrapped in brown paper with the genre written on the outside. Patrons select and check out the book without knowing the title or what it is about! 38 of the 50 books have been checked out by patrons. Some patrons have checked out multiple titles as they were very pleased with the program!

✓ Genealogy workshop

Workshops are conducted by Julia from the History Center. Some members sign up before hand but there are always more attendees that show up! The next workshop is July 25, 2013 at 3:00 pm.

✓ Astronomy for Everyone will be held on July 31, 2013 at 7:00 pm at the library! It is a family event.

• **Facilities**

✓ Nothing new to report.

- **Staff**

- ✓ Network Analyst-interviews are scheduled for Thursday, July 18, 2013 and Friday, July 19, 2013. Hammons met with Fiscal Affairs and IT staff regarding paying for a portion of the position.
- ✓ Hammons met with staff from Fiscal Affairs and IT regarding the Network Technician position that was requested and approved during the budget process. She was informed that it was determined that a level higher than an entry level position was needed. This higher level requires an additional \$9,000-\$9,500 than what was approved in the final budget. Hammons discussed the Board's concerns and all were addressed satisfactorily. She has reviewed the applications and all applicants selected for interviews range from 1-25 years experience in IT and most have formal education in IT areas. This person would handle IT issues for all Branches of the Elko County Library System. Hammons would be the immediate supervisor. The individual would report to her on a daily basis regarding job tasks. She feels confident that the library is a winner in this situation. She passed along the phone conversation she had, just prior to the Board Meeting, with the Assistant County Manager, Cash Minor, that "Admin is requesting assistance for this year and they will get it cleared up for next year". (\$9,000-\$9,500 was mentioned in the meeting with Fiscal Affairs staff) Hammons indicated that funds would be taken from the Library Services contract fee.

Minter motioned that the library will assist the County with funding (\$9,000-\$9,500) the Network Analyst position for one-time only with a second by Orr.

- **Services**

- ✓ Digitizing the yearbooks-the second shipment should arrive Wednesday, July 17, 2013. The yearbooks will be placed on the Content DM server and will be available online by going to the library's website.
- ✓ Marketing –eSequels is now available on the library's website. This is a service where one can find out the titles, and the order of titles, in a series.
- ✓ The newspaper, Indian Country, has gone digital.

- **Friends of the Library**

- ✓ Nothing new to report.

- **Other Matters of Interest**

- ✓ Kafoury Armstrong letter and recommendation. Kafoury Armstrong recommended epe be used for our books at the library. This is completely different from what we have been told during conversations with Bob Heguy. He was originally recommending QuickBooks. Peggy, the Bookkeeper, has requested a free trial of epe. It was mentioned that the Library staff should use what process works best for them, not to use software for the sake of using software. Hammons and the Bookkeeper will discuss the pros and cons of changing or not changing processes after the trial period is over.
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- **Friends of the Library**
Nothing new to report.
 - **Other Matters of Interest**
None
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**Trustee
Business**

Updates from Board Members

- None

Other Matters of Interest

- None
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**Public
Comment
Adjournment**

There was no public comment.

Volpi adjourned the meeting at 5:08 pm with a motion from McClure-Porter and a second from Orr. The next meeting is scheduled for August 20, 2013 at 4:00 pm.

DRAFT VERSION: HAS NOT BEEN APPROVED BY THE BOARD