

Minutes of the Elko County Library Board

January 21, 2020

Date, Time, and Place The meeting was called to order on Tuesday, January 21, 2020 at 4:04 p.m. in the meeting room of the Elko County Library with Eric Walsh presiding.

Attendance Jenny Eckert, Lee Gurr, Russ Orr, and Eric Walsh were present. Library Director Kassie Antonucci was present. Commissioner Eklund was not present. Audience: None

Public Comment There was no public comment.

Minutes **Gurr motioned to approve the December 10, 2019 minutes with a second by Orr. Eckert abstained. Unanimous, Walsh voted aye. Motion carried.**

Claims **Orr motioned to approve the claims from 12/17, 12/31, & 1/14/20 with a second by Eckert. Unanimous, Orr voted aye. Motion carried.**

Stats for December:

Library Programs:

Youth

- 1 Toddler Time: 21
- 10 Story Times: 237
- Tween Book & Movie: cancelled New Year's Eve
- 2 After-School Crafts: 42
- 2 Charter School: 77
- 1 Santa Visit: 232
- 1 Gingerbread House Contest: 13

Outreach Activities:

- 18 Festival of Trees Story Times: 1239

Adult

- Library Book Club: 3

Total for October: 36 programs/ 1851 participants +/-

Volunteer Hours: 10

AWE Early Literacy Usage (3 computers):

- 177 sessions -

AWE AfterSchool Edge Usage (2 tablets):

- 45 sessions -
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Adult

Visits- 12,265 -

Circulation- 13,564 -

Meeting Room- 7/75 -/-

Quiet Room- 5/6

Internet Sessions – 733 -

Branch Statistics for December

Branch	Total Attendance	Total Circulation	Internet Use
Austin	49	98	2
Battle Mountain	447	476	67
Carlin	281	289	57
Crescent Valley	63	75	24
Eureka	165	252	43
Jackpot	78	855	39
Wells	279	798	74
West Wendover	443	827	186
Bookmobile	134	868	n/a
Books Express	4	76	n/a
Extension	0	0	n/a
Tuscarora	10	26	n/a
	1953 -	4640 -	492 +

Staff

- One of our youth part-time has submitted their resignation. We will begin advertising for the position this week and hopefully fill it quickly.

Facilities

- The lights in the circulation area will no longer turn off. We have submitted a work ticket but until it is fixed, those lights will be on when the library is closed.

Programming

- The Lego Contest will be accepting applications through this Friday. Voting will run January 24th -30th.
 - We are getting ready to start the Family Reading Program, a grant-funded program being ran by the state. It will encourage parents to read and discuss with their children (of all ages) and increase literacy skills at home. Our first program is scheduled for Saturday, February 15th at 10:30 a.m.
 - Cowboy Poetry Story Time will be Wednesday, January 29 @ 10:30. Maria Lisa Eastman will be the guest poet.
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Services

- The Bookmobile is still undergoing repairs for the engine and needed an additional part to make the engine compatible. We are hoping to have it back this week.
- The Friends of the Carlin Library donated \$4,000 for us to purchase new public computers, monitors, and accessories.
- The Library Van broke down while driving a few weeks ago. We are looking into the steps in replacing it as we are not certain we can maintain it any longer. The Board asked about seeking older mining vans. They asked Antonucci to see how much weight and passenger space is needed and discussed ideas for fundraising.
- Review, discussion, and possible action regarding the internet bids received from the e-rate RFP process and recommending a provider to the necessary fiscal agents who are responsible for the current internet contracts at the selected branch library locations.

The Board reviewed the bids and asked Antonucci to see if there is a reason Carlin is struggling to get bids.

Orr motioned to have Antonucci open the discussion with Carlin, Lander, and Eureka regarding e-rate and if they would like to accept any of the internet bids with a second by Gurr. Unanimous, Walsh voted aye. Motion carried.

Budget

- Review, discussion, and possible approval of the recommended Eureka County contract budget for Fiscal Year 2020/2021.

We are submitting a budget request in the amount of \$106,111. This represents an increase of \$6,950 from last year's budget and includes:

- Eureka received a 3% COLA increase per Elko County.
- Eureka received an increase in longevity pay.
- Travel and Training has increased to the .575¢ reimbursement (from .545¢).
- We are requesting the Contract Fee for Eureka be increased by 2%.
- We are requesting Crescent Valley receive a .25¢ raise.
- We are requesting the Book Leasing line item be increased to \$1,500 (from \$500).
- We are requesting the Audio/Visual line item be increased to \$1,500 (from \$0).
- We are requesting the Network Access line item return to \$5,005 (from \$2,546).

Gurr motioned to approve the recommended Eureka County contract budget for Fiscal Year 2020/2021, subject to their decision on e-rate, with a second by Eckert. Unanimous, Walsh voted aye. Motion carried.

- Review, discussion, and possible approval of the recommended Lander County contract budget for Fiscal Year 2020/2021.

We are submitting a budget request in the amount of 104,091. This represents an increase of \$1,949 from last year's budget and includes:

- Battle Mountain received a 3% step-increase per the new "Labor Agreement".
- Travel and Training has increased to the .575¢ reimbursement (from .545¢).
- We are requesting the Contract Fee for Lander be increased by 2%
- We are requesting the Audio/Visual line item increase to \$2,500 (from \$2,000).

Gurr motioned to approve the recommended Lander County contract budget for Fiscal Year 2020/2021, subject to their decision on e-rate, with a second by Eckert. Unanimous, Walsh voted aye. Motion carried.

Other Matters of Interest

- We collected 549 pounds of food for Food for Fines and waived 356.75 in overdue fines.
- The library received a total of 206 applications for the sugar plum tree this year and gifts were received for all of them. That number is down from 215 in 2018, and 221 applications in 2017. The County submitted 64 applications, Green Acres had 9 applications, NYTC had 15 applications, and Highland Manor/Village turned in 118 applications. The youngest applicant was a newborn baby, and the oldest known age was 90 years old.

Trustee Business

- Director Evaluation: Library Board members will be receiving a link from Survey Monkey sent by Amanda Osborne this week. She is hoping to have responses back by February 5th so the agenda can be posted on time for the next meeting. As before, each member will fill out their response and HR will average the evaluations together. Gurr discussed the possibility of Antonucci also doing a self-evaluation.
- Review, discussion, and possible action to endorse a proclamation declaring the Elko-Lander-Eureka County Library a Census 2020 partner and supporter.

Orr motioned to endorse a proclamation declaring the Elko-Lander-Eureka County Library a Census 2020 partner and supporter with a second by Gurr. Unanimous, Walsh voted aye. Motion carried.

Trustee Business

Nothing to report.

Public Comment

There was no public comment.

**Adjourn
ment**

The meeting was adjourned at 5:13 p.m. The next regular meeting is scheduled for Tuesday, February 18, 2020 immediately after the Law Library Board.

DRAFT VERSION: HAS NOT BEEN APPROVED BY THE BOARD