

**Library Board of Trustee
Meeting Minutes**

DATE: April 4, 2023
TIME: 5:30 P.M.
PLACE: White Pine County Library
Ely, Nevada

CALL TO ORDER

Library Trustee Bruce Eldridge called the meeting to order at 5:26 P.M. Tuesday, April 4, 2023 at the County Library.

ROLL CALL

Those present were Bruce Eldridge, Diane Hansen, Kathy Brumley Cyndi Sanborn and Shadrach Robertson and Library Director Lori Romero.

Also present were County Manager Mike Wheable, Commission Liaison Janet VanCamp and Library Assistant Manager Lori Williams.

PUBLIC COMMENT

Library Assistant Manager Lori Williams read her statement into the record. (Attached)

Chairman Eldridge Open item #4.

***DISCUSSION ONLY: County IT Services**

County Manager Mike Wheable explained the County's position on the County IT situation and NRS 379 as establishment of the library board. He further explained the County IT professional engineer Jasen Hutchens hired to run the county system and Jasen did an evaluation on the library. Jasen found some deficiencies on the public side leaving the library out of compliance. Mr. Wheable further explained it didn't matter whether the library chooses to use County IT or not, but he didn't want to see the library board lose legal services or any other services currently provided by the county. "It shouldn't be our way or the highway". He would like to establish a MOU to define and address IT services as well as the other services provided by the county. Cyndi Sanborn inquired if the library was not being protected from hacking. Mike Wheable responded that has been the complaint that the public side was not protected. He suggested a local agreement be drawn up to address the issues at hand. He was recording the discussion for the D.A.' office and IT to ensure he hadn't misaddressed anything. Diane Hansen

inquired about cost. Mike Wheable responded there hasn't been any cost. Shadrach Robertson inquired about the WatchGuard cost. Director Lori Romero stated the firewall and software were paid for with COVID funds. The software would need to be renewed this fall.

Chairman Bruce Eldridge stated he had spoken with Jasen. Jasen can set up a separate computer for employees to log into for special needs. Jasen could track firewalls, software and reduce cost for the county. He stated he feels it can work without major computer changes handled in house with backups being done. He stated Jasen knows a lot about policy and compliance. Mike Wheable stated he appreciated Bruce reaching out to Jasen. He explained an inter-local agreement needs to be established with the District Attorney's office to be formalized. Once an inter-local agreement is in place it needs to be followed otherwise it is no good. Lori Williams stated the impression she got from Jasen is "my way or the highway"...not working together.

Commissioner Janet VanCamp replied each side can set parameters. Chairman Bruce Eldridge will meet with Lori Romero and Lori Williams to work on parameters for both sides to ensure access is available to meet the needs.

Director Romero presented some information from other county libraries regarding some of the issues being discussed.

(Attached)

Minutes of March 7, 2023 were approved. Kathy Brumley made the motion to approve the minutes. Diane Hansen seconded the motion. All approved. Cyndi Sanborn and Shadrach Robertson abstained.

DIRECTOR AND STAFF REPORTS

A. Monthly Statistics

Monthly statistics for March were presented. Shadrach Robertson inquired if there were replacements for the discarded materials. Director Romero stated updated materials are purchased to replace most discarded items.

B. Budget FY 2022-2023

Lori Romero presented the budget and revenue spreadsheets.

C. Update on Poetry Contest - March 18, 2023

A sheet representing the participants and winners for each of the age groups was presented.

Update on Used Book Sale - March 31 & April 1, 2023

\$439.50 was raised at the annual spring book sale. Shadrach inquired if this was about the normal amount raised. Lori

Williams stated this is about normal. She added with the ongoing used books for sale in the entrance more is being raised on a regular basis.

DISCUSSION/FOR POSSIBLE ACTION: Approve Finance Director to approve Library Director Lori Romero's Electronic Timesheet

Director Romero explained the Library Trustees approve her leave and timesheets. The County has moved to an electronic system for timesheets and there needs to be someone with access to the electronic system to approve her leave and time sheets. It was recommended the Finance Director be given the approval by the Library Board of Trustees to approve the Library Director's leave and timesheets. Shadrach Robertson made the motion to approve the Finance Director to approve the Library Director's electronic leave and timesheets. Diane Hansen seconded the motion.

***DISCUSSION/FOR POSSIBLE ACTION: Approval of Fines Forgiving Policy**

Director Romero explained the need for the Fine Forgiving Policy and went into further detail for the need to clean up patron records with the migration to the new ILS. She expanded on some of the periodic fine forgiveness events that can be done to encourage patrons' to clear fines so they can continue to check out library materials. Lori Williams explained the current process to notify and recover overdue materials from patrons. Kathy Brumley made the motion to approve the Fine Forgiving Policy with the correction. Shadrach Robertson seconded the motion. All approved.

INFORMATION ONLY: Nevada Legal Services Kiosk

Library Assistant Manager Lori Williams reported the kind of legal forms available currently and how the kiosk will work. Nevada Legal Services has a grant to provide the kiosk with supplies to the libraries. Patrons will come sit down at the kiosk, find the form, print it and be done. The kiosk should be installed about mid-May.

APPROVAL OF VOUCHERS

Vouchers were signed and approved in the amount of \$5,102.25 for March 7 - April 4, 2023. Diane Hansen made the motion. Cyndi Sanborn seconded the motion. All approved.

PUBLIC COMMENT:

Chairman Eldridge presented a flyer regarding the DEN PTO spring carnival stating he was approached if the library might be interested in participating. Lori Romero stated staff will be participating the annual Mt. Wheeler meeting with a booth on May 4th. Lori Williams reported the Boys & Girls Club is hosting a summer kickoff that the library will be participating in as well. Lori Romero will find out the hours for the DEN event. Shadrach Robertson thanked Commissioner VanCamp and Lori Williams for attending the meeting.

ADJOURNMENT: Meeting was adjourned at 7:25 PM. Kathy Brumley made the motion. Diane Hansen seconded the motion. All approved.
The next meeting is May 2, 2023.