

CHURCHILL LIBRARAY ASSOCIATION MEETING MINUTES
February 28, 2022

Call to Order

The monthly meeting of the Churchill Library Association was called to order by President Zip Upham at 4:05 p.m. on February 28, 2022 at the Churchill County Library Annex located at 507 S. Maine Street, Fallon NV.

Roll Call

Directors present were Zip Upham, Jo Petteruti, Becky Taylor, Jaime Shafer, and Deborah Stewart. Also present were Library Director Carol Lloyd, and Accounting Specialist Janeen Malkovich.

Public Attendees and Comments

Jason Genck of BerryDunn and consultant Ryan Hegreness. Both stated they were happy to be in Fallon and to be working with the Library.

Verification of the posting of the agenda

Agenda was posted by Carol Lloyd

Review and adoption of agenda as submitted or revised

A typo was noted on the agenda's next meeting date. It was stated at Monday, March 29 and corrected to be Monday, March 28. Jo Petteruti moved to approve the agenda as revised, Deborah Stewart seconded. Motion carried.

Review and adoption of the meeting minutes from January 24, 2022

Becky Taylor's last name was corrected in the minutes (noted as Becky Stewart). Becky Taylor moved to approve the minutes of January 24, 2022 as revised, Deborah Stewart seconded. Motion carried.

Churchill Library Association Member Reports

Jo Petteruti - Attended the Library Volunteer Appreciation Reception held on February 10, 2022. Also met with Doug Drost of Edward Jones, CLA's Endowment Fund Manager, with Carol Lloyd and Zip Upham on February 23, 2022. Discussion was centered on ensuring that the Endowment's investment portfolio is in line with its original investment objectives.

Zip Upham – Discussion with Doug Drost also included current market volatility, and questions on whether investment criteria has changed. The group reviewed the portfolio investments, original objectives and rate of return since inception. Current account structures (endowment and separate corporate fee accounts) is good. May add a capital building fund when Library expansion funding is approved.

Member discussion – Investment portfolio is rebalanced every two weeks, holdings are comprised of mutual funds and exchange traded funds (ETFs) holdings only, no individual equity positions are held.

It was agreed to invite Doug to a CLA meeting for annual updates starting with the May 23, 2022 meeting.

Library Director's Report

Recap of the Volunteer Appreciation Reception held on February 10, 2022.

Empty Bowls event is set for Sunday, April 3, 2022 from 12:00 noon - 3:00 p.m. at the Library.

Author Mindy Nettifee event set for Saturday, April 30, 2022 from 5:00 – 7:00 p.m. at the Oats Park Arts Center. Carol also met with new Arts Council Executive Director Michael Eric Scott to discuss partnering opportunities for author presentations for their 2022 – 2023 season.

Summer Reading Program (SRP) Carnival kick-off set for Saturday, June 4, 2022 from 10:00 a.m. - 3:00 p.m. in the lot between the Library and Library Annex.

Books, Bites and Beverages fundraiser set for Friday, August 5, 2022 in the Library starting at 6:30 p.m.

Future Library donations - Discussed having the Library added to Fallon Ford's Pay It Forward program. Becky Taylor will draft a donation request letter for that. Would also like to add the Library to the American Car Wash Nickle Round-up program. Deborah Stewart will follow-up on that.

The WhyYouMatter program has been completed successfully.

The Funds Allocated Report was reviewed.

Set the date and time of next regular CLA meeting

The next meeting date was originally planned for Monday, March 28, 2022 at 4:15 p.m. at the Library Annex at 507 S. Maine Street, Fallon, NV. However, it was discussed that date conflicted with the Public Library Association conference in Portland, Oregon. Carol Lloyd followed up with members individually subsequent to the close of the meeting to find another date, and determined that all members were available to meet on Thursday, March 31, 2022, and will still be held at 4:15 p.m. in the Library Annex at 507 S. Maine Street, Fallon, NV.

Old Business

1. Action to approve changes to the treasurer structure and duties, including adding bookkeeper to accounts. Janeen Malkovich has been selected as the new Accounting Specialist for the CLA, taking over day-to-day accounting responsibilities for Deborah Stewart, the CLA Treasurer. It was agreed that Janine should have her own bank login with read-only access, and would not be an authorized signor on any CLA accounts. Jaime Shafer moved to approve read-only access for Janeen Malkovich, Becky Taylor seconded. Motion carried.
2. Action to approve items related to the 2022 Carnival event. Becky Taylor reported that she has 7 sponsors signed up so far at \$200 each, along with 5 other possibles. Some of these sponsors are new to supporting the Library too. She lined up rental of a dunk tank, putting green, snow cone and cotton candy machines from Louie's Ace Hardware. Her brother works in Louie's rental department and will be available on-site all day to support the rented items. 15 booths are

planned, including one each for tickets, food and beverages. The Wild West Burger truck will also be on-site. Event set-up help is needed, along with help running some of the carnival booths. The Boy Scouts will provide a close down clean-up crew. Discussion only, no voting action was required.

3. Action to approve items related to the 2022 Books, Bites and beverages event. Carol Lloyd reviewed various books to feature at the event with the group, with 6 titles chosen. The 5 adult-level book titles selected are *American Cake*, *Lincoln Highway*, *Shadows Reel*, *The Song of Achilles* and *The Pages*. The children's book chosen was *Nathaniel Rabbit's Bedtime Story*. Discussion only, no voting action was required.

New Business

1. Action to approve the monthly budget report. Deborah Stewart noted that financial reports are actually what CLA is reviewing, so the agenda will be updated in that regard going forward. She also recommended that members consider moving \$5,000 from the CLA checking account into the Endowment fund, and \$1,000 into the Corporate Fee account. Those recommendations will be added as action items to next month's agenda to be voted upon. Deborah also reported that the accounting transition to Janine has gone very well, and the monthly fee to use the QuickBooks online software version will be \$25. Jo Petteruti moved to accept the monthly budget/financial reports, Jaime Shafer seconded. Motion carried.
2. Action to approve the Empty Bowls event. Jaime Shafer reported that her Ceramics students are making the bowls and she is requesting assistance with making soups to fill those bowls. Attendees will buy a bowl for \$20 each, and she is hoping to sell 100 bowls. Soups will be served to the attendees in their new bowls, along with bread and butter. The event will be held in the Library from noon until 3:00 p.m. on Sunday, April 3. Power strips will be needed for the soup-makers to plug in their crockpots of soup. Any non-perishable foods donated at the event will go into the Karma Box outside the Fallon Chamber of Commerce office, and cash donations will be deposited into the CLA account. This event had been previously approved, so no voting action was required.

Public Comment

None

Meeting adjourned at 5:25pm

Respectfully submitted,

Jo Petteruti for Linda Miller, Secretary