

**July 27, 2023**

The Churchill County Library Board of Trustees held a public meeting on Thursday, July 27, 2023, at the Churchill County Administration Building, Commissioner's Chambers, 155 N. Taylor Street, Fallon, NV. The meeting was scheduled to begin at 3:00 pm.

**REGULAR AGENDA ITEMS**

**1. Call to Order:** Kelli Kelly @ 3:pm

**2. Pledge of Allegiance**

**3. Public Comment?** None

**4. Roll Call of Members:**

Present were: Trustees Kelli Kelly, Jo Petteruti, Ashlee McGarity, David Brakebill, and Tara Price Gritzmacher; Library Director C.L. Quillen; and Deputy District Attorney Jeff Weed

**5. Verification of the posting of the agenda:** Verified by Library Director C.L. Quillen

**6. Consideration and possible action – Approval of agenda:** Revision: none

A motion was made to approve the agenda as presented by David Brakebill, seconded by Jo Petteruti. All in favor.

**7. Consideration and possible action – Approval of minutes:** Revision: The minutes approved on June 22, 2023, are from the May 25 2023 meeting, not April 27, 2023.

A motion was made to adopt the minutes from June 22 as revised by Jo Petteruti, seconded by Tara Price Gritzmacher. David Brakebill Abstained due to absence. All in favor.

**8. Board of Trustees Report**

Kelli Kelly just completed book number 26 since graduation in May. She said she is really enjoying the Summer Reading Program, especially the brag tags. In her regular work for The Fallon Post newspaper, Kelly will be doing a crossover with Allison Diegel where they cover together books that have culinary settings. She's very excited about that project.

Dave Brakebill reports that his summer reading has fallen off a cliff and he's not sure why. He's hopeful he can pick it back up.

**9. Library Directors Report**

- Summer Reading Program (SRP) –There have been about 597 signups of all ages, program will close at the end of July.
- August 11, 2023 (Friday), 6:30om – Books, Bites, and Beverages – Annual Library fundraiser – Great giveaways are being gathered, flyers and tickets are available
- ILS – Things are moving smoothly with only a few small hiccups, mostly from the sorter. After a question from David Brakebill regarding overdue notices and auto-renewal, Director Quillen noted that auto-renewal is supposed to be in place but it's another kink to address.

- Statistics – Circulation statistics are unavailable for today’s meeting because they need to be brought in from the former ILS (Polaris) and that ILS is inaccessible at this time.
- Hoopla Updates – Spending in Hoopla has increased considerably, by about \$300/month. As a precaution, Director Quillen has limited users to 7 items per month.
- New Initiatives for Fall –
  - Newsletter
  - Book Discussion
  - Teen Library Council (Children’s Librarian J)
  - Elementary age book discussion (Children’s Librarian J)
- RECAP: Churchill County Management Training – July 11, 12, 25, and 26 in Fernley. Director Quillen attended to ensure she is familiar and compliant with the Churchill County and Nevada laws and policies. She said it was good to meet leadership from our community.
- Nevada Library Co-Op Leadership Retreat – DATE CHANGE from August 8-10 to September 13-14. Retreat will still be held in Ely. Grant funded
- Association for Rural and Small Libraries Conference – September 19-24 in Wichita, KS.
- Incident Information – A man recently fell in the library. Incident report was filed appropriately and policies and procedures were followed.

## **Next Board Meeting**

The next board meeting will be held Thursday August 24, 2023 at 3pm in the Churchill County Administration Building 155 N. Taylor Street, Commission Chambers.

## **OLD BUSINESS**

1. **Information Only** – After some concerns voiced in the last Library Board of Trustees meeting regarding the use of the Annex building and who is responsible for the utilities in the Annex, Director Quillen did some investigating. We receive 3 bills: one for the library, one for the lot, and one for the Annex.

## **NEW BUSINESS**

1. **Consideration and possible action – Action to approve monthly budget report.** Notes: On page 12 under “CONTRACT SERVICE/PROGRAM” is a vendor called MINNIE PHAN ILLUSTRATION. Minnie Phan Illustration put on an illustration workshop over the summer.

Director Quillen asked the comptroller for reports to show the separation of electronic materials to allow for easier tracking of those expenses.

A motion was made to approve the monthly budget report as presented by Ashlee McGarity, seconded by Tara Price Gritzmacher. All in favor.

2. **Consideration and possible action – Action to approve the Library Gift Fund.**  
A motion was made to approve the Library Gift Fund as presented by David Brakebill, seconded by Jo Petteruti. All in favor.
3. **Consideration and possible action – United for Libraries membership and virtual conference, August 1-3.**  
UFL is a division of the American Library Association whose purpose is to bring together library trustees, library associations (or FRIENDS, etc.), and library boards education and support.  
C.L. Quillen and Jo Petteruti will attend the conference. **No action needed.**

**Public Comment** – None

**Adjournment:** Kelli Kelly, 3:34pm

Respectfully submitted,

Ashlee McGarity  
August 15, 2023