

**CHURCHILL COUNTY LIBRARY BOARD OF TRUSTEES
MEETING MINUTES
SEPTEMBER 28,2023**

Call to Order

The monthly meeting of the Churchill County Library Board of Trustees was called to order by Chairwoman Kelli Kelly at 3:00 p.m. on September 28, 2023 in the Churchill County Commission Chambers located at 155 N. Taylor Street, Fallon, NV

Public Attendees and Comments

None

Roll Call

Trustees present were Kelli Kelly, Jo Petteruti, David Brakebill, and Tara Price Gritzmacher. Also present were Library Director C.L. Quillen and Deputy District Attorney Joe Sanford.

Verification of the posting of the agenda

Agenda was posted by C.L. Quillen.

Review and approval of agenda as submitted or revised

Motion made by David Brakebill to approve the agenda as submitted, seconded by Tara Price Gritzmacher. All in favor, motion carried.

Review and approval of the meeting minutes from August 31, 2023 as submitted or revised

Motion made by David Brakebill to approve the minutes of August 31, 2023 as submitted, seconded by Tara Price Gritzmacher. All in favor, motion carried.

Library Board of Trustees Reports

Kelli Kelly noted how magical it is to open a book by a new author, read the first page and realize it's exactly the kind of book you'll love. The book she started today is that book, and is library book number 55 since graduating from WNC in May,

Library Director's Report

- Statistics were reviewed, and it was noted that there have been issues with double-counting between physical circulation and the downloadable services Hoopla and Overdrive due to Polaris. David Brakebill questioned if that was just limited to circulation, and the answer was yes. Kelli Kelly was surprised that Polaris was already aggregating the other products. Even though the numbers will drop going forward, they will be more accurate. After more discussion of product interactions and that 2022 numbers may be inaccurate, Jo Petteruti asked if the 2022

statistics should be cleared before going forward given that discussion, but it was thought that might not be necessary as it was limited to physical circulation only. David Brakebill asked if the 2022 statistics could be cleaned up, and was told that may be possible.

- ILS Migration is still encountering some issues but the staff is working through them.
- The Dolly Parton Imagination Library program being offered in conjunction with the United Way will be available to county children up to age 5. Registered children will receive monthly copies of an age-appropriate children's book. Jo Petteruti asked if funding was going to be required, and was told that no funding will be needed. As it will fall within the current Storytime program. Kelli Kelly asked if a flier could be added to the library's Books for Babies program or with other local agencies that work with new families to inform them about the program. The library staff is working on best ways to introduce the program to the community.
- The Spice of the Month Club is a new program started by C.L. Quillen and Kelli Kelly, with cumin being the first spice introduced to members. The spice sample comes with a brochure with information about the spice and how to use it with the next one due out in mid-October.
- Collection Development Grant for 2023 from the state was received in the amount of \$7,120 and will go into EVOS as it has in the past.
- YALSA Symposium – J Hodnett, the Children's Librarian has requested to attend this event that will be held in St. Louis. It will be mostly funded through a LSTA grant, but the library will have to pay for some of the trip as well. Jo Petteruti asked when the event would be held, and was told it would be the second week in November and that it would be a Thursday to Sunday trip.
- Recap: Library Co-Op Leadership Retreat was valuable to attend. There were 12 Library Directors and Assistant Directors in attendance plus the Co-Op Director and the LSTA Coordinator. Grant opportunities were part of their discussion. It was also a chance to put names and faces together.
- Recap: Association for Rural and Small Libraries conference generated new ideas for library projects such as memory kits for older adults. Community resources were also discussion topics. Kelli Kelly asked about the kits, and if they came in some sort of box. She was told yes, and that boxes would contain various items such as books, DVDs, and activities such as puzzles. There is a company that also creates specialized kits for victims of sexual assault, loss of loved ones and other traumatic experiences. Having resources such as these that can be checked out from the library could be a way to acquire difficult information in a private way.
- Jo Petteruti asked if a recap of the BBB event was available yet and was told that the finances were still being put together. Final totals will be available when that is complete, hopefully by the next Board of Trustees meeting.

Set the date and time of next regular Library Board meeting

The next meeting is scheduled for Thursday, October 26, 2023 at 3:00 p.m. in the Commission Chambers, Churchill County Administration Building, 155 N. Taylor Street, Fallon, NV.

Old Business

1. **Consideration and possible action re: Approval of Library Director's Outside Employment** – this item was carried over from a prior agenda in error. No action was taken.

New Business

1. **Consideration and possible action to approve the monthly budget report for August.** The fiscal year-end report from June was also included. Kelli Kelly asked if we had already approved the year-end report, and the board agreed that it had done so. The only item not approved from June was the Gift Fund report. The board moved on to review the August report. Jo Petteruti questioned where travel expenses will be included and was directed to the Travel and Subsistence line item (page 4 of 8). Motion made by David Brakebill to approve the monthly budget report, seconded by Tara Price Gritzmacher. All voted in favor, motion carried.
2. **Consideration and possible action to approve the Library Gift Fund as submitted.** A new gift fund report format was reviewed. Kelli Kelly asked Joe Sanford if the year-end Gift Fund report should be voted on separate from the August report, and was told the board only needed to vote on the August report as the year-end report was provided for information only. Motion made by David Brakebill to approve the August Library Gift Fund, seconded by Tara Price Gritzmacher. All voted in favor, motion carried.

Public Comment

None

Adjournment

Meeting adjourned at 3:25 p.m.

Respectfully submitted,

Jo Petteruti