

**CHURCHILL COUNTY LIBRARY BOARD OF TRUSTEES  
MEETING MINUTES  
MARCH 28, 2024**

**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 March 28, 2024 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 and Tara Price Gritzmacher. Also present were Library Director C.L. Quillen and Deputy District Attorney Jeff Weed.

Absent were Trustee Ashlee McGarity and County Commissioner Bus Scharmann.

**Verification of the posting of the agenda**

Posting of the agenda was verified by Library Director C.L. Quillen.

**Review and approval of agenda as submitted or revised**

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

**Review and approval of the meeting minutes from February 15, 2024 as submitted or revised**

Motion made by Tara Price Gritzmacher to approve the minutes of February 15, 2024 as amended for a date correction, seconded by Jo Petteruti. Kelli Kelly abstained as she was not in attendance for that meeting. Jeff Weed advised the board that the quorum requirement would be met with just two votes in this instance. Motion carried.

**Library Board of Trustees Reports**

Kelli Kelly planning to attend the Roaring 20s event with her spouse.

**Library Director's Report**

- She pointed out that the agenda posting dates for the library's website and the Nevada State websites were not updated and that will be corrected quickly.
- Statistics don't reflect the February gate counter as there had been issues with it since being

tripped by a power outage, but is working now. Its functions include the RFID alerts (stolen books are not an issue for us) and the counts which are reported to the State Library which show as “Error” for February. Kelli Kelly asked where we stood with the gate and its maintenance, as there have been multiple problems with it in the past. Every power outage affects it and the automated book return. A full replacement or update could cost \$7,000 - \$8,000. A people counter could be a replacement option for getting a monthly total gate count for about \$500. She will check on alternatives when at conference next week. Other statistics were either similar or down slightly Kanopy usage down more so may be due to Kanopy's change in the check-out procedure. Also, verification of the user's library card bar code as a prior loophole whereby non-Churchill County library users could check out items and that has now been fixed.

- Library Director to Attend PLA in Columbus, OH on April 3 – 5. She last attended this conference about 10 years ago and is looking forward to the large gathering of library services vendors that may ideas beneficial to us and the wide number of libraries represented.
- Roaring Twenties Event – CLA and Museum, Saturday April 6 at CAC. Tickets still available on Event Brite for \$50/each. 12 silent auction items will be available to bid on with plenty of alcohol in them, staying in line with the Prohibition theme. Some of the items include a murder mystery show, a magic show both in Reno, a helicopter ride with a bush pilot, and Aces baseball tickets. Proceeds will go to the library and the museum.
- Library Trustee Position Update – Two candidates were interviewed and one was chosen who was then referred to the County Commissioners for final appointment and that is on their next agenda.
- Adult Services Librarian Position Update – Application period is now closed. Chris Spross is now handling HR functions and is trying to set up the six interviews for April 9 – 10. All six candidates are from out-of-state and we had no local applicants. Also, the Library Page Position closes March 29. It is part-time, 14 hours per week and many applications were received.
- Tentative Budget Update – Most of the library's FY25 budget was approved except a \$2,000 cut for marketing. She is being careful with the budget due to the increase in the utility costs which are more that last year. Kelli Kelly noted the bottom line reduction was only \$1,100 as the marketing line item was budgeted higher. Also, our contract with Better World, who takes our older books, lapsed last week and a new contract is being negotiated. Other alternatives are being reviewed as well.

### **Set the date and time of next regular Library Board meeting**

The next meeting is scheduled for Thursday, April 25 at 3:00 p.m. in the Commission Chambers, Churchill County Administration Building, 155 N. Taylor Street, Fallon, NV.

### **Old Business**

None

### **New Business**

1. **Consideration and possible action re: Action to approve the monthly budget report.** Kelli Kelly asked about expenditures this last month related to the Columbus trip but it falls under an LSTA grant line item. Has that LSTA money moved to the county, or should we anticipate

seeing that. C.L. Quillen said she wasn't sure about the process with the state, and had questions even about J's upcoming trip in the fall. Another form is needed for conference expenditure reimbursements which is being done now. The library costs will be split out from the LSTA \$1,500 travel grant. Kelli Kelly asked if the E-materials line item was separating out the down-loadables books and periodicals from the AV e-books and audio books, what does that leave? C.L. Quillen explained that the physical items such as DVDs stay in the AV line, and we don't buy audio books anymore. Anything that is online, not just the down-loadables, but also Mango is included in AV line budgeted at \$40,000. Motion made by Tara Price Gritzmacher to approve the monthly budget report as submitted, seconded by Jo Petteruti. All voted in favor, motion carried.

2. **Consideration and possible action re: Action to approve the Library Gift Fund.** Kelly Kelli asked if a report from the CLA on the endowment fund could be provided to the board. Jo Petteruti said the Edward Jones statement which shows the balance and performance returns for MTD, YTD and since inception could be included in the next packet, and Kelli Kelly felt that would be sufficient. Motion made by Tara Price Gritzmacher to approve the library gift fund as submitted, seconded by Jo Petteruti. All voted in favor, motion carried.

### **Public Comment**

None

**Before the board adjourned,** Kelli Kelly reiterated that Jeff Weed has made himself available to answer any questions about the upcoming Library Director's annual review packet that was distributed at today's meeting. Both DDA Joe Sanford and HR Chris Spross are also available for questions.

### **Adjournment**

Meeting adjourned at 3:29 p.m.

Respectfully submitted,  
Jo Petteruti