



**LYON COUNTY
LIBRARY SYSTEM
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**Amy Geddes
Library Director
Branches:
Dayton Valley
Fernley
Smith Valley
Silver Stage
Yerington**

**BOARD OF TRUSTEES OF LYON COUNTY LIBRARY SYSTEM
9AM**

Tuesday, May 28, 2019

Smith Library

22 Day Lane

Smith, NV 89430

775-465-2369

MEETING MINUTES

- The meeting was called to order at 9:05AM by Chairperson Audrey Allan.
1. Roll call/Determination of Quorum-Board Members Present: Patricia Swain, Mandy Bennett, Audrey Allan, and Antonia Roots (joined the meeting at 9:09AM) Quorum established. Others present: Amy Geddes, Judith Harker, Don Smith, Wes Allan and Cyndi O.
 2. Pledge of Allegiance led by Audrey Allan.
 3. At this time Audrey Allan moved item number 11, Friends of the Library reports up so that Judith Harker could make a statement before she needed to depart. Judith reported that the Smith Valley FOL approved two \$1000 scholarships for graduating seniors at Smith Valley High. They are interviewing this morning. They also supply every kindergartener with a new bookcase of their own, produced by the high school shop class. They have the students' names on it and their graduating year. Thora Mortensen, our new student library assistant, will be starting June 28th. She has been volunteering for the past year so she has a great head start.
 4. Public Comment: None
 5. Mandy Bennett moved to adopt meeting agenda Antonia Roots seconded. Agenda was adopted by unanimous vote.
 6. Correspondence: none
 7. Review and acceptance of Claims for April 2019. Pat Swain asked for clarification about some of the VR expenses/staff mileage line for Ken Jacobsen. The cost was broken up into a little over \$5 for bolts for the VR cart and the rest was Ken's mileage to cover absences. Don Smith asked what VR is? Director explained the technology. Motion to approve claims by Mandy Bennett second by Pat Swain seconded. Unanimously approved.
 8. Review and approve minutes for 2-26-2019 meeting. On item one, add Wes Allan as in attendance. 5c Audrey asked that the director reflect that she had asked Erin

Lopez- the county manager's assistant to advertise the position. Also, in item 10 Mandy mentioned that it was only Eastbound access that was restricted from turning on Hwy 50. Motion to approve by Mandy Bennett second by Antonia Roots. Unanimously approved.

9. Director's report:

- April 2019 was the worst month we've ever had trying to cover absences, vacations and emergencies.
- El Dia- I only attended one because I was covering absences. I attended Smith's event because I was covering that day. These are cultural celebrations.
 - Dayton- April 25th
 - Smith – April 26th
 - Fernley- April 27th
 - Silver Springs- May 11th
- Judy Harker, Nancy Nuti and Sherry Talbott interviewed for a new student library aide on May 6th. They chose Thora, she begins work on June 18th.
- Thriftbooks shipment went out on 5/14/2019, nine pallets worth. Thriftbooks report is on page 18-19 of the packet. The pod is now empty of books and full of fixtures. We got some fixtures from the LVCCLD auction for \$47, which will save us around \$3000 in costs for our refresh.
- Foundation meeting on May 10th. We are mostly done planning for the October 26th event. All we need to do is to send out invitations, but we are waiting until closer to the date.
- Thriftbooks has made us \$2400 so far. Director explained the process with the company, we half the costs of shipping and half of the profit. This means we never have to throw away a donated or weeded book. Don Smith asked a clarifying question about how we sort the books, i.e. Friends book sales. Judith Harker explained how she sorts items so that Don could understand the process.
- Fair and rodeo is coming up. We are going to try to take VR on the road, director is still working on the plan.
- Summer reading and several flyers of events are in your packet.
- Judy Harker had to leave the meeting at 9:36AM.

New business

10. 10a. Discuss and set up the date for the one year Lyon County Library system Strategic Plan review meeting. It will need to be a Saturday at the community center in Silver Springs. Several dates were discussed, and June 15th was decided upon.

10b. Consider any applications for the vacant library board member position in Fernley. No applicants to consider.

10c. For possible action: Review and approve the Cooperative Agreement with the Nevada Library Cooperative. Pat Swain found a couple of typos in the agreement. Cyndi O., the Nevada Library Cooperative Director, will go back to Sue Sands the person who wrote the contract for corrections. Director clarified what the agreement entails timeline, & exit strategy (30 days notice to terminate)

if we are not happy. Cyndi O. then explained how the state processes work, the biennium contract process and why the agreement is for 4 years. There was quite a bit of confusion from the board about what the Cooperative controls and what the State Library controls. Cyndi O. explained the State Library's role with the Coop and libraries in the state. The Coop was originally formed 26 years ago because several library systems wanted an online catalog together. Today it is still basically the same with a few new electronic bonuses. It all is in an effort to create maximum use of shared resources. Cyndi O. gave a detailed overview of the Coop budget and went into detail about the individual charges & formulas used. She highlighted some of the cost savings that we have gained in the past year, in comparison to last year. Cyndi explains that the new state librarian, Todd Colgrove, has been making a very positive impression on the Cooperative members. She answered several questions about our base costs and our "cafeteria options." She explained how many members split the costs. She then outlined what Faronics is, how our "deepfreeze," on our computers. Envisionware- our print control, time management and self checkout- is also one of the included costs. She also spoke to the Ebooks resources that we now have, and our partnership with Coop and non-coop members. Cafeteria options are billed separately from our Coop bill. She explained that bills are submitted and paid at the beginning of the fiscal year and then that gives the Coop operating funds for the year. Our bill is paid out of the "Support Services" line item. All agreement amounts are a "not to exceed" amount. Cyndi will make sure that all corrections/typos are corrected. She will then email the final draft to Amy, so that Audrey Allan can sign. At 10:32AM Antonia Roots left the meeting. Motion was made to sign the agreement, with the requested changes, by Mandy Bennett. Pat Swain seconded. Unanimous approval.

10d. For Possible action: Review and approve the request for reimbursement from the director. The director gave the history of the Las Vegas trip to get some auctioned fixtures from the Las Vegas Clark County Library District. In this instance we had about 24 hours to decide if we would buy the fixtures so the director emailed Audrey to let her know about the opportunity. Audrey approved the trip via email. During the journey, since the gas card was missing from the truck, Amy had to use her Lyon County Credit card to pay for gas. Since it is not a gas card it was declined after 3 fill ups. She had to use her personal credit card for one fill up and she also got a room for one night so she didn't have to drive for 16 hours in one day. Pat Swain made a comment that she would very much like to know about any purchases ahead of time. Pat gave an example of the VR system and asked that they not be a "rubber stamp." It was agreed that recurring charges were definitely ok, but if there is any way to approve "odd" charges ahead of time then the director will bring those before the board in advance. There was a

- motion to approve the travel charges for the trip by Mandy Bennett, Pat Swain seconded. Unanimously approved.
11. Friends of the Library reports- Director reported on the Fernley Book Sale made between \$400-\$500. George Butterfield deserves kudos for his amazing support of the library. He brought his two sons to help set up and clean up.
 12. Board of trustee comments: Mandy Bennett asked about the article about the bookmobile article. Judy Harker has been gathering information on the bookmobile. Mandy also volunteered to do calligraphy on the Foundation's invitations for the fundraiser. Pat Swain asked about the form that Antonia created to request funds from the Foundation. She volunteered to send out the new form to the FOL groups. The director will send a copy of the form and the addresses of the FOL presidents to Pat so that she can do that correspondence. The next meeting will be Tuesday, June 25th at 9AM at the Yerington Library.
 13. Public participation: Don Smith congratulated the director on a great job. He said that he enjoyed the opportunity to learn more about the libraries.
 14. Adjourned at 10:50AM