



**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 29, 2020
Videoconference via Zoom**

MEETING MINUTES

The meeting was called to order at 9:00AM by Chairperson Audrey Allan.

1. Roll call/Determination of Quorum-Board Members Present: Mandy Bennett, Audrey Allan, Aaron Mouritsen, Patricia Swain joined us via teleconference. Quorum established. Others present: Amy Geddes, Renee Menesini, Ramona Campbell joined the call 21 minutes into the meeting.
2. Pledge of Allegiance led by Audrey Allan.
3. Public Comment: None
4. Review and adopt agenda: Mandy Bennett made a motion to approve. Aaron Mouritsen seconded. Unanimously approved.
5. Director's report:
 - 5.a. Director's report for 3-17-2020
Director began with a press release from the county manager from this morning, saying county offices would be opening June 8th, which would put our libraries opening on June 9th.
 1. Director attended Vision 2020 Forecast on January 31, 2020 for a state of Nevada economic overlook.
 2. February 5 attended online NLA meeting
 3. February 7 attended Foundation meeting
 4. February 7 attended Smith FOL meeting.
 5. February 11 covered Smith branch
 6. February 14 attended State Council on Libraries and Literacy meeting online
 7. February 18 attended Census mtg.
 8. February 19 budget meeting with Josh & Jeff
 9. February 19 Coop meeting online
 10. February 21 sent Thriftbooks shipment out
 11. February 25-29 attended PLA conference in Nashville
 12. March 3 attended Coop meeting in Fallon
 13. March 5 attended meeting in BOCC quarters with Wayne Carlson of POOL/PACT who provided public agency governance training
 14. March 6 & 7 out sick

15. March 10 Coop meeting online
16. March 11 Coop meeting in Dayton
17. March 13 Foundation meeting in Silver Springs
18. March 17 Coop meeting online
19. The Nevada Library Cooperative is in the process of picking a new ILS system to replace Polaris, so we are having frequent meetings with vendors to demonstrate the options.
20. A note about the Census outreach team. The soft start for census reporting begins March 12. We have created stickers, bookmarks, posters and handouts for all branches. We also have instructions on how to help people get started if they want to fill in the census online at the library. It seems like the census employees are still being hired so we keep getting new representatives for our area.
21. Smith FOL St. Paddy's day event on Sunday, March 14.
22. The buildings, except for Smith, have all been rekeyed.
23. Director covered stats for Jan & Feb and branch highlights
Aaron asked about how the extension dates for the census affects the library.
Answer is that it will only affect us if we need to help someone fill it out online.

5.b. Director's report for 5-29-2020

A great deal has happened since we closed on March 17, 2020 due to the Covid-19 pandemic.

March 17, 2020- closed to the public; Protocol was established and tasks were assigned for those who needed to stay home. All staff ramped up their webinar and online learning quotient.

March 18, 2020- began posting all of the online resources we have on Facebook

March 18, 2020- Weekly Wednesday staff zoom meetings implemented

March 27, 2020- Summer M. put up little free library in front of the Yerington branch

March 27, 2020- started taking online card applications to date we have filled 56 applications

March 31, 2020- State library implemented "Tuesday's with Tammy" weekly State Library updates.

April 1, 2020- Census social media blitz

April 15, 2020- Non-managerial staff were asked to stay home on paid furlough

April 29, 2020- began the Facebook "library lady of the day" campaign to keep the library (and staff) in people's minds.

May 13, 2020- staff was told that they could come back to work for curbside service implementation on Tuesday, May 26, 2020

May 21, 2020- Final county budget approved by BOCC

May 26, 2020- Reopening plan reviewed, edited and approved by the board

Tasks achieved:

- Staff room in Yerington cleaned out
- Reclamation items hauled off
- Art hanging system in place in Yerington
- Yerington break room painted (by Mandy!)
- Fernley storage shed emptied and organized
- Dayton shed organized
- Silver Springs and Smith traded CD and Large Print collections to freshen their selections
- Shelby and Jennifer are working on the newspapers to pull all related articles from 1902-present
- Alex is rewriting the policy manual
- Renee is handling Summer Reading preparations
- Amy, Summer B., Renee, Lynn, Ramona and Summer M all spent time helping LCHS feed seniors at the senior centers
- All patron computers updated
- Deep cleaning
- Deselection of old materials

Reviewed current budget numbers and what the immediate future holds. Audrey commented that the county took a large budget hit, i.e. business tax and that we don't know what the future budgets are going to look like.

Amy relayed that there would not be any traveling between branches due to a need for cost savings. The ladies really stepped up to help at the senior centers; Audrey recommended that we commend those that helped out.

Sneeze guards will be here June 8th, hopefully in time for reopening on June 9th. They will be mobile. Pat asked if we got enough wipes; Amy did get some from Amazon that should suffice. They also have hand sanitizer, sanitizing spray, masks. Gloves are on order.

6. Review and acceptance of Claims:
 - 6a. Review and accept claims for 3-17-2020. Motion to accept claims by Mandy Bennett seconded by Aaron Mouritsen. Unanimously approved. Motion carried.
 - 6b. Review and accept claims for March-May 2020. Motion to accept claims by Aaron Mouritsen seconded by Mandy Bennett. Unanimously approved. Motion carried.
7. Review and approve minutes for 1-28-2019 meeting. Aaron Mouritsen moved to adopt the minutes as written. Seconded by Pat Swain. Unanimously approved. Motion carried.
8. New Business

- 8a. For Possible Action: Reivew and approve the Lyon County Libraries Post Covid-19 Reopening Plan. Phase 3 will be starting June 9th. Director reviewed procedures for Phase 3. Audrey commented that if the employees want to wear gloves then they need to be trained on how to handle them appropriately. Mandy asked about the new plastic bags/sneezeguard cost. She also wondered if we saved money on utilities; answer is that we did not.
- 8b. For Possible Action: Review and possible approval for the Lyon County Library branches to go fine free. Director explained that there was one exception- the Fernley Media Box. We will also still charge for lost items; we just will not charge overdue. Their accounts will still be blocked if their items go overdue until it is rectified. 3 week checkout for books, 1 week for DVD's is the checkout periods. Pat asked about Food for Fines, we can still collect food but just not for fines. Motion to instruct the director to move forward with fine free by Mandy Bennett seconded by Aaron Mouritsen. Unanimously approved. Motion carried.
- 8c. For Possible Action: Accept a \$2,500 grant from the Friends of the Smith Valley Library to fund a part time student library aide for the Smith Valley Library. Motion to accept grant by Mandy Bennett seconded by Aaron Mouritsen. Unanimously approved. Motion carried.
- 8d. For Possible Action: Review and accept a collection development grant from the Nevada State Library, Archives and Public Records in the amount of \$4,483 for the purchase of Ebooks. Motion to accept grant by Aaron Mouritsen seconded by Pat Swain. Unanimously approved. Motion carried.
- 8e. For Possible Action: Review and accept and LSTA grant from the Nevada State Library, Archives and Public Records in the amount of \$3,807 for a 3D printer for the Silver Springs Library Branch. Motion to accept grant by Mandy Bennett seconded by Aaron Mouritsen. Unanimously approved. Motion carried.
- 8f. For Information Only: Review the Curbside Pickup plans that began May 26, 2020. Director read the plan that is currently being done. Renee Menesini left the meeting after this item.
- 8g. For Possible Action: Review and approve the quote for a new coin release station for the Yerington branch, to be paid from the gift fund. Director reviewed the quote from Envisionware. Short discussion on spending the gift fund at this time and the benefits of this device. The amount of money in this fund is currently \$5980.00. This station's normal life would be around 10 years. There was some concern about future budget issues and using a portion of our gift fund; pros and cons were discussed. Motion to approve the quote for purchase by Pat Swain seconded by Mandy Bennett. Aaron Mouritsen was a nay. Motion approved 3 to 1.
9. Board of Trustee Comments- Mandy asked what our checkouts were for Libby during the pandemic. 2,111 users, 10,518 checkouts, 3588 holds at this point in time, 20,180 items available.
Audrey commented that she was pleased with how the library has conducted business during the pandemic. Kudos to the staff!
10. Public Participation- None
11. Determine the date and time of the next meeting- June 23, 2020 at 9AM via Zoom
12. Adjourned at 10:22AM