

The Humboldt Public Library  
Board of Trustees  
November 10, 2020

Present:

John Blankenship, Chair, Elna Blankenship, Secretary, Linda Hawks, Trustee, Dr. Youree, Mary Carpenter (virtual), Regional Representatives and Joshua Fisher, Acting Library Director

John stated there was a quorum, welcomed all in attendance and called the meeting to order at 4:30 pm with a request for approval of previous minutes of October 5<sup>th</sup> and October 25<sup>th</sup>. Dr. Youree moved to accept and Linda gave a second. Minutes were approved. John called for a motion to accept minutes from Search Committee meetings November 5<sup>th</sup> meeting. Linda so moved and Dr. Youree gave a second. Minutes were approved.

Old Business:

John trimmed tree and removed debris from outside the library; Joshua reported Prestige Landscaping would be coming next week to address beds.

New Business:

Library hours are 8:30 am to 4:30 pm at present. No Tuesday evenings or Saturdays at present. Patrons are encouraged to wear masks which are available inside the library. Patrons wearing masks has not been an issue. Linda moved with a second from Dr. Youree that staff sitting at their desks apart from others may not wear a mask with decision left up to staff member.

Mary reported most libraries are back to normal work hours. Joshua shared staff is ready to start back with Tuesday evenings until 7pm in January and evaluate adding back Saturdays in January 2021. Dr. Youree moved with a second from Linda. Motion approved.

Discussion was held regarding the modification of bylaws to allow changing the 6 board meeting dates to the 1<sup>st</sup> Tuesday of every other month. Dr. Youree so moved with a second from Elna. Motion approved. Dates for 2021 are January 5<sup>th</sup>, March 2<sup>nd</sup>, May 11<sup>th</sup>, July 6<sup>th</sup>, September 7<sup>th</sup>, and November 2<sup>nd</sup>. Bylaws will be amended.

Library staff is participating in the Chamber's Window Decorating Contest. Chamber Bucks will be divided among staff should they win.

Linda reported she received complaints from patrons that books they wanted to borrow from the interlibrary loan program were never received. Joshua will review process with all staff and expand procedures.

John went over the New Director Search Task sheet including job description, resume, etc. Discussion resulted in the procedure of picking up application at library or downloaded from library site and returned by mail to Mayor's Office since it's currently not open due to Covid. Application includes resume along with answers to 3 questions as stated in November 5<sup>th</sup> meeting. Background check and drug testing will also be conducted. Chronicle ad will be paid by the library.

The search committee will develop interview questions, conduct interviews and score answers so that procedures are equally administered to all applicants.

John shared he was stepping down as chairman but remain on the Board and remove himself from all search activities. John asked for nominations for an Acting Chair. Elna nominated Linda and Dr. Youree gave a second. Board approved.

Linda continued the meeting as Acting Chair. Elna moved the Board accept the guidelines for the filling of the Director position as described in the November 5<sup>th</sup> Search Committee minutes\*. Dr. Youree gave a second. Motion was approved. Deadline for submission of applications is December 3, 2020.

Joshua reported the Maintenance of Effort is completed and the Tech grant is proceeding okay.

Mary shared upcoming staff training can be virtual or in person. Joshua reported Sarah will be attending in person and that he and Edna will attend virtually with Andrew covering the desk. Mary stated there will be a box lunch for those attending in person and suggested the library pay the \$8 for Sarah along with mileage. Members agreed.

Elna shared the Foundation would receive a \$1,000 donation from Rotary tonight at their 75<sup>th</sup> Anniversary Banquet.

There was no Friends report.

Mary stated the Board needs to review and update bylaws when the new director is in place. She also stated the need for a meeting with new member, Laura Cano regarding new member orientation. Mary shared the World Book is now online with programs and activities for young children and that it's FREE for any state resident. Mary then went over the annual report which reflected an increase in circulation. Mary also shared information regarding new software that more easily develops reports regarding data in the electronic data base. Access to the software is paid for by the State. Reports can be sent to lawmakers and posted on Facebook to reflect the activities and the importance of the library for future funding. Numbers are already available for 2019/2020.

Linda requested a motion to adjourn. Elna so moved and Dr. Youree offered a second. Meeting adjourned at 5:00 pm.

Respectfully Submitted,

Elna Blankenship, Secretary

\*Excerpt from November 5<sup>th</sup> Search Committee meeting:

The issue of the position's educational requirements remains to be decided by the Board.

Dr. Youree moved for the Search Committee to send a recommendation to the Board that the minimum requirement of a high school diploma and managerial experience along with a resume and cover letter answering the following questions be required to apply:

- Why the applicant is interested in the position
- What unique qualification does the applicant bring to the position, and
- What is the applicant's vision for the library in 5 years

Elna gave a second to the motion. Myra, Dr. Youree and Elna approved.

\*\*Meeting recorded live on Humboldt Public Library FaceBook page