

Humboldt Public Library  
Board of Trustees Meeting Minutes  
Tuesday, March 2, 2021 at 4:30pm  
(Meeting held in person at the library)

Present:

Elna Blankenship, Tony Carter, Myra Barnett, Leon McNeal, Dr. Beverly Youree, Don Farmer, Mary Carpenter, John Blankenship

Elna Blankenship opened the meeting. Elna mentioned that Chairperson Linda Hawks was not able to be in attendance at the meeting. Elna mentioned that Linda wanted to express appreciation to the staff for the work they have done over the past few months in the absence of a director. Elna also expressed appreciation of the work Joshua did as interim director.

Previous Meeting Minutes were presented and it was decided to approve each meeting separate. They are as follows showing motions and the vote:

November 10, 2020 Minutes, Motion by Beverly Youree, second by Tony Carter and all voted to approve.

January 5, 2021 Minutes, Motion by Don Farmer, second by Beverly Youree and all voted to approve.

January 13, 2021 Minutes, Motion by Leon McNeal, second by Tony Carter and all voted to approve.

January 20, 2021 Minutes, Motion by Don Farmer, second by Beverly Youree and all voted to approve.

Old Business: Director John Blankenship presented the ILL Loan Policy and request form to the board.

New Business:

Director Blankenship gave an update on COVID-19 and the Library hours. John told the board the current hours are 8:30-3pm, Monday – Friday. John recommended the library be open from 8:30 – 4:00pm, Monday – Friday. The new time will begin on March 8<sup>th</sup>. He then recommended the hours of 8:30-5:00pm, Monday – Friday. This time will begin on approximately March 22<sup>nd</sup>. A motion to approve was made by Beverly Youree and a second was made by Tony Carter. The board voted unanimously to approve.

In regards to an All-Staff training with the Regional Library on March 11<sup>th</sup>: a motion was by Don Farmer to close to the public the entire day, a second was made by Tony Carter. The board voted unanimously to approve.

In regards to library hours during Strawberry Festival week: a motion was made by Tony Carter to close to the public the entire week, a second was made by Don Farmer. The board voted unanimously to approve. A full collection inventory is being planned for this week.

Director Blankenship informed the board that 5 new office desks have been ordered to replace the current staff desks. This purchase is being paid for with the county funds that are allotted to the library. These desks will replace 20 plus year old furniture. New office chairs will be purchased at a later date.

Policy Updates:

A Reconsideration Policy has been created. A motion was made by Beverly Youree to approve with the addition of one question (Have you read/viewed this material?). A second was made by Don Farmer. The board voted unanimously to approve.

A Donation Policy has been created. A motion was made by Beverly Youree to approve. A second was made by Don Farmer. The board voted unanimously to approve.

Lost or Damaged DVD/CD Case Policy. It was requested to do away with this policy as replacing cases is part of regular maintenance. A motion was made by Beverly Youree to remove this policy, a second was made by Tony Carter. The board voted unanimously to approve.

Hot Spot Agreement/Policy. The current policy will remain unchanged with one addition. The line "Each time you check out a hotspot you are agreeing to this policy". These forms are kept on file. A motion was made by Beverly Youree to approve. A second was made by Tony Carter. The board voted unanimously to approve.

Library Card Signup Form. A motion was made by Leon McNeal to remove the "Title VI" question from the form and add to a separate sheet. A second was made by Don Farmer. The board voted unanimously to approve.

#### Board Member Recommendations:

Some discussion was had regarding potential board members. There is currently one position available on the board. This is position recently vacated by John Blankenship once he was hired as Library Director. A motion was made by Leon McNeal to move this topic to the May board meeting. A second was made by Tony Carter. The board voted unanimously to approve.

Director Blankenship gave a financial report and the special account balance was \$135, 282.97, as of January 31, 2021. A motion was made by Don Farmer to accept the report. A second was made by Leon McNeal. The board voted unanimously to approve.

Director Report by John Blankenship: Below are highlights of the report.

- Good relationship with Mayor Sikes and Mayor's Office
- Library was closed one week due to Winter weather
- TOP Grant has been submitted by Assistant Director Joshua
- Dr. Seuss Event at Discovery Park on Feb 27 was attended by Children's Director Sarah
- John attended new director orientation with Regional Library staff
- John has been accepted in the 3 year Public Library Management Institute
- A new microfilm scanner/reader has been installed and staff trained
- Plans are underway for this year's Summer Reading Program
- Updates made to library website including a page for the Foundation
- Quotes have been requested for flooring replacement in conference area and children's room

#### Humboldt Public Library Foundation Report:

Elna Blankenship gave an update regarding "Breaking Ground in 2021" for the new children's library. Possible fundraising ideas were discussed.

#### Friends of the Library Report:

Director Blankenship told the board at the recent meeting on the Friends, their board approved lobby chair replacements.

#### Regional Library Report:

Mary Carpenter discussed that updated by-laws are needed for the library. Mary also reminded the board that Trustees need to take the Trustee Certification Program. A short demonstration on TEL and Homework Help was given. Also a brief discussion was held regarding the Future of Regional Libraries and Boards. Mary also gave a list of upcoming important dates.

Director Blankenship commented that the library has a great staff and he enjoys working with each member. John thanked Joshua for his work as Interim Director.

A motion was made by Don Farmer to adjourn. A second was made by Leon McNeal. The board voted unanimously to adjourn the meeting.

Submitted by: Library Director John Blankenship

3-2-2021