

# **Beatty Library Meeting Minutes**

**Beatty Library**

**400 N. 4th Street, Beatty, NV 89003**

**Tuesday February 13, 2024**

**2:00 pm**

**Charlie Lix, Chair; Frank Suchy, Vice Chair; Diane Pierce, Secretary; Carol Stephens, Treasurer; Stephanie Beacham, Director**

## **BEATTY LIBRARY BOARD MINUTES**

Call to Order at 2:10pm.

- 1. Roll Call–** Charlie Lix, Chair; Frank Suchy, Vice Chair; Secretary; Carol Stephens, Treasurer; Stephanie Beecham, Trustee; Diane Pierce, Trustee; Laurel Hickenbotham, Library Assistant; David George, Library Director, Michelle Nelson, Nye County District Attorney's office; Patti Butler transcriber.
- 2. General Public Comment –** None
- 3. Approval of the Agenda for February 13, 2024 –** Approved
- 4. Trustee Comments –** None
- 5. For Possible Action: Emergency Items. Stricken from the record**
- 6. Amend or Approve January 9, 2024 minutes: Motion to approve by Frank, 2<sup>nd</sup> by Stephanie. No public comment. Passed**
- 7. Presentation: Library Director's Report regarding library activity for January 2023 –** Collections report, Petty Cash Report in packets. The circulation report didn't look right and David is following up with the county to correct any issues. The Christmas coloring contest was in December, but most of the awards were picked up in January. That explains why petty cash started at \$368.25 and ended at \$254.45. Laurel H. asked if we had a status on the money bequeathed by Shirley Hardin, the money is in the account but in order to spend it, a project number must be designated and submitted to the county. Charlie asked Patti to comment, Patti said we needed to talk to the county comptroller to find out if that money can be designated to a separate account so it can be controlled and spent locally rather than the money going into the general account at the end of each year and then having to get it out for use each year. The Comptroller will be able to instruct us on how to do that. Then it would be up to the board to get a local checking account and set up internal security vouchers and accounting. Charlie asked if that report can be incorporated into David's monthly reports, Patti said yes. Michelle suggested we talk to the Pahrump Library Director because they use a similar system and she may lend some expertise into what we would like to accomplish. Michelle will let her know, David will be reaching out to her.
- 8. Possible Action – Discussion, deliberation regarding Library expenditures including payment of bills, petty cash report, collections report, expenditures and revenues.** David circulated the bills for signature. The reports were covered in David's earlier report. David also commented that the county changed the payee on the petty cash checks so they could be cashed. Charlie commented that he would like to see a record of transferal to keep track of who handles the check/cash and when. David agreed and will make one up. No Public Comment.

9. **For Possible Action – to Ratify the actions taken by the Board on November 14, 2023; December 12, 2023; January 9, 2024; because of the failure to post the notice on the official website of the state-** David explained that he used to post the agendas then the website would not allow him in. Michelle further explained NRS 232.2175 & 241.020(4)b to the Board and that this agenda item will ratify the actions taken at those meetings. David has since corrected the issues with the state and posted as necessary. No Public comment. **Motion to ratify by Diane P., 2<sup>nd</sup> by Stephanie B. APPROVED.**
10. **Action, Discussion, Deliberation to 1) Evaluate the character, mental and physical health of the Beatty Library District Director, Sharon Jennings, in relation to her duties as library director as set forth in the Beatty Library Policy Manual or has otherwise been directed by the Board of Trustees; & 2) take administrative action against Sharon Jennings if the Board of Trustees determines such action is warranted including but not limited to termination, abandonment of the position, failing to report to work, and failing to keep the board informed of her intent to return to work, a substandard performance report, reduction in pay or no action.** Michelle would like to add to the minutes that Miss Jennings was served with a notice according to NRS 241033 & 241034, personal service was made Jan. 26, 2024 and the notice and proof of service be added to the minutes and the board approve the notice and proof of service be added as backup. **Motion made by Stephanie to accept the notice and proof of service as backup and 2<sup>nd</sup> by Diane. No public comment. Approved. For the record, Michelle stated that the original of the Proof of Service is being maintained by the District Attorney's office.** Frank asked if there has been any response from Miss Jennings. Michelle said No, Miss Jennings was served with a certified letter in December with a return receipt she was also personally served with a notice for today's meeting, her only comment was "this is what I get for all my years of service. " Frank asked if this is job abandonment, Michelle explained that it would qualify if the Board so decided. Diane said she thought we should discuss it. Laurel stated that Sharon was in a traffic accident in October, and she communicated to employee Penny, that she would not be able to come to work due to an injury, to Laurel's knowledge, Sharon never communicated with any board member. Charlie addressed reasons for administrative action if warranted: alleged misconduct, would be abuse of subordinate employees, professional competence has not been met by Miss Jennings not complying with monthly reports, and not filing with the Nv. State Library for postings, professional competence is in question given length of time for completion of a budget with no accountability for future expenses, line items not being funded in that regard, physical health has not been good, she has been sick and under treatment, he cannot speak to her mental health, but he has seen in his time on the board a deterioration of her acuties. Michelle stated that included in the certified letter of December 2023, we requested a letter from a physician regarding her health and whether she can return to the job, or if she needed any special accommodations to return to work. There was no response from Miss Jennings. Charlie then read the choices for action that the board can take. Laurel asked for a clarification of Job Abandonment, explanation was given by Michelle. **Diane Motioned that we terminate Miss Jennings based on her abandonment of her the position of library director based on her failure to return to work, her failure to keep the board informed of her intent to return to work. 2<sup>nd</sup> by Stephanie. No Public comment. Approved.** The District Attorney's office will send Miss Jennings a letter informing her of the Board's decision and requesting items that Miss Jennings had that belong to the library including but not limited to passwords, keys and computer.
11. & 12 combined – Continued from Jan. 9, 2024 meeting. **Possible Action, to approve financing of the services of LaDonna Scheiber from Beatty Graphics to create and maintain a Library District website, and enter into a contract and execute the contract with Beatty Graphics. – Stephanie said we had copies of the contract.** Carol asked if we discussed last month taking the funds from the inherited

money. Charlie said yes, and we can take the money from the inheritance money and add it as a line item expense. Stephanie motioned to approve the financing to come from the Shirley Hardin Trust Fund and enter into a contract to create a website by LaDonna Scheiber and Beatty Graphics.

**13. Continuation from January 9, 2024 meeting for Possible Action: Discussion & deliberation regarding updates of steam cleaning the Library Carpet** – Frank reported he shampooed the high traffic areas of the Library carpet, he did it 3 times and the water was black and never came clean. He went to Mark's Janitorial and asked about a commercial shampooer. Mark said to do it properly we should use an extractor or have it professionally cleaned. Frank said a commercial extractor would cost about \$1000.00 **At this time Charlie opened Agenda number 14. For Possible action – regarding the purchase of an industrial steam cleaner for library use.** Laurel asked if we could look into having a professional come out every 6 months to clean the carpet and let the public know so that we may be able to line up a few jobs for someone who would be coming from Vegas or Pahrump. It may cut down on some of the trip fees. Laurel also asked if we needed 3 bids, Stephanie said BGID needs to get bids when they have jobs done. Frank will be in charge of getting the bids and report back. No Public Comment. This will be re-agendised for next month.

**Charlie Reopened #3.** To Remove items #15 and #16. From the agenda and re-agendise next month.  
**Close #3**

**17. Presentation: Results of the "Take Your Child to the Library Program"** – Laurel Reported the program went well. Both parents and adults participated.

**18. Future Meetings** – Tuesday March 12, 2024 at 2:00pm.

**19. Public Comment (2<sup>nd</sup>)** NONE

**Motion to Adjourn: By Charlie, at 3:19pm Approved.**

Respectfully Submitted – Patti Butler