

**AGENDA
SMOKY VALLEY LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING**

**Round Mountain Public Library
Round Mountain, Nevada**

Tuesday September 3, 2019 – 5:00 PM

Members: **Rebecca Lim, Chairperson** **Sara Keehfuss, Treasurer**
 Gwenn Snow, Vice-Chairperson **Frank Wagener-Member**
 Mallory Barber, Secretary/Clerk

SPECIAL NOTE: Below is the agenda items scheduled to be considered. All items are approximate except for bid openings, public hearings, and any other items agendized at a specific time. Items on the agenda without a time designation may be taken out of order. The Board may combine two or more agenda items for consideration. The Board may remove an item from the agenda or delay discussion relating to an item on the agenda at any time.

Action may be taken on those items denoted (FOR POSSIBLE ACTION)

ITEM#/SUBJECT

1. Call meeting to order – For Possible Action
2. GENERAL PUBLIC COMMENT – (Three-minute time limit per person.) Action will not be taken on the matter considered during periods until specifically included on an agenda as an action item.
3. Approval of Agenda – For Possible Action
4. Reading, correction and approval of minutes for August 6, 2019 - For Possible Action
5. INFORMATIONAL ITEMS
 - a.
 - b.
6. OPEN DISCUSSION – (This item is for discussion only. No action will be taken at this time. There may be a time limit placed on this discussion if necessary.)
7. LIBRARY REPORTS- For possible action
 - a. RMPL -
 - b. MPL -
 - c. Children’s Wing report -
8. OLD BUSINESS - For Possible Action
 - a. Discussion and possible decision concerning Board of Trustee training
9. NEW BUSINESS – For Possible Action
 - a. Discussion and possible decision concerning changing the time of the board meetings
10. CORRESPONDENCE – For possible Action
 - a.
11. FINANCE – For possible Action
 - a. Approve and sign expenditures for September3, 2019
 - b. Discussion and possible decision concerning updating the preauthorization letter for 2019-2020 to reflect new board members

12. GENERAL PUBLIC COMMENT -- (Three-minute time limit per person.) Action will not be taken on the matter considered during periods until specifically included on an agenda as an action item.

13. SET DATE AND TIME FOR NEXT MEETING

14. ADJOURN – For Possible Action

Supporting information for this agenda can be obtained from Andrea Madziarek at the Round Mountain Public Library at 775-377-2215 or andream@svld.net

All agendas are posted at the following locations:

Round Mountain Post Office	Round Mountain Public Library	Manhattan Public Library
83 Hadley Circle	73 Hadley Circle	7 Mineral Street
Round Mountain, NV 89045	Round Mountain, NV 89045	Manhattan, NV 89022

Also can be found on the Department of Administration website <https://notice.nv.gov>
County – Nye County - Smoky Valley Library Board.

Any member of the public who is disabled and requires accommodations or assistance at this meeting is requested to notify the Round Mountain Public Library in writing or call (775) 377-2215.

MINUTES
SMOKY VALLEY LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
Round Mountain Public Library
Round Mountain Nevada
Tuesday August 6, 2019– 5:00 PM

Members present: Rebecca Lim, Chairperson Sara Keehfuss, Treasurer
Gwenn Snow, Vice-Chairperson
Members absent: Mallory Barber, Secretary/Clerk
Also present: Jeanne Bleecker, Co-Director, Smoky Valley Library District
Andrea Madziarek, Co-Director, Smoky Valley Library District
Amy Madziarek, Children's Dept. Head - RMPL

These minutes are a draft, subject to revision and/or approval by Board of Trustees at their next regularly scheduled meeting.

ITEM#/SUBJECT

1. This meeting was called to order at 5:03 pm by Becky Lim.
2. General Public Comment - We delivered the new circulation desk to Manhattan Library. Our maintenance person is doing great, things are looking very good.
3. Approval agenda –Sara made a motion to accept agenda. Gwenn seconded. All voted in favor. Motion passed.
4. Reading, correction and approval of minutes – Gwenn made a motion to accept minutes with corrections – a % sign needs to be added in the corrections. Sara seconded. All voted in favor. Motion passed.
5. INFORMATIONAL ITEMS –
 - a. HR updates- Andrea told the board that she has received the report for the visit Neal from POOL/PACT gave for our records. He made some suggestions for changes in the personnel master files and some suggestions for our policies. We will be looking at all of these suggestions and making changes where we can.
 - b. Nevada Connections Academy – They sent a really nice letter thank us for the use of our rooms for testing for the past year.
6. OPEN DISCUSSION – Jeanne told the board that she has been working on the CIP plan for the year – She has been working on the maintenance vehicle and the Out West Building for our maintenance shop.
7. LIBRARY REPORTS– For possible action –
 - a. RMPL – June – Circulation is up. July – Movie circulation is down but our digital circulation has tripled.
 - b. MPL – June – Reports are better for this month. July – Circulation is up.
 - c. Children's Wing report – Amy reported that she will be doing an introduction to the library for all the classes when they come in. She will show them the new stuff and inform them about the databases. She will let all the teachers know about the AR program, the databases and the STEM center we now have. She reported that we will be having a scholastic book fair September 9-13th. She reported that we had made \$21,109.00 in scholastic dollars in our past book fairs. We put 2632 books in kid's hands. She said her goal for this fair is \$5114.00 which is 10% more than our last fair. Amy also said that she is working on new things to introduce at the 15th Annual Harvest Festival. It is scheduled for October 19, 2019 from 10 am to 2 pm.
8. OLD BUSINESS– For Possible Action – nothing at this time.
9. NEW BUSINESS– For possible action –

a. **MakerBot 3D Printer** – Andrea told the board that we received an offer from MakerBot on a 3D printer for the Library. This printer comes with training and a certification program. The cost is \$3327.60. This will be used with our STEM center and we are hoping the teachers will take advantage of this to. Andrea said that her and Amy will be doing the certification and then will train other staff on using it. Gwenn asked if we should have a policy for this machine since it is costly to use. Becky agreed she feels that there could be materials being wasted and she also mentioned maybe even charging for printing like we do with our regular copies. Gwenn made a motion to purchase the MakerBot 3D printer for the library, with the policies to follow for patrons using this machine. Sara seconded. All voted in favor. Motion passed.

b. **Trustee Training** – Jeanne told the board that the state library has set up this program for Trustee training. Jeanne said that she went on and did the first training. It is lengthy. Jeanne would like the board to look at the training and try to come up with the best ways for us to get it accomplished. Do they want to do it as a group at each meeting, or individually and then discuss them at each meeting. The board will look at it and then make a decision at the next meeting.

10. **CORRESPONDENCE** – nothing at this time.

11. **FINANCE** -

a. **Finance** – Sara made a motion to approve and sign vouchers for end of fiscal year 2018-2019 and the July expenditures for 2019-2020. Gwenn seconded. All voted in favor. Motion passed.

b. **4th Quarter report** – Jeanne presented the last report for Fiscal Year 2018-2019.

c. **CIP Report** – Jeanne went over the report with the board. She explained how she is breaking down the expenditures for this. Gwenn made a motion to accept the CIP report presented by Jeanne. Sara seconded. All voted in favor. Motion passed.

12. **General Public Comment** – (second) – Jeanne mentioned to the board that there may need to be a change to the time for board meeting. Because the new board member works at the mine and we are not sure of his schedule. This will be on the next agenda to discuss.

13. **Set date and time of next meeting.** The next meeting was set for Tuesday, September 3, 2019 @ 5:00 PM in Round Mountain Public Library Conference Room, Round Mountain Nevada.

14. **ADJOURN** – Sara made a motion to adjourn the meeting @ 6:16 PM

Date approved

Mallory Barber, Secretary/Clerk

Nevada Public Library Trustee Training

Logging in:

- Go to <http://elearn.infopeople.org/> or through the NSLAPR website - <https://nsla.libguides.com/governance-and-trustees>
- The training requires a username and password. All current library directors and trustees have accounts set up for them. Account information for current trustees will be sent to each director. You can also use the following format:
Username: Last name, first initial (Example: John Doe = doej)
Password: Same as Username - Last name, first initial (Example: doej)
- Since there are individual accounts, please let me know whenever you have trustee turnover so incoming members can be added and outgoing members removed. I will need names and email addresses for new trustees.
- If you choose, you can also make the training available to local officials from your governing body. Let me know, and we will have accounts created. We do ask that access to the training be limited to directors and staff, trustees, and local officials.
- You can use your own discretion about disseminating login information and introducing the training to your trustees. You might want to show the training at a board meeting and distribute the login information afterward.

Getting Started:

- Once logged in, click on **Nevada Public Library Trustee Training** in the middle of the screen and take a look at "How to Get the Most from this Training".
- You will see that there are eleven units each covering a specific topic, a forum for discussion among participants, a section of supporting materials and resources, and a section for State Council on Libraries and Literacy members. Each unit follows basically the same format of short video, reading material, discussion question and a quiz.
- After you've checked out the training yourself, have a discussion with your board and come to an agreement about how they want to go through the training – individually at their own pace; individually but on an agreed-upon schedule (perhaps with discussion at each board meeting of the module that the board members have just worked through); or together at board meetings. There are some assignments that require reflection and individual responses, but board members could go through the modules together in a meeting and complete the assignments later.

- The *Supporting Materials and Resources* section includes a trustee workbook in both Word and pdf formats. The workbook encourages trustees to apply the concepts they've learned to their own library and could spur good discussions among trustees. You might consider printing copies to give to each trustee when you introduce the training.
- There is also an Extra Credit section with United for Libraries' *Nevada Trustee Academy* http://www.ala.org/united/training/trustee_academy/nevada and *Short Takes for Trustees* http://www.ala.org/united/trustees/trustee_academy/nevada/short_takes Each library has a log-in for the United for Libraries resources which you should share with your trustees. Let me know if you need your library's username and password.

Follow-through:

- In order to receive a certificate of completion, trustees must introduce themselves in the "Getting Started" section and complete all quizzes.
- You will probably want to set a deadline for completion by all trustees, and please let us know when all your members have completed.
- The training will need to be ongoing as board members come and go, and you will want to develop a schedule to keep on track with that.
- We're here to help! Let us know if you have any problems logging into the training or have questions about the training itself.
- Feedback is welcome.
- We're also available for in-person trustee training. Just let us know if you would like us to come to a board meeting.

**SMOKY VALLEY LIBRARY DISTRICT
PO BOX 1428
ROUND MOUNTAIN, NV 89045
EXPENDITURE LISTING**

APPROVED USING PRE-APPROVAL LETTER:

Vendor Full Name	Invoice Date	Invoice #	Total Amount	Description
NV Energy	8/15/2019	378178 July 2019	\$488.07	Power RMPL
Nye County Public Works	8/2/2019	27-0006750	\$55.00	Water MPL
AMOUNT			\$543.07	

NEW INVOICES:

Vendor Full Name	Invoice Date	Invoice #	Total Amount	Description
AMAZON	7/8/2019	978435365479	\$29.99	RMPL Movies
AMAZON	7/9/2019	764465633788	\$11.41	Building Maint
AMAZON	7/10/2019	435646455754	\$140.45	RMPL Movies
AMAZON	7/10/2019	464777773493	\$551.99	Operating Sup - Staff
AMAZON	7/10/2019	468693938834	\$59.98	Programs - Kids
AMAZON	7/10/2019	473639385996	\$953.96	Operating Sup - Staff
AMAZON	7/10/2019	486733363437	\$512.26	Adult Books RMPL
AMAZON	7/10/2019	539556475364	\$16.99	RMPL Movies
AMAZON	7/10/2019	567994977749	\$87.31	Adult Books RMPL
AMAZON	7/10/2019	646794675373	\$67.87	MPL Movies
AMAZON	7/10/2019	697844469948	\$62.79	MPL Movies
AMAZON	7/10/2019	779888773733	\$551.98	Operating Sup - Staff
AMAZON	7/11/2019	438385759745	\$14.58	Kids Books RMPL
AMAZON	7/11/2019	449683674734	\$17.35	Kids Books RMPL
AMAZON	7/11/2019	458894573673	\$316.94	Kids Books RMPL
AMAZON	7/12/2019	434447996758	\$145.98	Books MPL Adult
AMAZON	7/12/2019	453954837653	\$8.71	Books MPL Adult
AMAZON	7/12/2019	479783756763	\$5.30	Kids Books RMPL
AMAZON	7/12/2019	567777883856	\$12.99	Books MPL Adult
AMAZON	7/12/2019	588689634496	\$63.54	Books MPL Adult
AMAZON	7/12/2019	634955589439	\$5.00	Kids Books RMPL
AMAZON	7/12/2019	686698743874	\$27.22	Books MPL Adult
AMAZON	7/12/2019	935935389679	\$23.19	Adult Books RMPL
AMAZON	7/12/2019	937589745537	\$45.62	Books MPL Adult
AMAZON	7/12/2019	966995588947	\$27.83	Books MPL Adult
AMAZON	7/13/2019	486734948594	\$17.96	RMPL Movies
AMAZON	7/13/2019	546745395998	\$92.25	Adult Books RMPL
AMAZON	7/13/2019	578596735699	\$153.96	Adult Books RMPL
AMAZON	7/13/2019	948447744588	\$7.99	Equipment Maint
AMAZON	7/14/2019	468463968547	\$260.22	Books MPL Adult
AMAZON	7/15/2019	444793464773	\$64.05	Equipment Maint
AMAZON	7/15/2019	567954468655	\$25.11	Equipment Maint
AMAZON	7/15/2019	799863437785	(\$11.86)	Credit
AMAZON	7/17/2019	469647338675	\$250.56	RMPL Movies
AMAZON	7/18/2019	433589846847	\$30.99	Books MPL Adult

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Vendor Full Name	Invoice Date	Invoice #	Total Amount	Description
AMAZON	7/18/2019	447764857787	\$139.23	Kids Books RMPL
AMAZON	7/18/2019	455879334966	\$64.14	Building Maint
AMAZON	7/18/2019	949785564543	\$100.97	Building Maint
AMAZON	7/19/2019	436649938463	\$176.00	Building Maint
AMAZON	7/19/2019	443673455997	\$66.44	Books MPL Adult
AMAZON	7/19/2019	444858539988	\$25.99	Kids Books RMPL
AMAZON	7/19/2019	546538533394	\$112.00	Adult Books RMPL
AMAZON	7/19/2019	574848443543	\$75.57	Kids Books RMPL
AMAZON	7/19/2019	688453538797	\$52.21	Books MPL Adult
AMAZON	7/20/2019	548854586564	\$31.21	Kids Books RMPL
AMAZON	7/20/2019	935587634546	\$101.80	Books MPL Adult
AMAZON	7/21/2019	569379734983	\$14.27	Books MPL Adult
AMAZON	7/21/2019	786479383783	\$123.26	Kids Books RMPL
AMAZON	7/21/2019	854763445757	\$218.23	Kids Books RMPL
AMAZON	7/21/2019	877678865396	\$35.99	Books MPL Adult
AMAZON	7/22/2019	437398858465	\$10.28	Kids Books RMPL
AMAZON	7/22/2019	493697844498	\$26.68	Kids Books RMPL
AMAZON	7/22/2019	894488695338	\$158.24	Kids Books RMPL
AMAZON	7/22/2019	993644739677	\$539.98	Building Maint
AMAZON	7/23/2019	846578758996	\$122.02	Kids Books RMPL
AMAZON	7/23/2019	954369858383	\$279.13	RMPL Movies
AMAZON	7/24/2019	436667443744	\$108.19	Equipment Maint
AMAZON	7/24/2019	443848589769	\$10.05	Kids Books RMPL
AMAZON	7/24/2019	443949375633	\$13.93	Kids Books RMPL
AMAZON	7/24/2019	456659749574	\$369.74	Kids Books RMPL
AMAZON	7/24/2019	465386583448	\$8.50	Kids Books RMPL
AMAZON	7/24/2019	475734736388	\$166.89	Equipment Maint
AMAZON	7/24/2019	477957867389	\$260.12	MPL Movies
AMAZON	7/24/2019	499337389353	\$39.99	Equipment Maint
AMAZON	7/24/2019	574939433778	\$17.97	RMPL Movies
AMAZON	7/24/2019	936448553883	\$137.47	Music
AMAZON	7/24/2019	938589947459	\$85.78	Equipment Maint
AMAZON	7/24/2019	977648457539	\$19.56	Music
AMAZON	7/25/2019	436933443353	\$323.76	Kids Books RMPL
AMAZON	7/25/2019	453463574375	\$18.66	Kids Books RMPL
AMAZON	7/25/2019	456688886583	\$6.98	Equipment Maint
AMAZON	7/25/2019	468397946575	\$320.29	Equipment Maint
AMAZON	7/25/2019	489837687433	\$44.57	Equipment Maint
AMAZON	7/25/2019	743976364535	\$25.99	Kids Books RMPL
AMAZON	7/26/2019	434465536534	\$12.99	Music
AMAZON	7/26/2019	435839436977	\$67.46	Kids Books RMPL
AMAZON	7/26/2019	473753587964	\$199.99	Equipment Maint
AMAZON	7/26/2019	587383638778	\$205.57	Kids Books RMPL
AMAZON	7/28/2019	456984555675	\$3.59	Kids Books RMPL
AMAZON	7/29/2019	435548478479	\$7.39	Kids Books RMPL
AMAZON	7/29/2019	448848595875	\$14.23	Adult Books RMPL
AMAZON	7/29/2019	483656789898	\$253.70	Kids Books RMPL
AMAZON	7/29/2019	745375356474	\$22.96	RMPL Movies
AMAZON	7/30/2019	489586558463	\$12.64	Kids Books RMPL

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Vendor Full Name	Invoice Date	Invoice #	Total Amount	Description
AMAZON	7/30/2019	667898633855	\$28.83	Kids Books RMPL
AMAZON	7/30/2019	858336673597	\$17.10	Kids Books RMPL
AMAZON	7/30/2019	966973348675	\$8.78	Kids Books RMPL
AMAZON	7/31/2019	4007657CM-03DE	(\$22.55)	Credit
AMAZON	7/31/2019	444779955778	\$23.73	Kids Books RMPL
AMAZON	7/31/2019	449557563844	\$23.98	Programs - A papers
AMAZON	7/31/2019	455576848873	\$12.99	Kids Books RMPL
AMAZON	7/31/2019	455577686774	\$19.10	Adult Books RMPL
AMAZON	7/31/2019	457998737559	\$50.64	Kids Books RMPL
AMAZON	7/31/2019	458779434389	\$135.15	Kids Books RMPL
AMAZON	7/31/2019	658397894553	\$9.99	Programs - A papers
AMAZON	7/31/2019	768745386779	\$22.20	Adult Books RMPL
AMAZON	7/31/2019	797738549546	\$64.55	Programs - A papers
AMAZON	7/31/2019	886585799395	\$311.91	RMPL Movies
AMAZON	7/31/2019	964474747743	\$34.10	Kids Books RMPL
AMAZON	7/31/2019	974646996854	\$15.94	Adult Books RMPL
AMAZON	8/1/2019	446666637854	\$15.99	Adult Books RMPL
AMAZON	8/1/2019	449855686844	\$124.15	Books MPL Adult
AMAZON	8/1/2019	468487794553	\$134.73	MPL Movies
AMAZON	8/1/2019	534775898937	\$64.36	Adult Books RMPL
AMAZON	8/1/2019	684684347655	\$275.81	Kids Books RMPL
AMAZON	8/1/2019	688696443593	\$242.74	Adult Books RMPL
AMAZON	8/1/2019	848587463587	\$57.71	Childrens Books MPL
AMAZON	8/2/2019	437584387637	\$63.24	Building Maint
AMAZON	8/2/2019	585889975897	\$17.45	Adult Books RMPL
AMAZON	8/2/2019	663738875965	\$14.64	Adult Books RMPL
AMAZON	8/2/2019	677443794939	\$22.94	Operating Supplies
AMAZON	8/2/2019	688476595455	(\$1.93)	Credit
AMAZON	8/2/2019	758484765658	\$193.70	Building Maint
AMAZON	8/3/2019	463866963847	\$124.98	Building Maint
AMAZON	8/3/2019	656435547964	\$70.84	Adult Books RMPL
AMAZON	8/3/2019	969345494545	\$15.29	Kids Books RMPL
AMAZON	8/4/2019	559383344678	\$15.90	Building Maint
AMAZON	8/4/2019	845356635958	\$107.32	MPL Movies
AMAZON	8/5/2019	535583963599	\$33.18	Kids Books RMPL
AMAZON	8/6/2019	758549538844	\$250.35	Equipment Maint
AMAZON	8/7/2019	459939577578	(\$15.82)	Credit
AMAZON	8/7/2019	463888888676	\$10.95	RMPL Movies
AMAZON	8/7/2019	465684965479	\$370.88	Adult Books RMPL
AMAZON	8/7/2019	468734999693	\$113.60	MPL Movies
AMAZON	8/7/2019	469436744377	\$245.82	RMPL Movies
AMAZON	8/8/2019	449575456935	\$47.47	Office
AMAZON	8/8/2019	454849438379	\$9.99	Music
AMAZON	8/8/2019	464446579535	\$123.94	Music
AMAZON	8/8/2019	549865649666	(\$3.99)	Credit
AMAZON	8/8/2019	567848544677	\$215.99	Office
AMAZON	8/8/2019	743465858568	\$14.99	Office
AMAZON	8/8/2019	934599839876	\$259.34	Office
AMAZON	8/9/2019	434363598768	\$79.92	Operating - Preschool

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Vendor Full Name	Invoice Date	Invoice #	Total Amount	Description
BAKER & TAYLOR INC	8/6/2019	4012599835	\$48.16	Adult Books RMPL
BAKER & TAYLOR INC	8/13/2019	4012600776	\$79.29	Adult Books RMPL
CENGAGE LEARNING	8/7/2019	67562912	\$50.23	Adult Books RMPL
CREATIVE PRODUCT	8/6/2019	CPI080739	\$314.82	Programs - Promo
GENERAL STORE	8/14/2019	1-1109171	\$17.16	Office
GENERAL STORE	8/15/2019	2-713236	\$41.52	Programs - Kids
GENERAL STORE	8/20/2019	1-1113099	\$15.85	Programs - Kids
GENERAL STORE	8/26/2019	2-718021	\$27.52	Programs - Kids
MAKERBOT INDUSTRIES	8/15/2019	INV91821653	\$3,327.60	Operating
MICROMARKETING LLC	7/30/2019	779411	\$55.58	Kids Books RMPL
MICROMARKETING LLC	7/30/2019	779482	\$46.40	Audio Books
MICROMARKETING LLC	7/31/2019	780079	\$39.99	Audio Books
MICROMARKETING LLC	8/8/2019	781173	\$27.30	Audio Books
MICROMARKETING LLC	8/8/2019	781333	\$427.93	Audio Books
MICROMARKETING LLC	8/13/2019	781709	\$333.62	Books MPL Adult
MICROMARKETING LLC	8/13/2019	781746	\$66.39	Audio Books
MICROMARKETING LLC	8/15/2019	782411	\$309.14	Audio Books
MICROMARKETING LLC	8/20/2019	782681	\$22.39	Adult Books RMPL
MICROMARKETING LLC	8/20/2019	782797	\$34.57	Audio Books
MICROMARKETING LLC	8/20/2019	782798	\$26.99	Audio Books
MICROMARKETING LLC	8/22/2019	783057	\$24.80	Adult Books RMPL
MIDAMERICA BOOKS	7/24/2019	489507	\$1,604.20	Kids Books RMPL
NORTHERN NEVADA PEST	8/12/2019	66376	\$35.00	Building Maint
QUILL	8/5/2019	9207983	\$12.49	Operating Supplies
QUILL	8/5/2019	9230934	\$17.98	Office
QUILL	8/19/2019	9582538	\$47.96	Office
QUILL	8/19/2019	9583166	\$134.95	Operating Supplies
RECORDED BOOKS LLC	8/2/2019	76498308	\$911.63	Audio Books
RECORDED BOOKS LLC	8/2/2019	76498387	\$87.20	eAudio
RECORDED BOOKS LLC	8/6/2019	76499392	\$61.75	eAudio
SCHOOL OUTFITTERS	7/31/2019	INV13182516	\$3,860.23	Capital Outlay

Vendor Full Name	Invoice Date	Invoice #	Total Amount	Description
SMOKY VALLEY	8/15/2019	1908-115571	\$66.39	Building Maint
SMOKY VALLEY	8/17/2019	1908-115664	\$14.64	Building Maint
SMOKY VALLEY	8/26/2019	1908-115940	\$55.15	Building Maint
WORLD TRADE PRESS	8/7/2019	INV670966	\$721.00	Operating - Database

NEW INVOICE TOTAL: \$26,945.79
PRE-APPROVED TOTAL: \$543.07
GRAND TOTAL: \$27,488.86

Rebecca Lim, Chairperson

Gwenn Snow, Vice-Chairperson

Mallory Barber, Secretary/Clerk

Sara Keehfuss, Treasurer

Frank Wagener, Member

FILED 9/3/2019
 FY 2019-2020

Smoky Valley Library District

www.svld.net

Round Mountain Public Library
P.O. Box 1428
Round Mountain, Nevada, 89045
(775) 377-2215
Fax (775)-377-2699

Manhattan Public Library
P.O. Box 95
Manhattan, Nevada, 89022
(775) 487-2623
Fax (775) 487-2326

Nye County Finance
PO Box 3999
Tonopah, NV 89049-3999

September 3, 2019

Re: Authorization to Pre-Pay SVLD District Bills under Specific Circumstances

To Whom It May Concern:

The Smoky Valley Library District Board of Trustees authorizes Nye County Finance to pay the Smoky Valley Library Districts bills under the following circumstances. These bills will then be formally approved during the next scheduled meeting of the Library Board.

- a. All utility bills, ongoing contracts, and bills that would incur a late fee if not paid before the next scheduled board meeting.
- b. All bills in the event that the Library Board is unable to conduct regular business due to a lack of quorum or other circumstances. A notice, explaining why there was no meeting, will be included with the bills for payment.

Respectfully,

Rebecca Lim, Chairperson

Gwenn Snow, Vice-Chairperson

Sara Keehfuss, Treasurer

Mallory Barber, Secretary/Clerk

Frank Wagener, Member