**Board of Trustees**

**Meeting Minutes**

**Thursday, August 20, 2020, 5.15p**

**Crook County Fairgrounds**

**1280 S Main St., Prineville, Oregon**

*Present:* Jan Anderson, Jerry Bishop (Chair), Eric Blaine (Legal Counsel), Jerry Brummer (Commissioner Liaison), Colleen Ferguson, Heather Jones (Assistant Director), Pam Looney (Vice-Chair), ZuAnne Neal, Buzzy Nielsen (Director), LaQuita Stec, Cindy York (Operations Manager)

1. **Additions/deletions from the agenda (ACTION) Bishop**

Before the meeting, a celebration was had in recognition of Buzzy departing as Director. Chair Jerry called the meeting to order at 5.27p. Zuanne moved to approve the agenda as presented. Jan seconded. The motion carried unanimously.

1. **Conflicts/potential conflicts of interest Bishop**

None stated.

1. **Public comment Bishop**

Eric commented that he’d miss Buzzy and appreciated the work he’d done as Director.

1. **Consent agenda (ACTION) Bishop**
   1. **Minutes of July 9, 2020, regular meeting**

Pam moved to approve the minutes of the July 9, 2020, regular meeting as presented. LaQuita seconded. The motion carried unanimously.

1. **Reports**
   1. **Friends Friends**

Buzzy reported on behalf of the Friends of the Crook County Library. They have not resumed regular meetings, nor are they accepting new donations. However, they have reopened the Friends Bookstore (inside the main library). Chapters Bookstore for Kids remains closed for the time being.

* 1. **Circulation services York**

Cindy reported the following on behalf of the Circulation Services Team:

* 96 hours quarantine, REALM project
* No board books and magazines
* No more automated phone notifications, so staff doing it manually. Make about two manual phone calls a day. Added service for people who don’t have access.
* Any other communities letting people into stacks? Yes, some smaller ones are.
  1. **Public services Scheppke**
* Heather Jones first report as Assistant Director. 8 years in public libraries. Worked in Salem and Driftwood (Lincoln City). Started as shelver and worked way up. At CCL a year and a half, starting as teen librarian.
* So much involvement in SRP. 375 bags out, plus 50 more through Mountain Star and migrant education program
* Goals: online storytime, more online programs, fall/winter reading, working with schools
* One-on-one technology help. Suspended due to pandemic, but huge need. Starting back up with one-on-one help.
  1. **Finance Nielsen**
* Last year’s budget is solid.
* Are any of our funding sources getting cut due to COVID? Eric Blaine said that the state budget likely will be cut, but don’t know how that will be affected. Ready to read money won’t be cut. Law library will get 25% reduction. Based on filing fees.
* County budget? Not much for lottery funds. 80% comes from the machines. TRT is down. Gas tax down 25%. Maybe some CARES ACT money.
* Single fund
* Internal service charges
  1. **Director Nielsen**
* Buzzy’s been training people
* Advantage cleaning works for other departments
* County trying to figure out how much to charge.
* Already do a lot of sanitizing.
* Friends group
* Roof is getting replaced.

1. **Continuing business**
   1. **COVID/Reopening update Staff**

* Fewer arguments
* Reopening the stacks
* Not reopening the children’s room
  + Big boxes of shelves waiting to be replaced
  + Children’s room is germier, need to figure that out.
  1. **Director search update Staff**
* Ten applicants
* First round
* Second round

1. **New business**

* Statistics
  + Overdrive
  + 27% decrease physical search
* New library aide
  + Janet is leaving
  + New person coming aboard.

1. **Agenda items for next meeting, September 10, 2020 Bishop**

* Director search

1. **Adjournment Bishop**

Adjourned at 6.14p