



# Board of Trustees

## Meeting Agenda

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Thursday, July 8, 2021, 5.15p  
**MEETING OPEN TO THE PUBLIC**

1. Additions/deletions from the agenda **(ACTION)** Neal  
Moves: Jerry  
Seconds: Jan  
Motion passes and agenda is accepted.
  
2. Conflicts/potential conflicts of interest Neal  
No conflicts identified.
  
3. Public comment Neal  
No members of the public present.
  
4. Consent agenda **(ACTION)** Neal
  - a. Minutes of June 10, 2021, regular meeting  
Moves: Jerry  
Seconds: Pam  
Motion passes and minutes are approved.
  
5. Reports
  - a. Friends Friends
    - Friends will host a third Saturday sale in the parking lot in July. Hoping for more volunteers to help.
    - Will replace Free Bookshelf when donations to Friends begin again.
  
  - b. Circulation services York
    - Cindy shared progress and goals met by her circulation team.
    - Cindy is exploring new options for volunteers in the library in her new role as Volunteer Coordinator.
  
  - c. Public services Jones
    - Heather updated on summer reading program progress- great signups and participation so far! Lots of fun programs.  
641 registrants as of 7/8!
    - Outreach update: pop-up libraries, Prideville, MountainStar relief nursery.
    - Starting to plan fall programming; some will have a hybrid approach that still utilizes virtual participation.

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Other matters may be discussed as deemed appropriate by the Board. If necessary, Executive Session may be held in accordance with ORS 192.660.

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- d. Director Witteveen
- Katie Fischer visited CCL to get a library and town tour.
  - Library as cooling station: we provide AC, seating, and water.
  - Upcoming furniture replacement project in the children's area
  - HVAC and lighting required attention this month; thanks to Prineville Heating and Cooper Electric!
  - Updates to technology services after pandemic-related safety restrictions were dropped on June 30.
  - Launched Hoopla Digital streaming service.
  - WiFi boost to greater 3<sup>rd</sup> street corridor thanks to Facebook and Prineville Downtowners. Includes the library and museum.
  - April shared various community connections from the month.
- e. Finance Witteveen
- Note: monthly financial report not available at time of Board Meeting; end-of-year report typically released much later in the month.
6. Continuing business
- a. COVID update Witteveen
- Final (!) COVID update! Shifting back to pre-pandemic operations.
7. New business Witteveen
- a. Desire to approve policies via email. April inquired if the board would be willing to do policy review and approval over email in order to reach timely decisions outside standard board meetings.  
 Motion: LaQuita moves that the Board authorize the use of email voting on matters that have been presented to the board previously.  
 Second: Jan  
 Motion passes, email policy review and approval will be accepted.
- b. Words on Wheels Homebound Services policy draft (**ACTION**)
- Patron surveys to see how program is going
  - 10 mile radius to start: questions on this as best way to start.
  - Add word "pilot" to establish expectations
  - Need to set a capacity; do a waitlist after that
  - Work with Meals on Wheels and other community partners to market
  - Clarify wording on policy statement: remove language about illness, etc.
  - Staff will continue work on policy and email vote will be presented prior to next board meeting.
- c. Strategic plan update: progress made, goals reached
- Shared audit document; will do subsequent audits each year.
8. Agenda items for next meeting, August 12, 2021 Neal
- a. Fiscal year 2020-21 budget review

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9. Adjournment

Motion: Pam

Second: Jan

Motion passes, meeting adjourned at 6:42

Neal

Meeting minutes submitted by April Witteveen.

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