



Board of Trustees

Meeting Minutes

Thursday, February 10, 2022, 5.15p
Juniper Room
MEETING OPEN TO THE PUBLIC

Present: April Witteveen, Cindy York, ZuAnne Neal, Jerry Bishop, Pam Looney, LaQuita Stec, Jan Anderson, Jen Sandoval

1. Additions/deletions from the agenda **(ACTION)** Neal
Move: Jerry
Second: LaQuita
Agenda approved.
2. Conflicts/potential conflicts of interest Neal
No conflicts noted.
3. Public comment Neal
No members of the public present
4. Consent agenda **(ACTION)** Neal
 - a. Minutes of December 9, 2021, regular meeting
Move: Jerry
Second: LaQuita
Minutes approved.
5. Reports
 - a. Friends Friends
 - Overstock book bash planned for March 12 in Carey Foster Hall.
 - Hope to start monthly book sales in April, hosted outdoors weather permitting.
 - b. Circulation services York
 - New bus shelter installed, working on getting signage sorted to direct to book drop.
 - Best month of standard library card registrations since before the pandemic, hooray!
 - Magazine subscriptions slimmed down- stay tuned for new projects at the south end of the building.

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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- c. Public services Witteveen
- In-person library programming off to a solid start; Jenn’s outreach calendar is packed with visits to local daycares and preschools. She is delivering book boxes and offering storytime at select locations.
 - SRP 2022 planning is soon to be in the works.
 - Confederated Tribes of Warm Springs Curriculum Crates are getting good attention. Miniaturized handmade replicas of items with cultural significance.
 - Sustainable Shelves in action with weeded materials
 - Beginning to plan for outreach to Post and Paulina; scheduling and general approach is tricky while short-staffed.
- d. Director Witteveen
- Hiring on pause during budget analysis; feeling hopeful that we can post our 2 vacancies in the spring and not wait until the FY turnover.
 - Updates on facilities, technology, and grant-funded signage projects.
 - CCCF grant funds received; when matched by the Friends we will have \$1000 to bring in speakers from the Confederated Tribes of Warm Springs and other regional Native presenters.
 - State Library of Oregon released its annual report of public library statistics.
- e. Financials/Statistics Witteveen
- January financials not yet ready; will email to Trustees when complete.
 - Statistics: starting to get a feel for a couple of products that are not being used by CCL patrons like Small Engine Repair.

6. Continuing business
None

7. New business Witteveen
- a. Exhibits Policy update (**ACTION**)
We want to highlight the fact that the library is not a commercial/financial agent for artists using our display space. Added/revised language highlights that artists may not display any price tags on their art but may have contact info to facilitate sales privately.
Move to accept revised Exhibits Policy: Jerry
Second: Pam
New Exhibits Policy approved.
- b. Library staffing: results of discussion with county admin
- Hope to get positions open for recruitment in the spring.
- c. Board member resignation and potential new appointee

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- We wish Jan a fond farewell and give much gratitude for the time she's devoted to the Board and the Library. Jan will return her Trustees binder to the library soon.
- April is in contact with a community member who is interested in the open position.
- April will also need to begin considering recruitment for the two open positions to come this summer.

d. Clock tower repair: fundraising campaign?

- Idea- form a committee to do the heavy lifting.
- Seek community grants and support: Shelk Foundation, data centers, CCF, Rotary/Kiwanis/Lions.
- ZuAnne brought a copy of a fun one-act play that could be used as a fundraising event.

8. Agenda items for next meeting, March 10, 2022 Neal
 No specific items identified.

9. Adjournment Neal

Move: LaQuita

Second: Jan (her last formal action!)

Meeting adjourned at 6:19pm.

Note submitted by April Witteveen

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