



Board of Trustees

Meeting Minutes

Thursday, September 12, 2019, 5.15-6.45p
Broughton Room, Crook County Library
175 SW Meadow Lakes Dr., Prineville

Present: Jan Anderson, Jerry Bishop (Chair), Pam Looney (Vice-Chair), ZuAnne Neal, Buzzy Nielsen (Director), Jane Scheppke (Assistant Director), Cindy York (Operations Manager), LaQuita Stec

1. Additions/deletions from the agenda (ACTION)

Bishop

President Jerry called the meeting to order at 5.15p. Pam moved to approve the agenda as presented. Jan seconded. The motion carried unanimously.

2. Conflicts/potential conflicts of interest

Bishop

None stated.

3. Public comment

Bishop

No public present.

4. Consent agenda (ACTION)

Bishop

a. Minutes of July 18, 2019, regular meeting

Pam moved to approve the minutes of the July 18, 2019, regular meeting as presented. Jan seconded. The motion carried unanimously.

5. Reports

a. Friends

Friends

Buzzy reported the following on behalf of the Friends of the Crook County Library:

- Bev Moltzau and Glenda Janssen are resigning from Friends Board, although they'll still be around to help with projects. They will be missed!
- The Friends' semi-annual Book Blowout sale is October 18-19.
- Jerri Muir was elected as the newest member of Friends board.

b. Circulation services

York

Cindy reported the following:

- Staff and volunteers began adding RFID tags to the collection in August, having been trained by the RFID vendor FE Technologies. Several sections have already been completed including law, Ochoco History, graphic novels, and most of adult nonfiction. Staff have spent 54 hours tagging about 8,700 items. Board members are encouraged to volunteer, too, and should contact Cindy if interested.
- Circulation stats for July are on par with last year.
- LINX, Deschutes Public Library's outreach program to schools, is running again. CCL fulfills several holds as part of this program.
- Library Aide Eirlan Haney has passed her shelving training!

Public services

Scheppeke

Jane reported the following:

- Children’s Librarians Jenn Fischer and Teen Librarian Heather Jones have resumed outreach to schools around the county.
- The library is working on a general patron survey to provide a baseline for assessing progress on the strategic plan.

Jane also reported on the 2019 Summer Reading Program (SRP).

- There was a 29% increase in signups over 2018, with 37% of participants completing at least the first part of the program, a six percentage point increase over the previous year.
- The higher completion rate was partially-attributed to having simpler logs that families could complete together. However, the 2020 program may include a different log for pre-K children, as staff sometimes struggle to communicate to parents the importance of reading to their young children. These separate logs would include easy ways parents can use the five early literacy practices: reading, writing, talking, singing, and playing.
- Program attendance was down overall. There were only two programs that exceeded 100 people: the kickoff party and planetarium program. Possible reasons for low attendance could include less time to plan this year’s programs and the *Round-Up* misprinting several event times.
- The standout programs were the partnerships with the Oregon Observatory (the planetarium and teen star party) and engineering-based programs for elementary-aged kids.
- Weekly challenges were published in the *Round-Up*. Participation was not as high this year as last. Next year, Jane plans to purchase smaller ads, including only one mini-challenge and the week’s programs in the ads.
- The response rate for parent surveys was much better. Half of the respondents said that their children were more likely to read on their own, another 40% said they were at least as likely to read on their own, and the other 10% were parents of children too young to read.
- There were three complaints about the perceived “gender” of prizes. About 5% of people also expressed dissatisfaction with programs but did not elaborate why. The vast majority of people enjoyed both the prizes and programs.
- About 85% of parents said their children were reading equally or more challenging materials than at the start of the summer, a critical statistic for measuring whether the program is helping children avoid “summer learning loss”. Another 14% of respondents parented children too young to read.
- Next year, staff are considering surveying teens and adults about their satisfaction with the SRP.

c. Finance

Nielsen

Buzzy gave the financial report.

- He noted that the “Special litigation fund” included in the reports is not actually a library fund; it was just included due to software reporting limitations.
- The Law Library’s only revenue for the year was received, about \$20,000. The annual appropriation from the State was about \$1,000 higher than last year.
- The library is on track for both Personnel and Materials & Services for this time of year.
- The Finance Department is not anticipated to close out the 2018-19 fiscal year until the end of September.

d. Director

Nielsen

Buzzy additionally reported the following:

- The County did not receive any bids for the library lighting project, but it also sounds like the bid document was not sent out to specific contractors. The bid is being re-posted with an expedited process and will be sent out to specific contractors.
- A committee consisting of the Children’s Librarian, Director, and Assistant Director reviewed the request for reconsideration for *Sex is a Funny Word: A Book about Bodies, Feelings, and YOU* by Cory Silverberg and Fiona Smyth. The committee decided to retain the material in its current

location, and a letter was sent to the challenger. That individual has the option to appeal to the Library Board.

- Thanks to the Friends of the Library and Maintenance Custodian Rocky York, the library now has a new bench by the south entrance.
- Starting in late September, the Latino Community Association will offer English classes at the library again.
- The County is continuing to recover from the August website hack. A simple website is now available at <http://crooklib.org>.

6. Old business

a. Strategic plan (ACTION)

Nielsen

A final version of the 2019-24 Strategic Plan was presented for Board review. Board members appreciated that the document was on a single page and easy to understand. Buzzy will create an implementation document and update the Board quarterly on progress. Pam moved to adopt the 2019-24 Strategic Plan for Crook County Library as presented. ZuAnne seconded. The motion carried unanimously. The final step will be to present the plan to the County Court for approval. Buzzy would appreciate support from the Board during that presentation.

7. New business

a. Minimum standards for public libraries

Nielsen

Buzzy presented the State Library's draft rules changing the State's definition of what constitutes a public library. The rulemaking process was prompted by passed of Oregon House Bill 2243, which added some minor requirements for public libraries (e.g. offering free Internet, having paid staff, etc.). The State Library seeks comments on their proposed rules. The Board reviewed the rules and felt that they were clear and helpful. The new rules require no changes on CCL's part. Buzzy will submit comments on the Board's behalf to the State Library.

8. Agenda items for next meeting, October 10, 2019

Bishop

- Oregon Library Association Public Library Standards review
- 2018-19 statistical report

9. Adjournment

Bishop

The meeting adjourned at 6.22p.