



Board of Trustees

Meeting Minutes

Thursday, July 18, 2019, 5.30-7.00p
Broughton Room, Crook County Library
175 SW Meadow Lakes Dr., Prineville

Attendance: Jan Anderson, Jerry Bishop (Vice-Chair), Eirlan Haney (Aide), Pam Looney (Chair), ZuAnne Neal, Buzzy Nielsen (Director), Jane Schepcke (Assistant Director), LaQuita Stec, Cindy York (Operations Manager)

1. Additions/deletions from the agenda (ACTION)

President Pam called the meeting to order at 5.31p. ZuAnne moved to approve the agenda as presented. Jan seconded. The motion carried unanimously.

2. Conflicts/potential conflicts of interest

None stated.

3. Public comment

No public present.

4. Officer elections (ACTION)

Jan moved to appoint Jerry as President for the 2019-20 year. ZuAnne seconded. The motion carried unanimously. Jan moved to appoint Pam as Vice-Chair for the 2019-20 year. LaQuita seconded. The motion carried unanimously.

5. Consent agenda (ACTION)

a. Minutes of June 13, 2019, meeting

Jan moved to approve the minutes of the June 13, 2019, regular meeting as presented. ZuAnne seconded. The motion carried unanimously.

6. Reports

a. Friends

Buzzy reported the following on behalf of the Friends

- The Friends netted \$951 in their May Book Blowout sale.
- They also received a \$500 donation to be spent on Spanish language materials. Children's Services Librarian Jennifer Fischer will be spending it in November when she attends the Guadalajara International Book Fair in Mexico on behalf of the Oregon Library Association.
- They have developed a new planning structure for their semi-annual and monthly booksales, to make the process easier and better-defined.

b. Circulation services

Cindy reported the following:

- The issue with holds not appearing on the pull list has been resolved.
- The Law Library is up and running, although a few more items need to be shifted among shelves.
- The Spanish collection has been moved to the center aisle of the library, making it easier to access than its previous location near the Director's office. Jennifer has been getting the word out among Spanish speakers. The collection hasn't circulated well in the past because of the lack of Spanish-speaking staff. Improving the collection and services generally for Spanish speakers is a part of the strategic plan.

- The Radio Frequency Identification (RFID) contract has been finalized. Tagging of items will begin in August.

c. Public services

Jane reported the following:

- Summer Reading signups this year include 286 adults, 119 teens, and 369 kids, for a total of 774, 170 more than 2018. This year is the first in which teen signups exceeded 100. Sixteen percent of adult signups were men, compared to 11% the previous year. The much-simplified reading log and more outreach are credited for the high participation. Children heard about the program in the schools.
- Summer programming has proven popular. The Summer Reading Kickoff Party drew 125 people. Jennifer's new Monday afternoon storytime is drawing small crowds of different people than the Wednesday storytime, and adults and teens have enjoyed myriad offerings as well.
- Catalog Services Librarian Kim Bales cataloged a whopping 849 new items in June, nearly twice the 428 in an average month. The extra items came from trying to spend the Children's and Teen collection budgets as well as hundreds of new law books.

d. Finance

Buzzy reviewed the financial statements for the previous fiscal year. The numbers are not final, as Finance likely won't close the 2018-19 fiscal year until September. However, the library brought in slightly more revenue than anticipated and was low on both personnel costs (due to positions being vacant for several months) and materials & services. Buzzy also reported news that the Chief Financial Officer Jeff Caldwell will be departing the County in September due to health reasons. If a new CFO isn't in place by the time he leaves, Treasurer Debbie Palmer will serve as interim.

e. Director

Buzzy reported the following:

- The library is adding several new electronic resources: Chilton Library (auto repair), Gale Legal Forms, HeinOnline (legal research), Oregon BarBooks (legal research), and Westlaw (legal research).
- There is now an ADA-accessible desk that will be used for the law library search terminal, which will be installed soon.
- The RFP process to replace the library's lighting is now proceeding. Buzzy hopes that the project will be completed before the end of September.
- Maintenance Custodian Rocky York has begun the process of cleaning up the library's landscaping, starting with removing the hedges along the east side of the building, near the patio.
- The library's request to transfer the bookmobile to Search & Rescue for use as a command vehicle has been unofficially approved by the State Library of Oregon. Official approval is forthcoming.
- The library now has new weekend cleaners, Advantage Cleaning.
- Recently, an individual and a company approached the library interested in investing in various projects.
- The shelving for the law library arrived and now is in place. Some of the magazine-style shelving previously used in that part of the library is being moved to what was the reference section to house community information.
- The County has increased the spending authority of department heads from \$5,000 to \$10,000. Items or contracts costing between \$10,000 and \$20,000 will require a Commissioner's signature. Items over \$20,000 will require full County Court approval.

7. Old business

a. Meeting and Study Rooms Policy (ACTION)

At the request of the Board at the last meeting, Buzzy checked with Legal Counsel Eric Blaine on how to handle refunds for paying meeting room users. He suggested using simple language consistent with the existing cancellation policy of 24 hours. The resulting proposed changes to the Meeting and Study Rooms Policy included allowing for commercial use of the room for a fee, allowing for refunds, and

forbidding cooking on the patio due to fire risk. LaQuita moved to approve the amendments to the Meeting and Study Room Policy as presented and make the changes effective August 1, 2019. Jan seconded. The motion carried unanimously.

8. New business

a. New employee Eirlan Haney

Cindy introduced the newest member of the library team, Library Aide Eirlan Haney. Eirlan told the Board a bit about herself. She's involved in 4-H, dog club, and the Teen Library Commission and other library programs. Eirlan has lived in Crook County for ten years, having moved from the Valley. Cindy reported that Eirlan has quickly moved through the shelving training and should be up to full speed soon.

9. Agenda items for next meeting, August 8, 2019 (4.00-5.30p)

- Buzzy will check on whether a meeting is needed, since many people can't make it.
- He'll also inquire about the Board swearing-in process, as all Trustees expressed that they haven't taken the oath of office.

10. Adjournment

The meeting adjourned at 6.25p.