



Board of Trustees

Meeting Minutes

Thursday, June 13, 2019, 5.15p

Broughton Room, Crook County Library
175 SW Meadow Lakes Dr., Prineville

Present: Jan Anderson, Pam Looney (Chair), ZuAnne Neal, Buzzy Nielsen (Director), Jane Schepke (Assistant Director), LaQuita Stec, Cindy York (Operations Manager)

Absent: Jerry Bishop

1. Additions/deletions from the agenda (ACTION)

President Pam called the meeting to order at 5.15p. 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. Consent agenda (ACTION)

a. Minutes of May 9, 2019, meeting

Jan moved to approve the minutes of the May 9, 2019, regular meeting as presented. LaQuita seconded. The motion carried unanimously.

5. Reports

a. Friends

Buzzy reported on the Friends' behalf:

- The semi-annual May Book Blowout sale made \$1,100, a respectable figure. The Friends found it much easier to find volunteers compared to the July 4 sale they previously held.
- The annual May at the Museum lecture series drew 95-100 people each week this year. Topics included Rajneeshpuram, women pilots of WWII, songs of the Oregon Trail, and early transportation in Central Oregon.

b. Circulation services

Cindy delivered the Circulation Services report:

- A recent update to the library's management software caused holds to be orphaned, never appearing on a library's list to pull. It has cut the library's morning pull lists down by over half. A fix hopefully will be in place soon.
- Deschutes Public Library staff have been manually running lists of holds that were missed. This week, CCL received a report with over 320 items, about a week-and-a-half's worth of missed holds.
- Thanks to the recent software update, patrons can now use longer, more complex passwords on their catalog accounts.
- Sixty people signed up for text notifications during the library's push for signups in May.
- May also saw a record-breaking 3,000 checkouts via OverDrive, the library's downloadable e-book and e-audio service.

- The service that calls patrons to remind them about holds, overdue, etc. has been dying a slow death for years. It's likely to go away completely soon. CCL staff are working on ways to let patrons requiring phone notifications know when their holds are ready to pick up.
- Library Aide Sarah Cummins is resigning effective June 14 to further pursue her education.

c. Public services

Jane delivered the Public Services report:

- June 13 is the first day of the Summer Reading Program and has proven very busy.
- June 15 is the Summer Reading Kickoff Party. It will feature sno cones, a live band, an obstacle course, exhibitors, popcorn, a scavenger hunt, face painting, and more.
- Public Services staff have been engaging in a lot of outreach, especially while promoting the Summer Reading Program. Children's Services Librarian Jenn Fischer presented at assemblies at Barnes Butte and Crooked River Elementaries as well as to individual classes at Powell Butte Community Charter School. Teen Services Librarian Heather Jones went to all five English classes at Crook County High School, the first successful outreach effort to the high school in a long time. Adult Services Librarian Amber Smith was involved in Crook County On the Move's Mother's Day special event. The library will also be fielding a team at the annual bean bag toss tournament at Popsicles in the Park, a fundraiser for the local chapter of Students Against Destructive Decisions (SADD). The library's newly-christened chonky cat puppet Stanley will make an appearance.
- Sometime later in the summer (no date set, yet), the library will offer a new museum pass to the Oregon Observatory in Sunriver.

d. Finance

The Board reviewed the fund balances and had no further questions.

e. Director

Buzzy presented the Director's report:

- Maintenance Custodian Rocky York and Buzzy are working on a plan for cleaning up the landscaping around the library, including hopefully hiring a firm to do an initial cleanup.
- Thanks to the Friends of the Library, there will be three new benches at the library. One will replace the concrete bench near the south entrance. The others will go along the south lawn, after concrete pads are poured for them.
- Buzzy has been involved with a local Arts Committee, coordinated by the Crook County Foundation, to promote more arts and culture in Crook County.
- Buzzy said that his Director's Report was relatively sparse due to his work on the law library and strategic goals, discussed below.

6. Previous business

a. Law Library update

Buzzy updated the Board on progress with the law library. Most books that are coming from the courthouse have been moved, and new titles have started appearing on the shelves. There will be items that can be checked out and others that will be in-library use only. Buzzy is purchasing several new materials. He's also investigating various electronic resources for the public to use, some of which will be accessible offsite and others that will need to be accessed via the law search terminal. In an effort to make the space more accessible, Buzzy will be purchasing an adjustable-height desk for the computer.

b. RFID update

Cindy reported on progress with installing Radio Frequency Identification (RFID) technology at the library. The contract has not yet been finalized between Deschutes Public Library and the RFID vendor, so there's no timeline yet. Tagging is anticipated to start in August, however.

7. New business

a. Strategic goals draft

Buzzy presented draft strategic goals that he gleaned from meeting with different groups and individuals as part of the strategic planning process. The high-level goals included reaching out to underserved populations, making the library more welcoming, improving accessibility to library services, educating adults on matters of interest, and continuing to help youth in the county succeed and thrive. The Board liked the direction of these goals. Buzzy will begin working on a fuller implementation plan.

b. Meeting Room Policy (ACTION)

Staff presented a draft revision to the Meeting Room Policy, implementing a room fee for commercial use of the Broughton and Juniper Rooms, as previously discussed during the 2019-20 budgeting cycle. Through discussion, the Board felt that there needed to be language on how and when a paying user might be refunded for cancellations. Buzzy will work with County Counsel on language and bring it back to the next meeting.

c. Planning for officer elections

Jan and Jerry are up for reappointment at the end of the month and have expressed interest in staying on for another term. The Board discussed options for officer elections in July. Pam is willing to stay on as Chair but would be happy to turn it over to someone else, too. Members wondered if current Vice Chair Jerry would be interested in moving up to Chair. The election will occur at the July meeting.

8. Agenda items for next meeting, July 11, 2019

- Meeting and Study Rooms Policy
- Strategic plan
- Officer elections

9. Adjournment

The meeting adjourned at 6.08p.