



Board of Trustees

Meeting Minutes

Thursday, May 9, 2019, 5:15p

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

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

Absent: Jan Anderson

1. Additions/deletions from the agenda (ACTION)

Chair Pam called the meeting to order at 5:12p. Buzzy requested adding an update about the Radio Frequency Identification (RFID) project to the agenda. ZuAnne moved to approve the agenda as revised. Jerry 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 April 11, 2019, meeting

Jerry moved to approve the minutes of the April 11, 2019, regular meeting as presented. ZuAnne seconded. The motion carried unanimously, with LaQuita abstaining since she was absent from the meeting.

5. Reports

a. Friends

The Friends of the Library had several updates:

- They recently received a \$1,000 donation from the Shelk Fund of the Oregon Community Foundation.
- They are working on their big semi-annual booksale, which will be held May 18.
- The first May at the Museum lecture about Rajneeshpuram on May 2 drew around 100 people. Unfortunately the speaker for May 16 on meteorites had to cancel, so Steve Lent will instead deliver a lecture on transportation in early Central Oregon.
- Two Friends Board members attended a recent Nonprofit Association of Oregon training at the library, as did Buzzy.

b. Circulation services

Cindy delivered the Circulation Services report:

- April 8-13 was National Library Week, "Strong libraries = strong communities". Cindy created a great display and had staff indicate how they felt the library made Crook County stronger. Responses included "saves you money", "safe place", and "provides Internet access".
- The lowest circulation numbers for the month were during the Oregon/Washington Library Association Conference. This was fortunate, since several staff were away at the conference! Cindy held a scavenger hunt for the employees who stayed behind.

- A recent upgrade to our library management software has resulted in several holds not appearing on our lists to pull, so people may not be getting their items in a timely manner. The libraries are working on the issue, together with the software company.

c. Public services

Jane delivered the Public Services Report:

- Crook County Library's puppet candidate, Alfonso Alpaca, took second place in Puppet Wars, edged out by Oregon City's Octavian Octopus. All of the libraries picked up several followers on their Facebook pages, and a good time was had by all.
- The OLA/WLA conference was held in Vancouver on April 17-20. Children's, Teen, and Adult Services Librarians Jennifer Fischer, Heather Jones, and Amber Smith attended, along with Buzzy.
- Library Technician Renee Parrott filled in during the monthly Art Journaling program, to much acclaim.
- Thanks for funding in part by the Friends of the Library, popular young adult fiction author Roland Smith visited Crook County. There were 62 people at the two events held at the library, and he reached many more through his programs in the schools.
- In May, Jane is portraying famous local personality Klondike Kate in the People from our Past program.
- Public Services staff are busily prepping for the Summer Reading Program, starting in mid-June.
- The library is helping cross-promote the first-ever pet adoption event to be held at the library. It's being coordinated by the Humane Society of Central Oregon.
- Staff also are getting ready for the impending implementation of RFID by weeding the collection, ensuring that time isn't wasted tagging unwanted items.

d. Finance

Buzzy presented the fund balances for April 2019. The library is on-track to be under budget for the year, due to absences in staff positions. The Board reviewed the financials and had no further questions.

e. Director

Buzzy presented the Director's Report:

- Safe & Sound installed security cameras in the library on April 29. The cameras will retain information for a week.
- The library is going to bid out for Saturday and on-call janitorial service.
- At the OLA/WLA conference, Buzzy was awarded the Past President's Award, for his service as OLA President last year, and the President's Award, an award given out by the current OLA President to the person of their choice. Current President Esther Moberg gave Buzzy the award for his work on the state librarian dismissal last year.
- In May, the library will promote its new option for text message notifications.
- Cindy additionally reported that the Energy Trust of Oregon dropped off four thermostats to test energy efficiency in the building, hopefully as a prelude to getting smart thermostats.
- Oregon's new State Librarian will be Jennifer Patterson. Her first day of work is Monday, May 13.

6. Previous business

a. Technology Use Policy (ACTION)

Buzzy presented a minor change to the Technology Use Policy that removed the requirement for an ID to get a visitor pass to use a computer. This change was discussed at the April 11, 2019, meeting. Jerry moved to approve amendments to the Technology Use Policy as presented. LaQuita seconded. The motion carried unanimously.

b. Law Library update

Buzzy gave an update on moving the law library into the public library. Space has been made for the collection, and some new shelving has been ordered as well. New entries have been created in the

system. Staff have begun the process of moving books into the new section. New materials will be more layperson-oriented than previously, but there will still be materials for professionals. Buzzy is planning to work with Legal Aid to let them have a regular time at the library. He also plans to attend the Oregon Council of County Law librarians meeting in Bend on May 17.

c. Bookmobile update

Buzzy also updated the Board on progress with transferring the bookmobile to Crook County Search & Rescue, as was decided at the April meeting. He began the process with the State Library of Oregon, one of the original grantors. The changeover is complicated because the grant was made with federal monies. Buzzy is working with Mike Ryan of Search & Rescue and Vicky Ryan of the Health Department, both involved in emergency response for the County. Everyone involved is happy that the bookmobile will be getting a new life.

d. RFID update

Buzzy gave a presentation to the Board that Deschutes Public Library's Technical Services Manager, Emily O'Neal, originally gave to their board about the RFID project the three Central Oregon partner libraries are starting. The presentation gave an overview of the technology and how it will help make the library easier for patrons and staff alike.

7. New business

a. New employees

The library's newest employee, Janet Yu, and recently-promoted employee, Amber Dozhier, were at the meeting to meet the Trustees and talk a bit about themselves. Janet is joining the library as a Library Aide. Amber was recently promoted to Library Technician after serving for four years as Library Aide.

8. Agenda items for next meeting, June 13, 2019

- Strategic plan update
- Law Library update

9. Adjournment

The meeting adjourned at 6.08p.