



Board of Trustees

Meeting Minutes

Thursday, April 11, 2019, 5.15p

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

Present: Jan Anderson, Jerry Bishop (Vice-Chair), Jennifer Fischer (Children's Librarian), ZuAnne Neal, Buzzy Nielsen (Director), Cindy York (Operations Manager)

Absent: Pam Looney, LaQuita Stec

1. Additions/deletions from the agenda (ACTION)

Vice-Chair Jerry 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 March 14, 2019, meeting

Jan moved to approve the minutes of the March 14, 2019, regular meeting as presented. ZuAnne seconded. The motion carried unanimously.

5. Reports

a. Friends

The Friends are doing well, mainly working on their May Book Blowout sale. These semi-annual blowout sales were intended to replace the annual July 4th sale, which became cumbersome to plan. They are seeking more donations.

b. Circulation services

Cindy reported the following:

- Janet Yu is the library's newest Aide. Now the library is full-staffed!
- Library Technician Leona Coleman has been getting repair procedures in order and has even trained some volunteers on the process.
- Several staff are taking County-provided pepper spray training. Cindy, Buzzy, and Assistant Director Jane Scheppke are working on library-specific rules for use.
- Shifting has begun to make room for the new law library collection.
- There were 759 checkins on March 4, the Monday after the big February snow. That's one of the highest checkin numbers the library has seen in a while.

c. Public services

Buzzy delivered the Public Services report on behalf of Jane:

- Children's and Teen Services Librarians Jennifer Fischer and Heather Jones drew a lot of participants to their Spring Break programs, which included LEGOs, a belly dance workshop, duct tape crafts, and more.

- Girls Who Code is moving to a new venue, in partnership with The Landing Youth and Tutoring Center.
- Adult Services Librarian Amber Smith's art journaling program in March was very popular. It featured master calligrapher Nicole Poole.
- People from our Past continues to draw strong crowds. April features actor Matt Cleman as Jim Blakely, the County's first elected sheriff. In May, the library's very own Jane will portray vaudeville performer and good-time gal-turned-homesteader Klondike Kate.
- National Library Week this year is featuring Puppet Wars, a competition among seven Oregon libraries for Most Valuable Puppet (MVP). Crook County is represented by Alfonso Alpaca.
- 2019 Summer Reading planning is going well. Theme this year is "A Universe of Stories". Staff are seeking volunteers to assist with signups and programs.

i. Children's programming

Jenn was at the meeting to present about the programs she's been doing. Outreach, weekly storytimes at the library, and Full STEAM Ahead programs (usually held on no-school days) have been her focuses. Jenn does outreach to seven preschools, the public schools in Brothers and Paulina, High Desert Christian Academy, Powell Butte Charter School, and the elementary schools in Prineville. For her outreach, Jenn is considering doing more of a needs-based approach for preschools. There are vast differences in their skills and needs. She'd like to try visiting the struggling schools more often.

There are many one-off events that Jenn has participated in as well. These events include several tours of the library, Kindergarten Round-Up events, Title I night in Paulina, and Book Night at Crooked River Elementary. Her in-house programs have featured one LEGO day a month, marble runs, making slime, and Easter cards and crafts.

Crunching stats this year compared to last (December-March), Jenn found that she visited 1,900 people on outreach and served 850 in library for a total of 2,750 total. Last year at this time, there were 1,700 outreach visits and 1,300 in-person attendees for a total of 3,000. The difference is mainly due to not having an afternoon storytime.

d. Finance

Buzzy presented the financial report. He presented two different versions of the fund balances, the one he usually gives and a new one that the Finance Department has started preparing for the library. The Board preferred the latter. If it's available in time, Buzzy will include that report in the meeting packet.

Buzzy estimates that the library will be \$60,000-70,000 underbudget due to the vacancies in several positions this year. Collection development is also less than usual right now since there was little selection in children's and teen materials while the two librarian positions were vacant. The Board reviewed the fund balances and had no further questions.

e. Director

Buzzy reported the following:

- The County is seeking two additional bids to replace all of the Library's lighting with LEDs.
- Staff will be purchasing new tables to setup a volunteer work area in the backroom.
- Heather and Jennifer will serve on the 2020 OLA Bend conference committee.
- The library is working with some groups displaced by the upcoming renovation of the Senior Center. ZuAnne recommended checking with the center to see if the library could house some of the center's handouts for the renovation period, too.
- Popular young adult author Roland Smith will be visiting the library on April 22 and 23, thanks to the Friends of the Library and a partnership with the Crook County School District.
- Humane Society of the Ochocos will host an adoption event at the library on June 28 and 29.
- The Governor's Office has announced that they've nominated Jennifer Patterson to be the next State Librarian. Buzzy was involved in the selection process.

- There were 13,340 visits in March, the second-busiest month since getting the counter.
- Several of the libraries rain gutters will be getting repaired soon, including the one that got damaged by the snow.
- The County has found an alternative to PrineTime for Internet: Bend Broadband and LSN Networks. The library's bandwidth will be increasing from 20 mpbs to 50.

6. Previous business

a. 2019-20 budget

Buzzy presented his (relatively) final budget request. Between this meeting and the last, the County Court requested that General Fund departments find ways to increase revenues and decrease costs. Buzzy suggested some items. The Board decided that they do not want to want to charge a fee for out-of-system interlibrary loans, as Buzzy suggested. The other changes were amenable to the majority of the Board, although ZuAnne opposed the idea of having allowing for commercial use of the meeting room with a fee.

b. RFID

The team at Deschutes Public Library selected FE Technologies as the presumptive successful vendor for Radio Frequency Identification (ID) tags. FE was also the preferred vendor for Cindy and Buzzy, who sat in on the presentations. Cindy said that she liked FE because of their specialized software, such as checkin software that allows for bypassing certain annoying popup messages as well as Librarian Rover, which allows for outreach services.

The three libraries will work together now to start implementing the technology, beginning in July. The libraries will be tagging the materials themselves, so a volunteer recruitment is planned.

c. Law Library

Buzzy updated the Board on the Law Library, which the library will be taking on. He spoke with relevant stakeholders, and everyone is excited about the project and believes that it will result in better service for the public. The staff is starting the process of shifting materials to make room for the collection. Buzzy has also begun weeding the current law library materials. Future projects involve getting training for staff, deciding on electronic resources, , and getting support services (e.g. Legal Aid) setup.

7. New business

a. Bookmobile (ACTION)

Buzzy presented his report on the status of the bookmobile, its previous use, and possibilities for the future. The Board discussed the options, which included bringing back the bookmobile as it was, making it into a MakerBus, selling it, or transferring it to Crook County Search & Rescue for use as a mobile command vehicle. Giving the vehicle to Search and Rescue was the preferred option.

Board members agreed that the library has largely resumed many of the services previously offered by the bookmobile except for services for the homebound/seniors. They suggested working with activities managers at senior facilities to come to the library, working with Meals on Wheels, and partnering with Lutheran Community Services.

Jan moved to offer the bookmobile to Crook County Search & Rescue for use a mobile command vehicle, pending investigation of possible restrictions from the grant used to purchase the vehicle. ZuAnne seconded. The motion carried unanimously.

b. Visitor passes

At the request of staff, the Board discussed revising the rules used to issue visitors' passes for the computers. Specifically, a couple of rules seem to interfere with library's value of free and open access: asking for IDs for passes and not allowing minors access without parental permission. The Board decided that it is not necessary to ask for IDs for visitor passes. Because Internet access is a sensitive

issue, however, they preferred leaving the requirement that minors need parental permission but want staff to have leeway to make exceptions for extenuating circumstances (e.g. needing to do homework). Buzzy will present a revised Technology Use Policy with these changes at the next meeting.

8. Agenda items for next meeting, May 9, 2019

- Technology Use Policy revisions

9. Adjournment

The meeting adjourned at 6.20p.