



# Board of Trustees

## Meeting Minutes

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**Thursday, March 14, 2019, 5:15p**

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

*Present:* Jan Anderson, Jerry Bishop, Pam Looney (President), ZuAnne Neal, Buzzy Nielsen (Director), Jane Schepcke (Assistant Director), Cindy York (Operations Manager)

*Absent:* LaQuita Stec

### **1. Additions/deletions from the agenda (ACTION)**

President Pam called the meeting to order at 5:15p. Buzzy requested to add an agenda item, 7.c, to revise the Code of Conduct. ZuAnne moved to accept the agenda as amended. 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 February 14, 2019, meeting**

Buzzy noted one correction to the minutes of the February 14 meeting: President of the Friends of the Library Glenda Janssen will be leaving on a trip in May, not March. Jan moved to accept the minutes as amended. Jerry seconded. The motion carried unanimously.

### **5. Reports**

#### **a. Friends**

Buzzy reported on behalf of the Friends.

- Once again, the Friends are eligible to receive donations from Mann Mortgage in their quarterly contest.
- The Friends donated several copies of their cookbook to give out to new members of the Chamber of Commerce.
- Some of the plaques attached to the bricks in the patio have been coming loose. The Friends plan to reglue them in the spring.
- The lineup for May at the Museum, an annual lecture series co-sponsored by the Friends and Bowman Museum, has been announced. Topics will include "Rajneeshpuram Revisited" with Carl Abbott, "Sand, Snakes, and Silver Wings: Women Pilots of WWII" with Rebecca Holm, "Great Balls of Fire: Getting a Handle on Meteorites" with Dick Pugh, and "Westward I Go Free: Songs of the Oregon Trail" with Hank Cramer.

#### **b. Circulation services**

Cindy presented the following:

- Due to the snow closures in February, it's helpful to how items can be renewed: online, by phone, or by using Deschutes Public Library's 24-hour automated attendant.
- The week following the snow closures proved an extremely busy one for library, with lots of people and checkouts.

### **c. Public services**

Jane presented the following:

- Teen Services Librarian Heather Jones's Lunch Bunch program with Crook County Middle School has been a huge success. The last three sessions saw 72, 86, and 170+ participants respectively. The last one, Cupcake Wars, also involved over 200 cupcakes.
- Children's Services Librarian Jennifer Fischer has received several positive comments about her new-and-improved book boxes, which are distributed to schools and day cares.
- Speaking of outreach, Jennifer also has been participating in Kindergarten Round-Up and giving lot and lots of tours for the library.
- People from our Past – a partner program between the library and museum – has been seeing respectable crowds. This month features homesteader Alice Day Pratt. Next up: Sheriff John Blakely and Klondike Kate.
- This month's art journaling program – coordinated by Amber Smith – features a master calligrapher who will teach attendees about lettering.
- This year for National Library Week (April 7-13), several libraries around Oregon will be engaging in Puppet Wars, a competition to determine the Most Valuable Puppet (MVP). Crook County Library will be represented by Alfonso Alpaca.
- Heather will be partnering with The Landing, an afterschool teen program, to offer who Girls Who Code program.

### **d. Finance**

Buzzy presented the financial report. He highlighted that personnel costs for the year are extremely low due to the vacant positions and new personnel. Materials and Services costs are on track for where they need to be. The Board reviewed the financials and had no further questions.

### **e. Director**

Buzzy reported the following:

- The crazy snow from late February resulted in the library (and nearly all County offices) being closed for a day and a half as well as some leaks and minor damage to the building.
- A vendor has been selected to install a security camera system, which IT Director Izaac Ross and Buzzy will coordinate.
- Forty-seven people applied for the open Library Aide position, vacated when Amber Dozhier was promoted to Library Technician. Cindy, Catalog Services Librarian Kim Bales, and Buzzy will begin reviewing applications.
- The library hosted an intern who's studying to get her school library media certification. She shadowed Jennifer and Heather and helped with some collection duties around the library.
- The Maintenance Department recently presented to the County Court a proposal to replace the library's lighting. The \$45,000 project (which would get \$10,000 in rebates) would replace all of the buildings lights, reducing usage from 84,000 watts down to 22,000. The project requires two other bids and afterwards will move forward.
- Several staff are taking pepper spray training offered by the County.
- AARP Tax-Aide has proven very busy, with their 2-3 volunteers handling 15-20 returns per session.

## **6. Previous business**

### **a. Homelessness in the library**

Cindy sent a link to all board members and staff to a Niche Academy course called Homelessness in the Library, taught by Ryan Dowd, director of the largest homeless shelter in Chicago. Board members discussed their experiences in the course. Those who'd already taken the course agreed that he was a very dynamic speaker and felt that the training was an excellent reminder of how poverty affects people's lives.

## **7. New business**

### **a. 2019-20 budget request**

Buzzy discussed his 2019-20 budget proposal. It is largely status quo, with the same level of staffing and services proposed. Here are some of the changes he proposed.

- Zeroing out the Fines line item, since the Tri-County library system eliminated daily late fines in October 2018.
- Having the Maintenance Custodian position be taken completely out of the Library budget, rather than 25% out of Maintenance and 75% out of Library. Maintenance Director Greg Hinshaw concurs with this change.
- Moving the Extra Help line item (for Saturday and on-call custodial work) from Personal Services to Materials & Services, at the request of the Finance Department.
- Adding more money for postage. Most of the library's postage previously was taken out of the Admin budget.
- Increasing the Collection Development line item, mainly to account for increased OverDrive usage.

Planned capital projects next year include migration to Radio Frequency Identification (RFID) tags, fixing the clock tower, and possible work to convert the bookmobile to a makerspace.

The Board reviewed the proposal and felt that it was reasonable.

### **b. Law library**

At the request of Commissioner Jerry Brummer and County Legal Counsel, Buzzy investigated the possibility of moving the county law library into the public library. Three other counties in Oregon (Deschutes, Klamath, and Tillamook) already do this, to much success. Buzzy felt that this move would be positive for the community and would allow possible expansion of library services to include public programs and more layperson-oriented materials. The Board agreed that this idea was worth pursuing.

### **c. Code of Conduct revision (ACTION)**

Buzzy presented a proposed revision to the Code of Conduct that would change when animals would be allowed in the building. The current policy read "Feel free to bring in your service animals, but keep other animals outside unless permitted as part of a library program." The proposed amendment would say "Feel free to bring in your service animals, but keep other animals outside unless permitted as part of a program sponsored by the Library, County, or County-affiliated group." Among other things, this change would enable the Humane Society of the Ochocos to hold adoption events in the Broughton Room. Jerry moved at approve the Code of Conduct as presented. Jan seconded. The motion carried unanimously.

## **8. Agenda items for next meeting, April 11, 2019**

- Bookmobile report
- Law library update
- Presentation by Children's Services Librarian Jennifer Fischer

## **9. Adjournment**

The meeting adjourned at 6.14p.