



Board of Trustees

Meeting Minutes

Thursday, February 14, 2019, 5.15p

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

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

1. Additions/deletions from the agenda (ACTION)

President Pam called the meeting to order at 5.15p. Jan moved to approve the agenda as presented. LaQuita 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 January 23, 2019, meeting

ZuAnne moved to approve the minutes of the January 23, 2019, regular meeting as presented. Jan seconded. The motion carried unanimously, with LaQuita abstaining.

5. Reports

a. Friends

Buzzy gave an update on behalf of the Friends of the Library:

- The Friends plan to put a plaque in recognition of the late Denise Reinhart in Chapters.
- The Friends semi-annual Book Blowout sales will be held in May and October in conjunction with membership drives.
- In 2018, the Friends collectively contributed over 2,500 volunteer hours.
- Glenda Janssen will be taking a break from being President starting in May to travel.

b. Circulation services

Cindy reported the following:

- Library Aide Amber Dozhier has been promoted to Library Technician. The library will begin hiring for a new Aide immediately.
- Checkouts of adult graphic novels and Ochoco collection materials are increasing rapidly, up over 35% since the same time last year.
- Cindy noted that, on the statistical report, outreach-related checkouts are incorporated into the front counter statistics.
- Checkouts of book boxes (described below) are incorporated into the "Outreach checkouts" line on the statistics report.

Public services

Jane reported the following:

- Using Ready to Read grant funds, Children's Services Librarian Jennifer Fischer has updated the book boxes that are checked out to schools and day cares. Each box contains 30 different books and check out for a month.
- Jennifer will participate in Kindergarten Round-Up, an event put on by the school district to reach out to new students.
- Teen Services Librarian Heather Jones has re-launched the Girls Who Code club.
- Heather has also been partnering with Crook County Middle School to do a regular "lunch bunch" program as well as bringing young adult fiction author Roland Smith to Prineville in April. Smith's visit is partially funded by the Friends.
- Jane and Adult Services Librarian Amber Smith have been working on the People from our Past program with the Bowman Museum. The inaugural month in February saw the arrival of Barney Prine, played by Matt Clemon. The event, which repeats weekly on Tuesdays from 12.00-1.00p, drew 90 people on the first day and 40 on the second.
- Speaking of adult programs, Music in Public Places drew a whopping 130 people in January. A beginners' tarot program saw 15 enthusiastic participants.
- The Public Services Team is busily planning the 2019 Summer Reading Program, "A Universe of Stories". This year's program coincides with the 50th anniversary of the moon landing ... or does it?
- April 7-13 is National Library Week. Jane is coordinating a program called Puppet Wars, in which libraries around Oregon will compete for whose puppet mascot is the one to rule them all. Crook County Library will be represented by Alfonso Alpaca.

c. Finance

The Board reviewed the fund balances and had no questions.

d. Director

Buzzy reported the following:

- The tri-county library system is getting visits from vendors of Radio Frequency Identification (RFID) tags. RFID in libraries allows for much quicker wireless checkout and checkin of materials as well as easier inventory control.
- One of the lights in the atrium area of the library exploded. While it didn't damage anyone or anything, it does leave only one of six lights in the atrium functioning.
- Fortunately given the above, the County has finished the auditing work with the Energy Trust of Oregon. The library is the top priority for light replacement. It will cost about \$50,000 to replace all of the library's lights, with about \$20,000 coming back as part of an energy incentive.
- February 12th was Library Legislative Day in Salem. Buzzy attended and visited four legislators. Matters of interest to the Oregon Library Association (OLA) included a bill to change the legal definition of a public library, supporting the State Library budget and Ready to Read grant, textbook affordability measures, and advocating for licensed teacher-librarians in schools.
- In-person interviews with the three finalists for State Librarian are scheduled for February 20. Buzzy will be attending on behalf of OLA.
- AARP Tax-Aide held its first session at the library on February 9. It proved very busy and much-welcomed. They'll hold sessions every other week through April 13.
- Rocky York has been promoted to full-time Maintenance Custodian. He'll work Monday through Friday. The library will use a janitorial company for Saturdays.
- The building celebrates its 20th birthday in October 2019! Staff will plan a shindig.

6. Previous business

a. 5-year budget projection

Buzzy went over in detail the 5-year budget projection he made at the request of the Finance department, including projections for spending this fiscal year. The County has been working with consultant Andy Parks for budget planning. Andy created a Google spreadsheet with all of the County's funds. Projections were input directly into this sheet. The budget document in the meeting packet goes over in detail Buzzy's projections and changes.

7. New business

a. Demonstration of updated electronic resources

Buzzy demonstrated two of the library's new or updated electronic resources. First up was *Encore* (<https://encore.dpls.lib.or.us>), the newest version of the online library catalog. Buzzy showed how easily patrons can find items they want using facets, a quick way to limit by whether items are available, where they're at, what format they're in, and other factors.

Next, Buzzy demonstrated *AutoMate* (accessible from <https://crooklib.org> with a library card), an upgrade to the library's previous auto repair product, Auto Repair Reference Center. AutoMate allows patrons to look up repair information, diagrams, service bulletins, parts, and much more for automobiles of a wide variety of makes, models, and years.

8. Agenda items for next meeting, March 14, 2019

- Homelessness in the library discussion
- 2019-20 budget proposal

9. Adjournment

The meeting adjourned at 6.23p.