



Board of Trustees

Meeting Minutes

Wednesday, January 23, 2018, 5.15p

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

Present: Jan Anderson, Jerry Bishop (Vice Chair), Pam Looney (Chair), Buzzy Nielsen (Director), Cindy York (Operations Manager), ZuAnne Neal

1. Additions/deletions from the agenda (ACTION)

President Pam called the meeting to order at 5.15p. Jerry 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 December 13, 2018, meeting

Jerry moved to approve the minutes of the December 13, 2018, regular meeting as presented. Jan seconded. The motion carried unanimously.

5. Reports

a. Friends

Buzzy reported on the activities of the Friends of the Library:

- At his January 4 town hall meeting in Prineville, US Senator Jeff Merkley presented the Friends a flag that had flown over the Capitol, in recognition of their excellent service to the community.
- The Friends have been having very successful Third Saturday sales lately. December brought in over \$400, and January nearly \$500.
- At their annual January retreat, the Friends discussed strategies for the upcoming year. They also donated \$500 to the library to help promote the upcoming People of our Past program, a living history partnership between the library and Bowman Museum.

b. Circulation services

Cindy gave the Circulation Services report:

- For the first time since they were purchased over five years ago, one of the public laptops got broken. Library staff handled the issue expeditiously.
- Cindy reported some high and low stats for December. On Tuesday, January 22nd, the day after the library was closed due to MLK, Jr., Day, a whopping 800 check-ins were recorded.
- The library received a new cash register to replace the broken one.
- To make meeting room use easier, Cindy is putting the keys to the Broughton Room, dumpster, and audiovisual cabinet on one locked key ring, rather than having them separate.

c. Public services

Buzzy delivered the Public Services report in Assistant Director Jane Scheppke's absence:

- After participating in a competitive internal hiring process, the library's very own Kim Bales was selected as the new Catalog Services Librarian. Staff soon will be posting the Library Technician position vacated by Kim.
- Thanks to the Public Services team, several programs have already happened or will soon:
 - Teen Late Night in December was bad art night, which resulted in such fine pieces as "Edward Hairdryer-Hands Slash" and "Bummed President".
 - Over winter break, the library also hosted two teen matinee movies: *Ready Player One* and *Solo*.
 - Family storytime has been very successful since new Children's Services Librarian Jennifer Fischer took over.
 - Upcoming programs include a Valentine's cookie decorating program, the aforementioned People of our Past living history series (in which Jane will be playing Klondike Kate), and Tarot for Beginners.
 - Jennifer and Teen Services Librarian Heather Jones have been doing lots of outreach. Jennifer has been traveling to schools all over the county (and beyond to Brothers!) delivering programming. She also significantly overhauled the library's book boxes that are lent to schools and day cares. Meanwhile, Heather has been working on outreach programming with Crook County Middle School and has also been supporting the schools' participation in Oregon Battle of the Books (OBOB), a statewide reading trivia competition.

d. Finance

The Board reviewed the December 2018 fund balances. Buzzy reported that the library is on-track financially and actually that the library is significantly low on personnel expenses due to positions being vacant. The 2019-20 budgeting process is starting soon. Buzzy will present a draft budget to the Board at the March meeting. The County is also working with departments to create 5-year budget projections. Unfortunately, those projections are due before the next Library Board meeting, but Buzzy will present the results to the Board at the next meeting. He'll include expected big-ticket items coming up in the next few years.

e. Director

Buzzy reported the following:

- DeRese Hall, director of Jefferson County Library District, recently announced her retirement, coming up in March.
- Bids have been received, and the library is moving forward on installing security cameras.
- At the December staff meeting, all staff were trained on using the library's new AED.
- Buzzy will be participating in the Sheriff's Department Citizen's Academy this year.
- Per a recent press release, the Crook County Court will be moving their offices to the building currently occupied by the Legal and Human Resources departments. Those departments will move into the neighboring Chukar building. Community Development will be taking over the space being vacated by the County Court.
- January 23-25 is the annual Point in Time (PiT) homeless count in Prineville. The count helps various agencies receive funds aimed at addressing homelessness. There will be volunteers from the Health Department staffing a table at the library during the count.
- Buzzy's review with the County Court currently is scheduled for Monday, February 4. He will check to see if someone from the Library Board is permitted to attend.
- Unfortunately, the library's Maintenance Custodian Darl Kirby resigned. He provided excellent service to the library for over three years. The library will move forward on filling the position as soon as possible.

6. Previous business

a. Director job description (ACTION)

Buzzy presented a draft new job description for the Director of Library Services. He had a minor wording edit to the first sentence in the summary, removing excess words. ZuAnne moved to approve the job description as reviewed and amended. Jerry seconded. The motion carried unanimously. Buzzy will send the description on to Human Resources/County Court for final approval.

b. Trustee job description (ACTION)

Buzzy presented a draft new Library Board of Trustees job description. Jerry moved to approve the job description as presented. ZuAnne seconded. The motion carried unanimously. Buzzy will send the description on to Human Resources/County Court for final approval.

c. Library Card Policy (ACTION)

Buzzy presented a draft Library Card Policy, a replacement for the Patron Registration Policy. It included the following changes:

- Renaming the policy to the Library Card Policy.
- Clarifying and simplifying wording.
- Harmonizing some policies with Deschutes Public Library and Jefferson County Library District.
- Explicitly stating practices that the library already follows (e.g. honoring DPL and JCLD cards, using Crook County GIS to verify addresses, etc.).
- Requiring a child to be present in order to issue them a card.
- No longer requiring parents/guardians to have a library card – or a card in good standing – to get a card for their minor children.
- Being more open to alternative living arrangements when issuing cards, such as RV parks.
- Revising the rules on Courtesy Cards to be 3 checkouts, 3 holds, 3-month expiration.
- Adding a provision for 1-month non-resident cards.
- Adding/codifying rules for facility and educator cards.
- Listing checkout periods, expirations, holds, and other nitty-gritty details about cards.
- Adding a section about out-of-system interlibrary loans.
- Allowing family members living in the same household to pick up each other's holds.

Jerry moved to approve the Library Card Policy as presented. ZuAnne seconded. The motion carried unanimously.

7. New business

a. Promotion of electronic resources

ZuAnne would like to see the library better promote its electronic resources, especially those other than OverDrive (AutoMate, Small Engine Repair, etc.). The Board and staff discussed different methods, including more flyers, handouts at local businesses, connecting with the shop teacher at the high school, and more human interest stories in the newspaper.

8. Agenda items for next meeting, February 14, 2018

None.

9. Adjournment

The meeting adjourned at 5.56p.