



Board of Trustees

Meeting Minutes

Thursday, December 13, 2018, 5.15p

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

Present: Jan Anderson, Jerry Bishop (Vice-Chair), Jennifer Fischer (Children's Services Librarian Specialist), Heather Jones (Teen Services Librarian Specialist), Pam Looney (Chair), ZuAnne Neal, Buzzy Nielsen (Director of Library Services), Jane Scheppke (Assistant Director of Library Services), LaQuita Stec

1. Additions/deletions from the agenda (ACTION)

President Pam called the meeting to order at 5.15p. Pam noted that there will be an executive session at the end of the meeting for Buzzy's annual performance review. Jan moved to adopt the agenda as presented. 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 November 8, 2018, meeting**
- b. 2019 Closure Schedule**
- c. Technology Use Policy**

Jan moved to approve consent agenda as presented. Jerry seconded. The motion carried unanimously.

5. Reports

a. Friends

Buzzy reported the following on behalf of the Friends:

- Their Saturday book sales have been hugely successful. On December 15, they're planning a big holiday sale.
- Once again, the Friends of the Library funded the annual children's Summer Reading Program for \$7,400.
- In January, the Friends will hold their annual retreat in lieu of a meeting.

b. Circulation services

Operations Manager Cindy York was unable to make the meeting, so Buzzy presented the Circulation Services report. Cindy's report showed how she tracks the day-to-day usage statistics at the library. Jan asked what the "terminal numbers" referenced in the report were. Buzzy explained that they indicate where an item was checked out or renewed (i.e. at the library, while on outreach, or online).

c. Public services

Jane presented the Public Services report:

- Heather Jones is our new Teen Services Librarian. She previously worked at the Salem and Driftwood (Lincoln City) Public Libraries. Thanks to Heather's efforts, outreach is started back up at Crook County Middle School and Pioneer High School.

- Jennifer Fischer is our new Children's Services Librarian. She previously worked for Deschutes Public Library at their Sunriver, East Bend, and Redmond branches. Children's outreach is also starting back up at day cares and elementary schools around the County thanks to Jennifer.
- Library Technician Kim Bales is serving as Catalog Services Librarian on an interim basis to assist with workflow. She's already cross-trained in many aspects of the position.
- Maintenance Custodian Darl Kirby will be out of the office on leave for several months. Rocky York has graciously stepped in to fill the position in the interim.

d. Finance

Buzzy reported that the library's finances are on track. He also reported the following:

- Most of the large, one-time Materials & Services expenses are paid for the year, including the annual OverDrive and library consortium bills.
- There is a new revenue line in the Projects Fund for "Prior Year Taxes". This line is leftover monies from the library bond, which the library can use on capital expenses.
- The County is once again renewing its migration to the new finance software Munis. It is intended to have it operational for the start of the 2020-21 fiscal year.
- Next month, Buzzy will receive information on the budget schedule.

e. Director

Buzzy reported the following:

- The public restrooms now have fans.
- The County is conducting energy efficiency audits for all of its buildings. The library is expected to be a priority, as the building has the highest electric bill in the County.
- An AED is now available in the library lobby.
- Once again, the library is participating in Holiday Partnership. Food, toy, and clothing donations are accepted, and a giving tree is available. The library also brought in a lot of food donations thanks to a promotion for the Charm Trail in November.
- Starting in February, the library will be hosting AARP Tax-Aide at least every other week.
- In addition to being closed on Christmas and New Year's Days, the library will close at 12.00p on Christmas Eve and 5.00p on New Year's Eve.
- The cash register died. A new one is being ordered
- The "new" library turns 20 in October! Staff are hoping to have a birthday party.
- The County's facilities plan will soon be released. It will primarily focus on departments with the most space needs, especially those located in the Courthouse.

6. Previous business

a. Job descriptions

The Board reviewed several job descriptions from other municipalities in preparation of revising the Director of Library Services job description. All Board members felt that the current description was too long. Jan liked Hermiston Public Library's job description for its brevity. Buzzy will present a new draft job description at the next meeting.

7. New business

a. Meet the Youth Services team!

Board members had a chance to meet and speak with Heather and Jennifer, the library's two newest employees.

b. Draft Library Card Policy

Buzzy presented a draft Library Card Policy (née Patron Registration Policy) with several proposed 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 followed anyway (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.
- 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.

Cindy, Buzzy, and Jane will bring a new draft to the next meeting that will include comments from the rest of the staff.

8. Executive session: Library Director annual evaluation

The Board entered executive session at 6.03p, per ORS 192.660(2)(i) for the purpose of conducting the annual evaluation of Director of Library Services Buzzy Nielsen. The Board exited executive session at 6.21p.

9. Agenda items for next meeting, January 10, 2018

- Library Card Policy
- Budget update
- Trustee job description
- Director job description

10. Adjournment

The meeting adjourned at 6.29p.