



# Board of Trustees

## Meeting Minutes

---

**Thursday, November 8, 2018, 5.15p**

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

Present: Jan Anderson, Jerry Bishop (Vice-Chair), Jerry Brummer (Commissioner Liaison), Pam Looney (Chair), ZuAnne Neal, Buzzy Nielsen (Director), LaQuita Stec, Cindy York (Operations Manager)

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

President Pam called the meeting to order at 5.15p. ZuAnne moved to approve the agenda as presented. Jerry Bishop 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 October 11, 2018, meeting**

ZuAnne moved to approve the minutes of the October 11, 2018, regular meeting minutes as presented. LaQuita seconded. The motion carried unanimously.

### **5. Reports**

#### **a. Friends**

Buzzy reported the following on behalf of the Friends:

- At their annual member meeting, the Friends passed revisions to their bylaws that simplified and clarified them.
- The Saunders lecture series in October was a big success, with each talk averaging at least 100 people, and the final one 130 people.
- At their last meeting, the Friends gave \$2,000 to help bring young adult author Roland Smith to Crook County.

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

Cindy reported the following:

- The changes made in October to circulation rules (e.g. no daily late fines, lower checkout limits, etc.) have gone smoothly. Cindy has only heard one complaint, which was about the lower number of items that can be checked out.
- All staff attended Staff Day with the employees of the Deschutes and Jefferson County Libraries on Tuesday, October 23. A good time was had by all.
- The library is paying for a webinar about homelessness. Cindy attended a training given by the creator of the webinar and was very impressed. The Board will have access to the training, too.
- Lutheran Community Services is working on establishing a food pantry and warming shelter, in response to St Vincent de Paul closing their food pantry.
- Buzzy stated that he'd get a list of the titles in the library's professional collection for the Board, so that Trustees can know which titles they can check out.

## **Public services**

Buzzy gave the Public Services report.

- There have been several successful programs over the last month including Music in Public Places with a guitar/flute duo from the Central Oregon Symphony, *Lady Long Rider* author Bernice Ende, and weekly storytimes.
- The library's school and day care partners are eager for the new Children's and Teen Librarians to start. Getting outreach back up and running is a priority once the new employees start.

### **c. Finance**

Buzzy presented the financial report. He noted several items:

- New County CFO Jeff Caldwell would like to rename the library's Grants/Donations Fund to the Projects Fund.
- Although the financial statements indicate revenue in a line item called "Friends of the Library", it's actually money intended to be paid out to the Friends for our in-library book sale.
- Because daily late fines didn't get eliminated until mid-October, the library already has brought in more fine revenues than originally budgeted.
- The \$995 expense in the Repair/Processing Supplies line item is miscategorized and instead should appear in in the Digital Media line item.
- Jeff Caldwell informed the library that the County slightly overshot on the amount of the now-retired bond that was used to build the library. Because of this overshoot, and back taxes being paid, extra monies will be put in the Projects Fund, to be used for capital expenses.

### **d. Director**

Buzzy reported the following:

- Unfortunately, new Children's Services Librarian Storm Carman resigned. Fortunately, staff have already hired a new person. Jennifer Fischer will start in the position on November 19.
- After speaking with the Human Resources Department, Buzzy concluded that the Board should conduct their part of his annual review in December, to be presented to the Court and Buzzy in January. The Board will have a separate executive session to conduct the review. Pam will collate the information from the meeting to send to the HR Department.
- The Library is now part of Prineville's Charm Trail. The Charm Trail was launched by the Chamber to encourage locals and visitors alike to visit local businesses. For November only, people can get a free charm with the donation of can of unexpired food in good condition.
- Once again, the library acted as a ballot drop site. Crook County's turnout was 67%, quite high for a midterm election.
- The library is experimenting with adding mobile printing capabilities, enabling patrons to print from their own devices inside or outside the building.
- Buzzy is working on securing quotes for security cameras.

## **6. Previous business**

### **a. Staff Day debrief**

Trustees discussed what they learned during the Tri-County Staff Day. Everyone liked keynote speaker Phil Gwoke, who helped people of different generations relate to each other. Several Board members went to a session led by Central Oregon economist Damon Runberg, who spoke optimistically about demographic and economic trends in the region.

### **b. Strategic Plan update**

Buzzy presented some of the key takeaways he has so far from his strategic planning sessions.

- Programs and Outreach
  - Service to outlying areas
  - Having more events/activities vs more things
  - Music
  - Outreach to seniors

- Curb Appeal
  - Landscaping
  - Lighting
  - Advertising the library's many services
- Technology
  - Library of things
  - Technology skills education
- Accessibility
  - Accessible computer lab
  - Sensory storytimes

Buzzy still plans to conduct sessions with the Commissioners, Teen Advisory Council, and hopefully some members of the Latino and senior communities.

## **7. New business**

### **a. Job descriptions**

The Board reviewed all of the job descriptions, including its own. Buzzy gave a general overview of the positions, including the organizational chart. The Board will review its job description for edits and make recommendations to the Court. They also requested that Buzzy find other Library Director job descriptions for comparison.

### **b. Annual statistics**

Buzzy presented the annual statistical report that he submitted to the State Library of Oregon. It covered the 2017-18 fiscal year. Among the highlights:

- The relatively large increase in expenditures was due to the salary survey the County conducted last year, which significantly increased several staff salaries.
- The library's capital outlay last year consisted of new Broughton Room sound and video systems, the Broughton Room flooring, and a new staff room carpet.
- The number of physical units in the library decreased. This was due to long-overdue weeding.
- There was a big increase in e-books and e-audio thanks to OverDrive.
- Three new electronic databases were added: Ancestry, HeritageQuest, and Small Engine Repair Reference Center.
- Library visits were estimated based on formulas used for previous years. For 2018-19, the statistics will come directly from the door counters and likely will be higher.
- Since staff weren't invited in to schools as much this year, children's program attendance was down. However, Young Adult and Adult program attendance saw big increases.
- The statistical report now collects website visits.

### **c. Regular meeting time**

The Board discussed whether to move the regular monthly meeting and determined to keep it as is.

### **d. Report from Jerry Brummer**

Jerry reported on behalf of the County Court. He said that Commissioner Brian Barney is spearheading a facilities study that will look at the County's needs 5, 10, 15, and 20 years out. The results will be shared with department heads. He also asked about the status of the bookmobile, which Buzzy is working on.

## **8. Agenda items for next meeting, December 13, 2018**

- Patron Registration Policy
- 2019 holiday schedule

## **9. Adjournment**

The meeting adjourned at 6.51p.