



# Board of Trustees

## Meeting Minutes

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**Thursday, September 13, 2018, 5.15p**

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

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

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

Pam called the meeting to order at 5.15p. Jan moved to approve 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 August 9, 2018, meeting**

Jerry moved to approve the minutes of the August 9, 2018, regular meeting as presented. LaQuita seconded. The motion carried unanimously.

### **5. Reports**

#### **a. Friends**

The Friends had several updates from over the summer and their last meeting:

- The July 4<sup>th</sup> sale was a success, netting around \$2,000, on-par with previous years. Given the difficulty finding volunteers, however, they're hoping to discontinue the July 4<sup>th</sup> sale and instead focus on their monthly sales and have two larger sales in the spring and late fall.
- The Friends contributed \$2,500 for the library to purchase up to two new benches to replace the uncomfortable concrete one currently outside the building. The new benches will likely be installed in spring and will be designed as part of Crook County Rotary's efforts to provide more age-friendly seating around the community.
- The annual Saunders lecture series – a partnership between the Friends and the Museum – is coming in October. This year's speakers are Leta Neiderhauser about the Applegate family, Gregory Nokes about Oregon and California pioneer Peter Burnett, Bonnie Olin about her book *The Owyhee River Journals*, and Wilson Wewa on *Legends of the Northern Paiute*.
- Bob Riley is the newest Friends board member.

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

Cindy reported the following:

- Staff are experimenting with a new version of the library catalog called Encore, which will be launched to the public in late fall. Board members can check it out at <https://encore.dpls.lib.or.us>.
- Another new feature being tested is text notifications, which send reminders to people's phones for hold pickups, renewals, and overdues.
- This August was about as busy in terms of usage stats as August 2017. The only main difference was slightly lower selfcheck use.

- Starting September 1, the library along with other customers of Prineville Disposal can no longer recycle copy/printer paper. Currently, it's just being thrown in the trash. The County is pushing the company to find an alternative buyer of recycled paper.

### **c. Public services**

Jane delivered the Public Services report.

- The library is still in process of hiring Children's and Teen Services Librarians. The first children's services interviews occurred today. Two more are scheduled for next week. The final teen services interview is tomorrow.
- In the interim, Jane is serving as Teen Librarian, Children's Librarian, and Assistant Director, although programming and outreach will be much more limited. Starting next week, Jane will do a weekly storytime. She's hoping to bring back a limited book box program with preschools and day cares. She's also hosting field trips to the library and will be resuming Teen Late Night and the Teen Library Commission.

### **i. Summer Reading 2018 report**

Jane is still working on a full Summer Reading report. She handed out a document summarizing the basic statistics.

- *Signups:* Children's signups were down slightly, teen signups were up, and adult signups were flat. The likely reasons for fewer children's signups is the lack of outreach (the elementary schools didn't invite library staff to events as frequently this year). Correspondingly, teen signups likely were up because there was more outreach to relevant organizations.
- *Completion rates:* Completion rates were down all around, especially completion of all three levels of the reading challenge. The lower rates likely derived from the bingo-style sheets used this year, which some patrons found confusing. Staff will try to simplify the cards for 2019.
- *Program attendance:* Because of an anticipated day camp being planned by an outside organization that didn't come to fruition, the library offered fewer kids programs and more adult and teen programs this year. Median attendance for children's programs was much higher, as was overall and median attendance for adult programs. Storytime was very well attended, especially the morning one. With teen programs, the attendance rose over the course of the summer, rather than dropping as it did last year. This increase suggests strong word-of-mouth advertising. Overall, staff's approach to programming this year seemed to be a winner, with lots of repeat customers.
- Jane will have a more complete report at the October meeting.

### **d. Finance**

The 2017-18 fiscal year books aren't closed yet, so Buzzy was unable to get a financial report for that year or the current year. He hopes to have some reports for the October meeting. In other Finance news, Jeff Caldwell was hired the County's new Chief Financial Officer. He previously worked for South Coast Education Service District in Coos Bay. Debbie Palmer, previously of the Jefferson County finance department, was appointed interim Treasurer. She plans to run for the position in November.

### **e. Director**

Buzzy reported the following:

- After investigating why the public restrooms smell so bad, it was discovered that no fan was installed, as was originally in the building plans. A fan will be installed in the next month or so.
- The County is conducting an organization-wide space analysis. Library staff completed a survey from an architectural firm contracting with the County. Although some library building issues were noted, other County departments have more dire space needs than the library.
- While it acted as a cooling shelter over the summer, the library handed out over 1,000 free bottles of water and helped many patrons stay cool during the heat.
- Now that the door counters are functional, it's more apparent just how busy the library is. July and August saw nearly 25,000 visits, averaging around 400 people per day. As more data becomes available, staff will be able to analyze it to better understand busy periods.
- The usage statistics are showing some interesting patterns thus far:

- More people are checking out materials at the desk, rather than the selfcheck.
- OverDrive use went up 25% over the same time last year, impressive considering that last year's annual increase was only 8%.
- Overall electronic use increased 32%, likely due to the inclusion of the genealogy resources Ancestry and HeritageQuest last year.
- The library is partnering with Start Making a Reader Today (SMART), a nonprofit that sends volunteers into schools to read with kids. Library staff are helping promote volunteer opportunities with SMART, including by allowing them to have a table in the lobby this upcoming Monday.

## 6. Previous business

There was no previous business.

## 7. New business

### a. Oregon Library Passport Program (ACTION)

Buzzy presented about the Oregon Library Passport Program (OLPP), in which patrons of participating libraries can get free cards at any other participating libraries. For instance, a Crook County patron on vacation in Newport could get a free card at the Newport Public Library during their stay, and vice versa. Board members were interested in the program but wondered how it would be promoted to local patrons. While there would be some social media promotion, a lot of the publicity would likely be through outlets like the *Round-Up* and local radio stations. For visitors, the library could also put brochures at lodging facilities and at the Chamber of Commerce.

ZuAnne moved to have staff investigate joining the OLPP. Jerry seconded. The motion carried unanimously. Buzzy likely won't start working with DPL on the matter until after the circulation changes being proposed for mid-October.

### b. October 23<sup>rd</sup> in-service

Buzzy invited all board members to attend the combined Crook-Deschutes-Jefferson County Libraries staff in-service, to be held on Tuesday, October 23, at Eagle Crest Resort. The in-service will feature breakout sessions on a variety of topics as well as keynote speaker Phil Gwoke, who will speak about how different generations interact. All five board members expressed interest in attending.

### c. Other

ZuAnne thanked the staff for the July 26, 2018, *Central Oregonian* article by Holly Scholz about how the library removes items from its collection, AKA "weeding". The article was sparked by a post in the Facebook group "Prineville, Crook County – Your Voice, Our Community". The post suggested that the library's shelves were empty and that staff had ill intentions in removing materials. Buzzy posted in the group about how and why the library weeds materials, which subsequently turned into a newspaper article. Staff were heartened at how many community members defended the library and its intentions.

## 8. Agenda items for next meeting, October 11, 2018

- Summer Reading 2018 report
- Financial reports

## 9. Adjournment

The meeting adjourned at 6.11p.