



Board of Trustees

Meeting Minutes

Thursday, August 9, 2018, 5:15p

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

Attendance: Jerry Bishop (Vice Chair), Pam Looney (Chair), ZuAnne Neal, Jane Schepke (Assistant Director of Library Services), LaQuita Stec, Cindy York (Library Operations Manager).

1. Additions/deletions from the agenda (ACTION)

Chair Pam called the meeting to order at 5:16pm. Jerry 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 July 12, 2018, meeting

Jerry moved to approve the minutes of the July 12, 2018, meeting as presented. LaQuita seconded. The motion carried unanimously.

5. Reports

a. Friends

There were no Friends members present to report.

b. Circulation services

Cindy's report the following:

- The Oregon Library Association Support Staff Division conference on July 13th was attended by Cindy and Leona Coleman. Director of Library Services Buzzy Nielsen gave the keynote address in his role as OLA President. Sessions included book mending, stress management, and creating and managing a "library of things".
- The three partner libraries have been discussing Innovative Interfaces' implementation timeline and steps to prepare for upgrading the integrated library system. Results of the updated circulation policies (checkouts, fines, etc.) will be discussed soon.
- Despite low physical circulation for the majority of the collections, circulation actually *increased* over last month for the two newest collections: Adult Graphic Novels and Ochoco History Collection.
- The library has once again become a "Cooling Station" for the community. Earlier today there was a donation of 3 cases of bottled water! Thank you to Ochoco Thriftway!

c. Public services

Jane reported that:

- The Summer Reading Program finale was August 7th and was well attended. A final overview of Summer Reading will be submitted at a later date.
- There are two new electronic resources that patrons can access as of August 1: Books & Authors and Litfinder. Both can be found on the library's website under Book Suggestions -> What Do I Read Next?

- Kudos were given to former staff Shun-Sho Fong and Mary Ryan for all that they achieved in their time at Crook County. Both positions (Teen and Children's Services Librarians) now have vacant shoes that will be hard to fill.
- Hiring update: The Teen Services hiring team has selected five candidates for the next level in the hiring process--phone interviews. The Children Services prescreen questionnaire deadline was today. No further information is available at this time.

d. Finance

Unfortunately, there was no financial information available to report; the Finance Department has not closed out fiscal year 2018, and Buzzy was still unable to access the printer.

e. Director

Jane gave the Director's report in Buzzy's absence

- The library is working on two facilities issues: getting a fan for the public restrooms and getting hot water to the staff area. The circulation pump for the staff area has been fixed, so the water issue has been fixed.
- Most of the ongoing technology issues resulting from the June upgrade have been fixed.
- The library added a second device for charging mobile devices like mobile phones, tablets, and laptops. The first one has proven quite popular.

6. Previous business

There was no previous business.

7. New business

There was no new business.

8. Agenda items for next meeting, September 13, 2018

- Summer Reading update.

9. Adjournment

The meeting adjourned at 5.53p.