



Board of Trustees

Meeting Minutes

Thursday, July 12, 2018, 5.15p

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

Attendance: Jan Anderson, Jerry Bishop, Pam Looney, ZuAnne Neal, Buzzy Nielsen (Director of Library Services), Jane Scheppke (Assistant Director of Library Services), LaQuita Stec, Cindy York (Library 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 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 June 14, 2018, meeting

Jerry moved to approve the minutes of the June 14, 2018, meeting. ZuAnne seconded. The motion carried unanimously, with LaQuita abstaining because she did not attend the June meeting.

5. Reports

a. Friends

Buzzy gave the report for the Friends of the Crook County Library:

- At their annual July 4th sale, the Friends made around \$2,000. This is on par with previous years.
- The speakers for the Saunders lecture series are already chosen. The Saunders lectures are co-sponsored by the Friends and Crook County Historical Society annually in November.
- The Friends added a new member to their Board: Bob Riley. Bob is a familiar face as a frequent volunteer in Chapters Bookstore.

b. Circulation services

Cindy made it to the meeting in time to deliver her report:

- The library has been going through a continuing upgrade process since June 8. The upgrade included virtualizing servers, removing unneeded equipment, new switches, new phones, new teleconference capabilities in the Juniper and Study Rooms, and new wireless access points.
- WiFi access and computer time/print management are ongoing issues, as is access to Ancestry.
- New capabilities will soon be available including mobile print and door counters.
- During the upgrade process, the library lost access to Sierra (the integrated library system) for a day and a half. As a result, the first day that access was restored, staff checked out 624 items and checked in 823, double the typical numbers.

c. Public services

Jane gave a Summer Reading Program update.

- As of the meeting, there were 604 sign-ups (last year was 618). More men signed up, but sign-ups were still mostly women.
- Thus far, there's been strong program participation. Event attendance has been trending up, especially at teen programs. The recent jewelry-making program earlier in the week had 71

participants. Robots Rock has been increasing, now around 15-20 kids. Next week will be a robot soccer tournament.

- Jane thanked board members for volunteering at the kickoff party and for signup shifts; they took a lot of stress off staff and made some great connections with patrons. Board members expressed that they enjoyed the experience.

d. Finance

Unfortunately, Buzzy was unable to give a finance report as the printer was inaccessible, which is the only way that reports from the County's finance software can be accessed. He was able to report, however, that the compensation study has been finalized and that employees will be paid retroactive to April 1. Back pay will be in the final paycheck for July. The County's new CFO, Jeff Caldwell, started. He previously served as Business Manager at the South Coast Education Service District in Coos Bay. The elected Treasurer position still exists, but it has a much more limited role. The position will be filled in the November election. The finance software upgrade also has been put on hold.

e. Director

Buzzy gave his report.

- Teen Services Librarian Shun-Sho Fong's last day will be July 31. The hiring process for her position has already begun. Shun-Sho brought CCL's teen services to a whole new level, which the library hopes to continue with its new hire. To date, 17 applications have been received, and many are extremely qualified. The position opening closes on the day of this meeting.
- Children's Services Librarian Mary Ryan also submitted her resignation, effective August 7. Mary has done an incredible job serving the children of Crook County for over six years. She revitalized the library's outreach to schools and day cares. She will be missed by staff and the public alike. The hiring packet for her position has already been submitted.
- The library consortium's phone notification system is on its last legs. Staff currently are looking into methods to make sure that patrons receive hold pickup calls. It may involve having staff call patrons themselves. Staff will not be making calls for overdue items.
- Board members asked Jane, Buzzy, and Cindy what the future of libraries might look like. The three staff members explained that digital use is increasing a lot and that library spaces are increasingly moving to be more experiential, especially in children's and teen areas.

6. Previous business

None.

7. New business

There was no formal new business, but ZuAnne recommended having hand sanitizer on a stand available when people walk in. Staff will investigate.

8. Agenda items for next meeting, August 9, 2018

- Possibly have Library Technician Renee Parrott discuss outside-of-system interlibrary loans.

9. Adjournment

Meeting adjourned at 6.11 p.