



Board of Trustees

Meeting Minutes

Thursday, June 14, 2018, 5.15p

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

Present: Jan Anderson, Jerry Bishop (Vice-Chair), Pam Looney (Chair), ZuAnne Neal, Buzzy Nielsen (Director of Library Services), Jane Scheppke (Assistant Director of Library Services), Cindy York (Library Operations Manager)

1. Additions/deletions from the agenda (ACTION)

President 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 comment.

4. Consent agenda (ACTION)

a. Minutes of May 10, 2018, meeting

Jerry moved to approve the minutes of the May 10, 2018, regular meeting as presented. Jan seconded. The motion carried unanimously.

5. Reports

a. Friends

In May, the Friends co-hosted the weekly May at the Museum lecture series with the Bowman Museum. It went well, drawing around 100 people per lecture. They now are working with the Museum on the Saunders lecture series, which happens in October. July 4th is approaching quickly, meaning that so too is the Friends' annual booksale. It's held from 8.00a-4.00p in the Broughton Room, with a members-only sale on July 3rd. The Friends have been invaluable in helping with Summer Reading Program (SRP) signups this year, working a table in the library during busy times. The Crook County Foundation recently gave the Latino Little Free Library subcommittee of the Friends \$500 to support their efforts.

b. Circulation services

Cindy reported that Buzzy and she have been working with Deschutes Public Library (DPL) to implement new rules and features for the shared library system. This includes how many items a person can check out, fines, number of renewals, and more. One of the things being addressed is what CCL calls "courtesy cards", which are given to people who cannot meet the address or ID requirements for a regular card (e.g. current photo ID and proof of local physical and mailing addresses). These cards are often given to homeless individuals. DPL plans to adopt CCL's recommendations for these cards: three items checked out, three holds, and the cards would be good for three months with eligibility to renew.

c. Public services

Jane reported the following for her public services report:

- The Public Services team won one of two Ready to Read grant awards from the State Library of Oregon for their innovative and experimental approach to the 2017 SRP. The *Central Oregonian* featured an article about the award.
- As of end of day on June 13 (the first day for signups), 102 people had signed up for the SRP. People can sign up through July 7.

- The youth nonprofit After the Bell is no longer offering the summer program they were planning. Library staff had re-configured the SRP around After the Bell's potential offering. In light of its cancellation, staff have added a special program for elementary-aged kids called the You Rock Camp, July 23-August 3. It will feature a series of daily programs, including special guests teaching about gold hunting, ukuleles, and more.
- The SRP kickoff party will be on June 16, 1.00-3.00p. It will feature the musical stylings of CelloBop, passive programs on the library lawn, popcorn and ice cream, special guests, and more. All Board members volunteered to help with all or part of the party.

d. Finance

The Board reviewed the financial summaries from April and May and had no questions.

e. Director

Buzzy noted the following for his report:

- Teen Services Librarian Shun-Sho Fong submitted her resignation effective July 31. Staff are in process of getting the position posted.
- On June 8-11, the County IT department upgraded the library's wiring and servers. The process did not go as smoothly as hoped, with several core library functions being down for several days. As of the Board meeting, most critical items were up again.
- The tri-county library network is planning several changes over the next few months, thanks to its own software upgrade. Changes will include text alerts, a newly-designed catalog, changes to checkout limits and policies, and elimination of daily overdue fines.
- The Board meeting was also Cindy's birthday!
- Cindy, Buzzy, and Library Technician Leona Coleman plan to attend the annual Oregon Library Association Support Staff Division conference on July 13 in Hood River.
- Jane is going to the American Library Association conference later in June in New Orleans.

6. Previous business

a. Compensation study update

Buzzy attended a meeting to finalize the County's compensation study for the library. Although the library did not get all of its requested changes to the study, it overall was good for the library. All of the positions except the Security Guard received increases, and employees are receiving an average of 5% increases in pay. The pay will be retroactive to April 1. In addition, employees will be receiving a 1% cost-of-living adjustment on top of the compensation study increase starting in July.

b. 2018-19 budget

The Board reviewed the final line item budget and narrative that will be approved by the Court later in June. This year, given the timeframe of the budget, Buzzy was unable to submit it for Board approval before having to submit it to the County. Next year he hopes to do a preliminary budget that will be able to be viewed by the Board prior to it being submitted to the County. Jan asked why the grants and donations budget is so high. Buzzy said that it's aspirational and allows the library to pursue grant opportunities. Grants may come from local groups, private foundations, or government agencies.

7. New business

a. Officer elections (ACTION)

Jan moved to elect Pam as Chair and Jerry as Vice-Chair. ZuAnne seconded. The motion carried unanimously.

8. Agenda items for next meeting, July 12, 2018

- Strategic plan updates.

9. Adjournment

The meeting adjourned at 6.08p.