



Board of Trustees

Meeting Minutes

Thursday, May 10, 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), Jane Scheppke (Assistant Director)

1. Additions/deletions from the agenda (ACTION)

President Pam called the meeting to order at 5.17p. Jerry moved to approve the agenda as presented. Jan 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 April 12, 2018, meeting

Jan moved to approve the minutes of the April 12, 2018, regular meeting as presented. Jerry seconded. The motion carried unanimously.

5. Reports

a. Friends

There were no Friends present to report. Buzzy noted that the Friends are busily planning their July 4th booksale. They're also co-hosting the May at the Museum lecture series, which is every Thursday in May, 6.30p, at the Bowman Museum. This year's speakers and topics include Richard Etulain on president who shaped the West, Nathan Pedersen on the Oregon Heritage Tree Program, Rick Steber on high desert stories and poems, and Stu Garrett on the geobotany of Central Oregon.

b. Circulation services

Library Operations Manager Cindy York was unable to attend the meeting, so Buzzy reported in her stead. Cindy's report highlighted the following:

- National Library Week was April 8-14 and had the theme "Libraries Lead".
- Several staff attended the annual Oregon Library Association (OLA) conference in Eugene, April 18-21. Attendees included the following:
 - Library Technician Kim Bales, who attended several sessions on cataloging to help with her new cross-training duties.
 - Catalog Services Librarian Jennifer Kent, who attended a preconference session on a specialized cataloging software.
 - Teen Services Librarian Shun-Sho Fong, who serves on OLA's Intellectual Freedom Committee.
 - Jane, who participated on a panel called "A Day in the Life of a Rural Librarian" and also moonlighted as DJ Ski Mask at the President's Party.
 - Buzzy, who attended in his capacity as OLA President.
- The Ochoco History Collection was moved from the back of the library to a more prominent place in the middle. Its use continues to increase month-over-month, as does use of the new Adult Graphic Novels collection.

c. Public services

Jane reported the following:

- Further updates on the OLA conference.
- The exhibit *Architecture of Internment: The Build Up to Wartime Incarceration* was a success. The display, which focused on the decision to incarcerate those of Japanese descent during WWII, generated a lot of interest in the community.
- The library continues holding conversation programs co-sponsored by Oregon Humanities. The latest was “Just a Number”, about intergenerational friendships. The next discussion on May 19 is “What Makes a Job Good?”
- Public Services staff are continuing their programming and outreach, including Adult Services Librarian Amber Smith’s monthly art journaling program, Children’s Services Librarian Mary Ryan’s outreach to Kindergarten Transition Night, and Shun-Sho’s interviewing of the new cohort of Teen Library Commission (TLC) members.

i. Summer Reading Program 2018

Jane also reported on the Summer Reading Program (SRP), which will run from June 13 to August 7. The theme is “Libraries Rock”. The Public Services team had to switch up the program this year because the nonprofit After the Bell plans to offer a low-cost day care with programming similar to the SRP. While low-cost day care is needed in Prineville, it likely will result in lower attendance at library summer events and those of other organizations.

In response, the library is cutting back on-site grades K-5 programming, publishing weekly challenges in *Round-Up*, and distributing reading logs and other print marketing at local events. Like last year, the 2018 SRP will be an experiment.

Jane also asked Board members to consider volunteering to help sign up people for SRP. Coverage is needed from mid-June through early July.

d. Finance

The monthly report from the Finance Department was unavailable by meeting time. The department is reorganizing, which may further delay the monthly report. The County is in process of splitting the Treasurer and Finance functions and has a job announcement out for the newly-created Finance Director position.

The Board reviewed the fund balances and had no questions.

e. Director

Buzzy reported the following:

- Bowman Museum was discarding extra copies of several books, which they kindly donated to the library for inclusion in the Ochoco History Collection.
- Staff have been diligently weeding their collections, which should show up in future statistical reports.
- Jane and Buzzy will be attending OLA’s inaugural leadership institute in mid-May in Pendleton.
- The County continues work on the compensation study. Buzzy will report back in June.
- The IT department will be upgrading the library’s servers, network wiring, and phones on June 8-10.

Buzzy also clarified that the apparent drop in children’s program attendance was specifically due to schools not inviting Mary to their assemblies as often. In-house children’s program attendance has been increasing steadily, especially weekly storytimes.

6. Previous business

a. Library marketing 101

Jane presented about how the library markets its programs and services, most of which was detailed in the marketing guidelines included in the meeting packet. Jane distributes marketing through a variety of

sources including print, radio, television, online, and social media. ZuAnne suggested having a “Library Corner” regularly in the *Central Oregonian*, similar to what the parks & recreation district has.

b. Technology skills education

Jane reported on the library’s efforts to improve technology skills education for the public. She recently completed the Edge Initiative, a tool libraries use to assess technology services: bandwidth, hardware, accessibility, policies, programming, etc. The survey gave the library 93 suggestions, which is not an unusual number for similarly-sized and situated libraries.

There were a few major recommendations that the library would like to focus on: offering more comprehensive basic computer skills education and making our public computers more accessible. Basic computers skills are often required for survival now, as they’re the only way people can access needed government services related to housing, health care, and income assistance. Many Crook County residents lack such skills and often are further hampered by disabilities (sight, physical, etc.).

After the Summer Reading Program, staff hope to focus on the goal to offer basic computer skills training. Other community organizations have said they’ll send people to library classes or even require attendance. Partnerships are possible with agencies such as Human Services, Veterans’ Services, and the Senior Center. Ideally, the classes would involve peer mentors. Marketing will need to be clever to avoid potential learners feeling like they’re in a school or otherwise judgmental situation.

7. New business

a. Code of Conduct revisions (ACTION)

Staff presented proposed revisions to the Code of Conduct.

- *Forbid sleeping*
Many patrons lately have been sleeping at the library. This poses safety and health risks, as it’s hard to tell whether a person is asleep or incapacitated in some other way and require medical attention. Sleeping patrons can be disruptive (snoring, taking up space), and some have outsized startle responses (e.g. individuals with PTSD), making it dangerous for staff to wake them.
- *State explicitly that being intoxicated by alcohol or other substances is disallowed*
It is already illegal for people to be openly intoxicated in a public building, but staff feel that it would be helpful to explicitly state as such. Some intoxicated individuals can get belligerent, and it’s helpful to have a rule to point out.
- *Forbidding bringing alcohol, marijuana products, or drug paraphernalia into the building*
Requiring patrons to leave such products outside discourages use of them in the building, which has been an issue.

Staff requested that these changes be made effective June 1, 2018, to give time to advertise the changes to patrons.

ZuAnne moved to amend the Code of Conduct as presented, effective June 1, 2018. Jan seconded. The motion carried unanimously

8. Agenda items for next meeting, June 14, 2018

- Update on compensation study.
- Board officer elections

9. Adjournment

The meeting adjourned at 6.20p.