



# Board of Trustees

## Meeting Minutes

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**Thursday, March 19, 2018, 5.15p**

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

*Present:* Jerry Bishop (Vice Chair), Pam Looney (Chair), ZuAnne Neal, Buzzy Nielsen (Library Director), Jane Schepke (Assistant Director), LaQuita Stec

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

Chair Pam called the meeting to order at 5.15p. Buzzy added an agenda item under the consent agenda to approve moving the library's in-service day. Jerry moved to approve the agenda as presented. ZuAnne 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 February 8, 2018, meeting**

#### **b. Updated 2018 closure schedule**

Buzzy added the updated 2018 library closure schedule to the consent agenda. The only change was moving the previously-scheduled staff in-service from October 7, 2018, to October 23. The move was in order to join the tri-county partners with Deschutes and Jefferson County Libraries for a system-wide staff day.

Jerry moved to approve the consent agenda as amended. LaQuita seconded. The motion carried unanimously.

### **5. Reports**

#### **a. Friends**

The Friends held their annual retreat in January to plan for the upcoming year. Lately, they have been making a lot of money in both Chapters and the in-library bookstore. Recent Saturday sales have been successful, too. Planning already is underway for the July 4<sup>th</sup> sale. The Friends will be co-sponsoring the May at the Museum event, a series of four lectures happening every Thursday evening in May.

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

Library Operations Manager Cindy York was absent, so Buzzy presented in her stead:

- Library Technician Kim Bales recently completed an online cataloging course, giving her a better understanding of entering new items into the system.
- Recent supervisor and Tri-County meetings have focused on implementation of the upgraded integrated library system, including new procedures, circulation parameters, and fees.
- Library Aide Amber Dozhier has been training a library volunteer on shelving.
- On February, the library had a record high day of incoming courier crates: 13!

## **Public services**

Jane reported the following:

- Some good-natured trash-talking on Facebook between CCL and Deschutes Public Library resulted in an impromptu, “epic” sled race between directors Todd Dunkelberg and Buzzy. It ended in a tie, of course.
- There will be programs for elementary-aged children every weekday during Spring Break, March 26-30. This “Dino Days” series of events will feature lots of dinosaur-related activities including Legos, traveling fossil trunks from the John Day Fossil Beds, and a visit from a live lizard from the High Desert Museum.
- To raise more funds for Summer Reading, the library is hosting a “Sham-Rocks” fundraiser. A \$1 donation gets your name on a paper rock on the donor board, \$5 gets you a Frisbee, and \$15 gets you a set of Frisbees!
- Teen Services Librarian Shun-Sho Fong started a Girls Who Code Club, the first east of the Cascades in Oregon. It’s aimed at girls in grades 6-12. There has been lots of interest in the program, which runs weekly on Tuesdays, 3.00-5.00p.
- The library will soon be accepting applications to serve on the Teen Library Commission (TLC). TLC advises Shun-Sho on teen programs and collections and doubles as a way to build leadership skills for teens.

## **c. Finance**

Buzzy presented a different version of the financial report than usual: it’s the report given to the library by the Finance Department. Usually, this report isn’t available in time for the Library Board meetings. The Board expressed interest in seeing it, even if it’s a month late. Buzzy will include it, as well as the preliminary reports from the system, at each meeting.

The library’s finances are on-track. The Board reviewed the statements and had no questions.

## **d. Director**

Buzzy reported the following:

- The Broughton Room’s new rubber-composite floor was installed in late February. It has been well-received by the staff and public alike.
- Jane recently attended a mental health first aid class for teenagers. She hopes that more staff will be able to attend such trainings, ideally ones focused on various age and at-risk groups.
- The committee putting up Little Free Libraries in Latino neighborhoods is beginning its work again. They attended an open house at Barnes Butte Elementary and now are looking for new sites for the libraries.
- The Governor’s Office recently unexpectedly dismissed respected State Librarian MaryKay Dahlgreen. Buzzy spent all of the previous week handling the issue in his role as President of the Oregon Library Association.
- The library community, and indeed all of Crook County, is mourning the loss of Denise Reinhart. Among many other things, Denise was an active board member for the Friends of the Library.
- The Court is about to release the preliminary results of the compensation study to the department heads and staff. Expect an update on it at the next meeting.

## **6. Previous business**

There was no previous business.

## **7. New business**

There was no new business.

**Agenda items for next meeting, April 12, 2018**

- Bulletin Board
- Exhibits
- Library Marketing 101
- Computer classes
- 2018-19 budget
- Compensation study

**8. Adjournment**

The meeting adjourned at 5.55p.