



Board of Trustees

Meeting Minutes

Thursday, February 8, 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), LaQuita Stec, , ZuAnne Neal, Jan Anderson

1. Additions/deletions from the agenda (ACTION)

President Pam called the meeting to order at 5.17p. Buzzy was absent at beginning of the meeting, as he was testifying before the Legislature in Salem. 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 December 14, 2017, meeting

Jan asked about the status of Buzzy's review. Jane will ask Buzzy when he returns. Jan moved to pass the minutes as presented. Jerry seconded. The motion carried unanimously.

5. Reports

a. Friends

There were no Friends members present, so there was no additional report. The Friends did not have a regular meeting in January, instead holding their annual retreat.

b. Circulation services

Cindy highlighted the following from December and January:

- The library participated in Holiday Partnership this year by having a Giving Tree and accepting food and toy donations. It proved very popular.
- January is an anniversary for several events: In 2013, the library began the migration process to our current integrated library system, Sierra; in 2016, the library became one of the first smoke-free public places in Crook County; and in 2017, credit card and mobile payment options were launched.
- Safety Committee member Renee Parrott has been working with staff to make sure that their workstations are ergonomically-optimized.

c. Public services

Jane highlighted the following from December and January:

- The winter reading program was well-received. About 80 people participated.

- The library received a grant for \$5,000 from the Lora L. And Martin N. Kelley Family Foundation to help renovate the children's room, making it more welcoming and open.
- By popular demand, staff tried some basic computer classes, starting with an email basic class on February 2. The participants ended up having a bit more basic skills than expected, which prompted staff to rethink the approach to computer classes. They are looking into delivering a weekly series of classes a few times a year rather than monthly classes. New classes won't start until sometime after Summer Reading. ZuAnne offered to be a contact for possible partnerships with the Senior Center. The Board also asked about how the programs and marketed and suggested possible changes to the marketing strategy.
- Adult Services Librarian Amber Smith is searching for information about local book groups. She's trying to make sure that the library has at least one copy of the books that groups are reading.

d. Finance

The library's finances are on track for where they should be at this time of the year. The Board reviewed the fund balances and did not have any questions.

e. Director

- The staff room carpet was replaced in mid-January. The Broughton room's carpet will be replaced with a new type of flooring in late February.
- The County is finalizing the compensation study. LaQuita asked about the process. The County contracted with an outside firm. The primary purpose was getting internal consistency and secondarily to compare to other organizations. Buzzy is unsure if the results will be available to non-County staff. Regardless as to the results, implementation ultimately is up to the Court.
- The Court has decided to hire a professional Human Resources Director. They considered contracting with private entities or other governments but deemed that plan infeasible. Deb Shaw likely will remain the HR assistant.
- In January 23, Britta-Schroeter-Phillips from Thrive Central Oregon began weekly visits to the library. She's a social worker who's able to help people with issues related to housing, finances, social services, health care, and much more. Several patrons have already taken advantage of her services.
- Work continues on the Dolly Parton Imagination Library, the program that mails free books to kids monthly between the ages of 0 and 5. Signups are beginning.
- The library is distributing federal tax forms, including forms 1040, 1040A, and 1040EZ. All desk staff are trained to help patrons find other forms they may need, including
- The library, in partnership with the Human Dignity Advocates, will be hosting a display in late April called The Architecture of Internment . It's about the run-up to the Japanese internment during WWII. Buzzy is going to try to find some presenters as well.
- The library participated in the Point in Time Homeless Count, which affects countywide funding to serve the homeless. The library took a more passive approach this year due to privacy concerns, but there was still plenty of interest.
- The Information Technology Department is planning several upgrades to the library including streamlining the server room, installing thermal door counters, and replacing staff phones with VOIP models that match the rest of the County's.
- Deschutes Public Library is still negotiating the new integrated library system upgrade with Innovative Interfaces, Inc., the makers of the Sierra software that we currently use. Following those negotiations, we will know how much additional funding we'll need for the upgrade and ongoing operations.

- Buzzy was late to the meeting because he was testifying before the Oregon House Committee on the Judiciary regarding surprise legislation pertaining to county law libraries.
- LaQuita asked why the library does not have a current print edition of the Oregon Revised Statutes. Buzzy commented that it's very expensive (\$750). He also noted that there's a possibility that the County may decide to move the law library to the public library, in which case the library would not need to buy its own copy of the ORS. Deschutes, Klamath, and Tillamook Counties have all successfully merged their law library with their public library.

f. Meeting Room Policy (ACTION)

Staff presented amendments to the Meeting Room Policy. The changes included the following: cleanup of and friendlier tone to the language; requiring picking up a key beforehand if an event is held outside library open hours; specifying that people must use library contact channels for booking rooms; and asking meeting room users to park in the auxiliary lot. Jan noted two typos. With those corrected, Jan moved to accept the amended Meeting Room Policy. Jerry seconded. The motion carried unanimously.

g. 2018-19 budget discussion

The 2018-19 budget process will begin soon. Information has not yet gone out, as the Finance department is busy due to a financial software migration. Buzzy noted that County recently received \$5.5 million from the sale of land to Facebook, which the Court would like to use for capital projects. Buzzy is planning to ask for the following:

- Additional funds for integrated library system upgrade;
- Increased collections budget;
- Upgraded staff computers (will try to find grants for public computers). ZuAnne suggested trying to replace a large percentage of the computers, since they're so old;
- More funds for children's room renovation;
- Landscaping improvements;
- Permanent fix to ice dam issue;
- New smart thermostats;
- 1-2 condensing units (air conditioners);
- New lighting (suggested by the Maintenance Department).

h. Executive session: Library Director annual review

The Board entered executive session at 6:07p per ORS 192.660(2)(i)) to review Library Director Buzzy Nielsen. The board exited executive session at 6.30p

6. Agenda items for next meeting, March 8, 2018

- Public Art and Exhibits Policy revisions
- Bulletin Board Policy revisions
- Integrated Library System upgrade update

7. Adjournment

The meeting adjourned at 6.31p.