



Board of Trustees

Meeting Minutes

Thursday, November 9, 2017, 5:15p

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

Present: Jan Anderson, Jerry Bishop, Pam Looney, ZuAnne Neal, Buzzy Nielsen (staff), Jane Scheppke (staff), LaQuita Stec, Cindy York (staff)

1. Additions/deletions from the agenda (ACTION)

President Pam called the meeting to order at 5:16p. ZuAnne 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)

- Minutes of October 12, 2017, meeting
- 2018 Closure Schedule
- Code of Conduct revision for CHLs

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

5. Reports

○ Friends

ZuAnne reported on behalf of Friends about some issues in addition to the written report. Depending on what the Board wants, the Friends would be open to possibly using the Bookmobile as a mobile bookstore. Also notable, the Friends donated \$7,200 to the teen and adult Summer Reading Program at their last meeting. The Friends are one of the primary sponsors of the annual Summer Reading Program.

○ Circulation services

Cindy reported several updates from October. The staff in-service in early October went well. Staff reviewed the emergency procedures, heard a presentation from Jane on handling difficult patrons, and did some strategic planning. At the Tri-County library consortium meeting, participants discussed the decision to stay with the libraries' current library software vendor, Innovative. They also discussed the software updates that are forthcoming due to the decision. Interest in the Ochoco History Collection is increasing. LaQuita asked about purchase requests. Usually they go to Jane. Most requests are approved, but sometimes the library elects to borrow items via interlibrary loan if they're older, on very specific/esoteric subjects, or out of print.

○ Public services

Jane reported that the youth services team chose to do smaller scale Halloween events this year to preserve staff sanity. Once again, the library was a stop for the Candy Crawl, but traffic was more subdued this year. Elementary and preschool outreach resumed in October and has been going like gangbusters. Adult Services Librarian Amber Smith hosted her first art journaling program last month in October to much success. The event is going to be monthly. LaQuita commented on how helpful the event notices in the *Round-Up* are. ZuAnne suggested that having a curtain backing and/or portable stage for music events in the Broughton Room.

- **Finance**

The Board reviewed the fund balances and had no questions.

- **Director**

In addition to his written report, Buzzy noted the following:

- The County Court let go of both employees of the Human Resources Department. Staff have not been told why.
- The library will be changing its magazine and newspaper vendor. Staff have been displeased with the service of the current vendor.
- Sarah Kelly of Thrive Central Oregon is asking Central Oregon Health Council for funding to bring a social worker to Crook County Library for four hours/week.
- Brenda Comini from the Early Learning Hub of Central Oregon and Buzzy have been presenting to groups about the Dolly Parton Imagination Library. Rotary has already committed \$1,000 to the program, Soroptimists \$500, and Kiwanis likely will donate \$1,500-2,000. Brenda and Buzzy plan to ask other groups such as Lions, Eagles, Elks, and Friends of the Library. Jan also suggested investigating the Ford Family Foundation endowment program.
- Children's Services Librarian Mary was profiled in a special insert about veterans, included with the Bend *Bulletin*. Two Desert Storm veterans work for the library: Mary and Janitorial and Maintenance Specialist Darl Kirby.

6. New business

- **Strategic planning**

Buzzy led the Board in a series of questions to assist in writing the next five-year strategic plan. Questions focused on the needs in Crook County and how the library can address them.

7. Agenda items for next meeting, December 14, 2017

- Fines and fees discussion

8. Adjournment

The meeting adjourned at 6.50p.