



Board of Trustees

Meeting Minutes

Thursday, October 12, 2017, 5.15p

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

Present: Jan Anderson, Jerry Bishop, Pam Looney, Olivia Mitchell (Friends of the Library), ZuAnne Neal, Buzzy Nielsen (Library Director), Jane Scheppke (Assistant Director), LaQuita Stec

1. Additions/deletions from the agenda (ACTION)

President Pam called the meeting to order at 5.15p. Jerry moved to approve the agenda as presented. LaQuita 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 September 14, 2017, meeting**
- b. Meeting Room Policy**
- c. Technology Use Policy**
- d. Rescind E-Reader Loan Policy**

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

5. Reports

a. Friends

In addition to the written report, Olivia reported that Susan Swan and she started a Wednesday morning readers program. During the Wednesday morning storytime, they let children draw slips, and the child with the winning slip gets a free book from their Chapters bookstore for kids. They see this as a way to promote Chapters. Buzzy highlighted parts of the written report:

- October 15-21 is Friends Week, a national event celebrating the contributions Friends groups make to libraries.
- Recent donations from the Friends have resulted in more books for the Ochoco local history collection as well as a new electronic resource: Small Engine Repair Reference Center.
- Barb Franano is stepping down as President of the Friends (though she's staying on the board). Glenda Janssen has agreed to run. Officer elections are at the Friends' annual membership meeting on October 17.

b. Circulation services

Buzzy noted sections of Circulation Services Manager Cindy York's written report:

- September was national Library Card Signup Month. Seventy-three new patrons got cards, a bit less than usual. Prizes were given to one lucky adult patrons and a lucky child.
- Interest in the Ochoco local history collection continues to grow, with 35 checkouts in September, up from 26 in August.

c. Public services

Jane reported the following:

- Public Services staff are back to doing outreach. Youth Services Associate II Mary Ryan is once again visiting schools and day cares from around the county (Paulina, Post, Brothers, Powell Butte, Prineville, etc.) on a twice-monthly basis. She has added Little Tykes daycare to her outreach and now also is dropping off materials at High Desert Christian Academy and the High Desert Education Service District.
- In addition to her regular teen programming, Youth Services Associate II Shun-Sho Fong is doing a popular “lunch bunch” program at Crook County Middle School.
- Adult Services Associate II Jennifer Kent recently coordinated the first concert in a series called “Music in Public Places”, provided in partnership with the Deschutes Public Library and Central Oregon Symphony. About 60 people attended.
- Adult Services Associate II Amber Smith begins her monthly art journaling class next Wednesday. The event is sort of a free form “creativity bee” where people combine their experiences and interests with various artistic media.
- Jane is coordinating several conversation projects including one with Bend local Mosley Wotta on creativity and vulnerability, another on what makes a job “good”, and a program on intergenerational friendships, possibly in partnership with the Senior Center. She also plans to teach a class on the library’s new genealogy resources, Ancestry and HeritageQuest.

d. Finance

Buzzy reported that the library’s finances are in good shape, with General Fund revenues and expenditures right on track for where they need to be. This is especially heartening considering that the library already has paid some of its most expensive bills: the annual OverDrive fee, nearly all of the electronic resources, and the annual fee to be a part of the consortium with Deschutes and Jefferson Counties. About \$10,000 was not included as part of the original budget due to an oversight on Buzzy’s part. The County is including the change in a supplemental budget, which includes changes from other departments as well. Buzzy also noted that the County is migrating to a new financial software called Munis, from a company called Tyler. It also includes an electronic Human Resources Information System (HRIS), which the county currently lacks.

e. Director

Buzzy highlighted the following during his report:

- The library, together with several other organizations, is trying to bring the Dolly Parton Imagination Library to Crook County. The Imagination Library is an excellent early literacy program, run by the Dollywood Foundation, that mails a free book every month to all of the children in a community from ages 0-5. Thanks to a generous offer from the JFR Foundation, all of the rural counties in Oregon will have half of their costs paid for the first 3 years. There is a meeting of interested stakeholders planned for October 30.
- Unfortunately, the gutters of the library are not designed to hold heat tape very well, so the Maintenance Department is working on other solutions.
- On Monday, October 9, the staff had their annual in-service day. It included a training on emergency procedures and dealing with difficult patrons. The staff also were the first focus group for the new strategic plan. They discussed the current plan and what they’d like to see in the new plan.
- After interviewing three candidates, Deschutes Public Library (DPL) elected to stay with our current integrated library system (ILS) vendor Innovative Interfaces and their product Sierra. There will be some back-end changes, and Buzzy plans to see if we can use the same catalog system as DPL, BiblioCommons.
- Buzzy included a copy of the 2016-17 statistical report that he sent to the State Library of Oregon recently. He will do a fuller statistical analysis on it later.
- The Board would like to add a provision to the Code of Conduct requesting that people with Concealed Handgun Licenses (CHLs) actually conceal their weapons. Lake County Library District does so. The staff will bring the revision to the next meeting.
- Staff are trying to promote the library as an art gallery space, as it’s one of the only display spaces for art in town.
- Slack, the library’s new internal chat and file-sharing app, has been well-received by staff.

- The library is investigating checking out roof rakes this winter.

6. New business

a. Bookmobile

Buzzy presented information about the library's bookmobile. It has been off the road since June 2015. The service was discontinued following an "outreach audit" on the cost of the program. Since then, the bookmobile itself has sat at the Road Department. Staff are planning to write a report to figure out what to do with the bookmobile, specifically whether the service should be returned, changed, or simply permanently discontinued. The Board discussed what they'd like to see in a report. Contents will include the following:

- Description of the service as it was;
- Direct costs (e.g. repairs, insurance, gas, etc.);
- Indirect costs (e.g. staff, extra materials);
- Cost of current outreach efforts;
- Value of the vehicle itself;
- Stops by the bookmobile;
- Special events in which the bookmobile was used;
- Usage statistics;
- What other libraries are doing;
- Other possibilities for the vehicle (e.g. mobile Friends bookstore).

Buzzy is visiting Tillamook County soon for an Oregon Library Association event. He will tag along on their bookmobile while he's there to better understand the service they provide.

7. Agenda items for next meeting, November 9, 2017

- Strategic plan focus group session
- 2018 holiday schedule
- Code of Conduct revision

8. Adjournment

The meeting adjourned at 6.02p.