



# Board of Trustees

## Meeting Minutes

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Thursday, August 10, 2017, 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), Karyl Severson (Trustee candidate), LaQuita Stec (Trustee candidate), Cindy York (Circulation Services Manager)

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

President Pam called the meeting to order at 5.15p. Buzzy requested to add his annual review under new business. Jerry moved to approve the agenda as revised. Zuanne seconded. The motion carried unanimously.

### **2. Conflicts/potential conflicts of interest**

None stated.

### **3. Public comment**

Cindy shared a comment from the public. The patron said that whoever is taking care of the library building and grounds is doing a great job. Cindy passed the comment on to Janitorial and Maintenance Specialist Darl Kirby.

### **4. Consent agenda (ACTION)**

#### **a. Minutes of July 13, 2017, meeting**

#### **b. Technology Use Policy**

ZuAnne moved to pass the consent agenda as presented. Jan seconded. The motion carried unanimously.

### **5. Reports**

#### **a. Friends**

In addition to the written report, Buzzy noted that the Friends are holding their regular third Saturday during eclipse weekend. They're hoping to get more customers than usual.

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

Cindy highlighted some parts of her written report:

- In an unusual twist, there were more items returned the day before Independence Day than the day after. Generally, post-holidays are the busiest return times.
- The three county library resource partners are working on new circulation procedures to help make things more efficient and consistent.
- Circulation Services Assistant Renee Parrott attended a training for local businesses on preparing for the eclipse. It included many helpful tips.
- Several staff members recently were certified in CPR, First Aid, and AED use.
- Eclipse information was distributed in all new patron bags. Information and free eclipse glasses (which ran out quickly!) were also given out to the general public.
- Five staff members attended the Oregon Library Association Support Staff Division conference in Eugene in late July.

#### **c. Public services**

Buzzy highlighted several parts of Assistant Director Jane Schepke's report, as she was on vacation.

- The Summer Reading Program was a big success, thanks in large part to the creative programs that staff planned. A more detailed report will be given in September.
- The library's mysterious sort-of employee, The Pigeon, wrested control of the library's Facebook account in Jane's absence.
- Staff already are planning several fall programs. There's extra money in the budget this year for non-summer programming.
- Youth Services staff are planning a program called Full STEAM ahead for weekdays when school isn't in session. The program will focus on Science, Technology, Engineering, Art, and Math.
- Public Services staff are weeding parts of the collection in order to make room for more materials and rid the library of old, outdated, and unnecessary items.

#### **d. Finance**

Buzzy noted some highlights and corrections to items on the FY2016-17 fund balances

- Some items were misattributed to Registration & Dues that should have been taken out of Lodging & Meals. This made it look like one category was overspent while the other was underspent. However, the total amount remains under budget between the two categories.
- The \$435 expenditure on unemployment insurance for the entire year seemed very low considering that \$4,800 was budgeted. Buzzy confirmed with Treasurer Kathy Gray that the state had dramatically lowered the County's rate for FY2016-17.
- Buzzy noted that there will be a budget adjustment for FY2017-18. He forgot to note to the Information Technology department that the library's membership fee for the Crook/Deschutes/Jefferson consortium typically came out of their budget. Given the mistake, however, Buzzy decided to keep it in the library's budget. The Treasurer's Office will submit a budget adjustment (increase) for the library of \$10,000 to account for the error.

#### **e. Director**

Buzzy highlighted some portions of his written report

- The library has been acting as a cooling shelter for the last several weeks and will continue doing so through the eclipse. As part of this, it's giving out free water. Patrons gratefully take about 40 bottles of water/day.
- The new audio and video systems have been installed in the Broughton Room and already are getting wide use. Installing a TV in the Juniper Room has proven more challenging, however, so staff are still working on it.
- The library applied for a grant from the American Library Association to receive a free copy of Ken Burns' upcoming documentary on the Vietnam War. As part of the grant, the library would partner with the Veterans' Services Office to deliver programming on the Vietnam War.
- Staff are reviewing trials of some new electronic resources: AutoMate (a replacement for Auto Repair Reference Center), several genealogy resources, and a small engine repair database.
- The library will be having a burglar alarm installed sometime in September. All County departments are getting systems installed or updated.
- While taking down buildings to make way for the new jail, the County found several thousand dollars' worth of unused metal library shelving. This posed a storage problem, so the library is buying a storage shed similar to the two already in the parking lot.
- Buzzy begins his term as President of the Oregon Library Association on September 1.
- On July 27, funders from three metro-area foundations visited Crook County Library. It was part of a larger program coordinated by the Shelk Foundation. The funders met with Jane and Buzzy, who talked with them about the library and larger Crook County community.

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

- The library now gets to be home to one of the County vehicles. The County has to move their fleet from its current lot behind the Sheriff's office due to new jail construction. Most vehicles are moving to the Road Department, but the County let us keep the library keep one since it gets used to much for the library's outreach efforts around the County.
- The County has hired a firm to analyze employee compensation. Buzzy will meet with the firm to show them data he's gathered and express concern about several positions with low salaries.

## **6. Policy review**

There were no policies under review.

## **7. Old business**

There was no old business.

## **8. New business**

### **a. New Board members**

The Board met with two candidates, Karyl Severson and LaQuita Stec, for the vacant position. Each one took an opportunity to introduce herself.

Karyl is new to Prineville and moved here due to the affordability and rural life. She teaches technical writing and research part-time at Central Oregon Community College. Previously, Karyl was a technical writer, which involved being overseas a lot. Her first real job was as a page at Multnomah County Library. Karyl likes what the library's been doing in the community, especially with teens.

LaQuita has lived in Crook County since 2004, having moved from Salem. She relied heavily on the library's Internet when she first moved here. The library impressed her, and several years ago, LaQuita joined the Friends of the Library. Her past experience has included being a member on various boards and commissions. LaQuita served as a municipal clerk for several years before she retired.

The Board discussed the two candidates. They were impressed with both of their experience and passion for libraries. Ultimately, Board members felt that LaQuita's additional government experience would prove helpful. Jerry moved to recommend LaQuita Stec to fill the vacant Trustee position. ZuAnne seconded. The motion carried unanimously. Buzzy will let the candidates know and will encourage Karyl to get involved with the library in other ways.

### **b. Director review**

Buzzy's annual review was due on August 8. However, due to some changes in evaluation procedures at the County, the process is a bit behind. Soon Buzzy will complete his self-evaluation, and he'll ask the HR department to start distributing reviews to the staff. Once those are complete, they'll be given to the Board, which will then hold an executive session to complete their portion of the review. Possible goals discussed included finishing the strategic plan, working on upgrading the thermostats, fixing the clock tower, and preparing the building for another harsh winter.

### **c. Teen Vogue**

Pam asked Buzzy about a situation happening with *Teen Vogue*. Buzzy had informed Pam earlier about the potential for a challenge to the magazine due to an article they published online about anal sex. A concerned patron approached the library on the issue. Buzzy responded to the patron explaining the library's Collection Development Policy and commitment to intellectual freedom. Included with his response was a copy of the Request for Reconsideration of Library Material form, which is required to start a formal challenge process. To date, a completed form has not been received.

## **9. Agenda items for next meeting, September 14, 2017**

- 2017 Summer Reading report
- 2016-17 statistical report
- Bookmobile discussion
- Patron Code of Conduct
- Executive session for review

## **10. Adjournment**

The meeting adjourned at 6.26p.