



# Board of Trustees

## Meeting Minutes

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Thursday, July 13, 2017, 5:15p  
Broughton Room, Crook County Library  
175 SW Meadow Lakes Dr., Prineville  
OPEN TO THE PUBLIC

*Present:* Jan Anderson, Jerry Bishop, Pam Looney, Olivia Mitchell (Friends), ZuAnne Neal, Buzzy Nielsen (Library Director), Jane Schepcke (Assistant Director), Cindy York (Circulation Services Manager)

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

President Pam called the meeting to order at 5:15p. Jan moved and Jerry seconded to accept the agenda as presented. 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 June 8, 2017, meeting**

Jerry moved and ZuAnne seconded to approve the minutes of the June 8, 2017, regular meeting minutes as presented. The motion carried unanimously.

### **5. Reports**

#### **a. Friends**

Friends Board member Olivia reported that the annual 4<sup>th</sup> of July sale was a success: they sold about \$2,000 worth of materials and made around \$300 from the silent auction. These figures are on par with previous years. A new sign went up over the Chapters Bookstore for Children in the library. It features Ludwig, a mouse mascot. A doll of the mouse will be on display in the Chapters window soon. The Friends will not hold a regular meeting in July but will have a debrief meeting on the 4<sup>th</sup> of July sale on August 8<sup>th</sup>.

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

Cindy reported that Sierra, the library's management software, was updated recently, fixing some bugs. She also highlighted the new sign for the Cascades East Transit bus stop at the library. Checkouts of the Ochocho collection have been increasing since the collection was created a few months ago.

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

Jane reported that it's all Summer Reading, all the time at the library right now. The program is a little over halfway done, and registrations no longer are being accepted. Prizes are now available, as are entries for grand prize drawings. Children's grand prizes include an OMSI membership, new bike, robotics kit, and tablet. Kids' registrations are up 13% over last year. Adult registrations are down, but staff chose not to be as aggressive about recruiting people, as it resulted in a low completion rate last year. Program attendance has been great, especially with adult programs. The entire adult Summer Reading Program attendance last year was 16, which is less than attendance of several individual adult programs this year. The Summer Reading Program ends with a dance on August 1.

#### **d. Finance**

Buzzy passed out print copies of the account balances, which the Board reviewed. The 2016-17 fiscal year is not yet closed, but the library is on-track to be significantly under-budget. Unfortunately, unspent funds are not rolled over into subsequent years, but the County Court is considering such a program in future years. Jerry asked about the \$34 in credit card fees and why it was so low. The library's credit card vendor (Square) only charges 2.75% per transaction, and credit cards were just implemented in January, hence the smaller figure. ZuAnne asked why there was nothing budgeted for equipment in the Grants Fund. Buzzy said that there are no equipment purchases planned. The new audio/video system and flooring for the Broughton Room will come from different line items.

#### **e. Director**

Buzzy reported the following:

- The Broughton Room is scheduled to get an updated audio/video system next week.
- New tables for the Broughton Room arrived recently. They have been well-received.
- The County Court approved a library neighbor's request to be able to access his property through the library parking lot. The approval was granted as a contract rather than an easement to be able to better address future issues should they arise.
- Buzzy attended the American Library Association conference on June 22-27 in Chicago, IL, as part of his duties as President-Elect of the Oregon Library Association. He went to several interesting sessions and made good contacts with colleagues and vendors.
- Next week, the library will host philanthropists from the Portland-metro area. The Shelk Foundation is bringing the funders to Crook County to spur interest in investing in rural Oregon.

### **6. Policy review**

#### **a. Technology Use Policy**

The Board reviewed the proposed Technology Use Policy, which would replace the Public Computer & Internet Use and Laptop Circulation policies. Changes included the following:

- Changing the voice to be more conversational, written in first and second person;
- Spelling out specifically how, when, and why the library filters;
- Making clear that we throttle Internet speeds and block some applications for equity and security.
- Fleshing out some forbidden activities.

Board members had no questions about the draft policy. Approval was tabled until the next meeting to give County Counsel an opportunity to review the policy.

### **7. Old business**

#### **a. Districting update**

The Board discussed the efforts to create a special library district in light of a recent presentation given by County Assessor Brian Huber. Brian noted that most of Crook County is very close to compression, the property tax limit placed by a voter-passed initiative several years ago. Once a property hits the limit, the tax rate assessed on that property freezes, regardless as to the amount levied. If a library district passed at a \$0.50-0.60 rate, several properties would be pushed into compression. In addition to reducing some revenue for all other taxing entities and levies, the Crook County Historical Society levy would be completely eliminated. Compression deeply concerned the Board. Members also felt that the potential pool bond and operating levy were a higher priority right now for the community. The Board decided to table indefinitely discussions of creating a district.

#### **b. New Trustee search**

There currently are no candidates to fill the Trustee position recently vacated by Gayle Casselman, who did not renew for a second term. Commissioner Jerry Brummer had an idea of someone, but it did not

pan out. Board members will consider other individuals. They're particularly hoping for someone from outside of Prineville, who works in agriculture, and/or has connections in the Latino community.

## **8. New business**

### **a. Strategic plan audit**

The Board reviewed the audit of the 2014-17 strategic plan, prepared by the staff. Staff highlighted some broad points in the 2017 audit, namely the deliberate shift in focus to outreach and programming. The Board felt that it was worth regularly highlighting some library statistics when speaking with the public, such as the large number of items the library handles daily, the number of meetings per year, and the program attendance. Since the current plan expires at the end of 2017, the new strategic plan process will begin this fall.

## **9. Agenda items for next meeting, August 10, 2017**

- 2016-17 statistical review
- Technology Use Policy
- New Trustee search

## **10. Adjournment**

The meeting adjourned at 6.16p.