



# Board of Trustees

## Meeting Minutes

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Thursday, June 8, 2017, 5:15p

Present: Jan Anderson, Jerry Bishop, Gayle Casselmann, Pam Looney (Vice Chair), Olivia Mitchell (Friends of the Library), Buzzy Nielsen (Library Director), Jane Schepke (Assistant Director), Cindy York (Circulation Services Manager)

### **1. Additions/deletions from the agenda**

Vice Chair Pam called the meeting to order at 5:15p. Jerry moved to approve the agenda as presented. Gayle seconded. The motion carried unanimously.

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

None stated.

### **3. Public comment**

No public present.

### **4. Consent agenda**

#### **a. Minutes of May 11, 2017, meeting**

In the minutes, Jan Anderson's first name was incorrect. Gayle moved to approve the minutes of the May 11, 2017, meeting with that correction. Jerry seconded. The motion carried unanimously.

### **5. Reports**

#### **a. Friends**

Olivia reported that the Friends of the Library are working on their upcoming third Saturday sale on July 17. They're also seeking volunteers for the big annual 4<sup>th</sup> of July sale. The Friends shed in the parking lot will be painted Sunday in similar colors as the library's storage shed.

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

Cindy reported that the Circulation Team has been doing a lot of online trainings recently through WebJunction, an online repository of library trainings. Out-of-system interlibrary loans (ILLs) that come from outside of our Central Oregon network have increased recently, mainly for older fiction. Staff are unsure of the reason. Buzzy noted that the library soon will be sending many ILLs through a Pacific Northwest courier system, which should save time and money. Cindy reminded everyone that the library has telescopes to check out.

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

##### **i. Summer Reading Program**

Jane reported that the Summer Reading Program started on June 1. It was a soft roll-out, since school was still in session. The kickoff picnic on June 3 drew around 100 people. It featured the Prineville Hot Five and ice cream from Eberhard's Dairy (which donated the cooler and serving materials). As of the Board meeting, there were around 230 children and 120 adults registered for Summer Reading. The birding event on June 7 drew 16 people. In general, events and signups thus far have seen significant increases over last year. The week starting June 12 is the

first full week of programming and will include the Build a Better World Fair on June 13<sup>th</sup>, storytimes, Teen Late Night, and a disc golf program offered in partnership with the Parks & Recreation District.

#### **d. Finance**

The library's May financials show the department to be in good shape and comfortably under-budget. Buzzy presented the budget narrative and figures for 2017-18, which have been presented to the County Budget Committee. While the library did not receive the extra \$10,000 the Board requested, Buzzy is comfortable with the budget, and it includes significant increases to collections and programming.

#### **e. Director**

Buzzy highlighted several points from his written report:

- Most materials have been moved into the new local history collection, known as the Ochoco Collection. Buzzy recently purchased over \$2,000 of new materials from the Bowman Museum and plans to spend another \$1,000, thanks to a generous contribution from the Friends of the Library.
- The County Court declared Eclipse Day, Monday, August 21, as an official holiday for all non-essential departments, including the library. Cindy, Jane, and Buzzy are working on preparing for eclipse impacts on parking, restrooms, and Internet use.
- Jane informed the Board about the library's new semi-employee, The Pigeon, who has been making regular visits to the Summer Reading Program.

### **6. Policy review**

There were no policies to review this meeting.

### **7. Old business**

#### **a. District exploration update**

Buzzy updated the Board on his research into creating a library district

- He met with Assessor Brian Huber to discuss potential tax rates and the possibility of compression. Based on the conversation, Buzzy anticipated an ideal rate to be between \$0.50-0.60/\$1,000 of assessed property value.
- Buzzy's next meeting was with Judge Seth Crawford. Seth expressed that he felt the potential pool bond and levy were bigger priorities for the County. He also noted that there is a possibility of having a bond to renovate the old courthouse.
- Josephine County created a new library district in the May election. It will be a discontinuous district serving about two-thirds of the county population. Buzzy visited them earlier in the week and shared information he had on creating library districts, based on his experience in Hood River County. He also learned how Josephine County ran their library district campaign. They took a different approach than the jail bond committee in Crook County, running a very data-driven campaign that included phone banking, targeted mailings, and reminders to citizens who had not turned in their ballots.
- Wayne Looney, newly-elected chair of the pool committee, met with Buzzy earlier in the day to discuss funding options for their project. At present, the pool committee is considering a bond and levy, although the amounts are indeterminate right now.

More meetings are planned. Huber has a meeting scheduled with entities considering tax measures to discuss compression issues. Buzzy also plans to meet with County Counsel Jeff Wilson and Commissioners Brian Barney and Jerry Brummer.

## **8. New business**

### **a. New board member search**

Gale's term expires at the end of June, and she is not renewing due to personal projects. Gayle stated that she greatly enjoyed her time on the Board and plans to continue being a regular library patron. Board members discussed recruiting a new member. They expressed interest in finding someone from the agricultural community and/or someone from the outlying communities of the county.

### **b. Officer elections**

Jerry nominated Pam to serve as Chair. Gayle seconded. Pam was elected unanimously. Gayle nominated Jerry as Vice-Chair. Pam seconded. Jerry was elected unanimously.

## **9. Agenda items for next meeting, July 13, 2017**

- Strategic plan audit
- Internet use policy

## **10. Adjournment**

The Board honored Gayle for her service on the Library Board of Trustees. The meeting adjourned at 5.59p.