

CROOK COUNTY LIBRARY BOARD OF TRUSTEES

Meeting Minutes

DATE: APRIL 13, 2017

LOCATION: 175 NW MEADOW LAKES DRIVE, PRINEVILLE OR

TIME START: 5.16P

TIME END: 6.30

RECORDED BY: BUZZY NIELSEN

ATTENDANCE

| BOARD MEMBERS | | STAFF AND GUESTS |
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| Becky Bryan | Chairperson | Jerry Brummer, Commissioner |
| Pam Looney | Vice Chair | Olivia Mitchell, Friends of the Library |
| Gayle Casselman | Board member | Buzzy Nielsen, Library Director |
| Jerry Bishop | Board member | Cindy York, Circulation Services Manager |
| ZuAnne Neal | Board member | Jane Schepke, Assistant Director |
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| AGENDA | DISCUSSION AND ACTIONS | |
| 1. ESTABLISH QUORUM | The meeting was called to order at 5.16p. Pam moved and ZuAnne seconded to accept the agenda as presented. The motion carried unanimously | |
| 2. CONFLICTS | None stated. | |
| 3. PUBLIC COMMENT | None. | |
| 4. CONSENT AGENDA | Pam moved and Gayle seconded to approve the March 9, 2017, minutes as presented. The motion carried unanimously. | |
| 5. EASEMENT REQUEST | <p>Greg Stohl (179 SW Ivy Ct., Prineville) was present to request an 18' wide access easement on the southeast corner of the library parking lot so that he can park his RV on his property. There was no current easement even though a gate is present. Allowing an access easement would require some work (regrading and paving), the standards for which will be set by the County Planning Department. Greg stated that he would cover all associated costs. Staff felt this easement would not adversely affect library operations, as there are no parking spaces in front of the gate. ZuAnne asked how often Greg would use the easement. Greg stated that he wouldn't use it often since it would be used for his RV, not a regular entrance. Gayle asked how long the easement would last. Greg said that he would like to keep the easement as long as the County continues using the property as a library parking lot, but he would be willing to relinquish the easement should the property use change. Jerry moved to recommend that the County Court approve an 18' wide access easement for Greg Stohl at 179 SW Ivy Ct., Prineville, providing that he cover all costs associated with the easement and shall relinquish the easement if the County needs the property for other uses. The motion carried unanimously.</p> | |
| 6A. FRIENDS | Olivia reported that the Friends made a new sign for in-library bookstore and are working on one for Chapters children's bookstore. They also cleaned and reorganized the windows in Chapters. The Friends are considered ways to entice more people into Chapters, including coffee and music. | |
| 6B. CIRCULATION SERVICES REPORT | This month, Cindy highlighted Circulation Services Assistant Renee Parrott for her excellent work on the County Safety Committee. Cindy also noted that items on the holdshelf remain | |

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| | there for seven days, rather than ten as it used to be. The number of items not being picked up from the holdshelf is dropping. Gayle congratulated Cindy on winning 2017 Oregon Library Employee of the Year from the Oregon Library Association (OLA). The room gave Cindy a rousing round of applause. |
| 6C. PUBLIC SERVICES REPORT | <p>Public services staff are hard at work planning the Summer Reading Program, an exciting and terrifying time for them. This year's program will run June 1-August 1. There are many new ideas planned. Teen programs will be held on Mondays, special guest performers on Tuesdays, three storytimes on Wednesdays (morning, afternoon, and one specifically for special needs children), morning and afternoon elementary age programs on Thursdays, and a break on Fridays. Adult programs include multi-part disc golf classes with the Parks and Recreation District, a walking tour of the historic building geology of downtown Prineville with the Bowman Museum, and a program on beneficial fauna with the Garden Club. The kickoff party is planned for June 3 and hopefully will include music, food carts, and firefighters!</p> <p>Jane sent requests for Summer Reading donations to over 200 businesses and organizations on the Chamber list. She's already received a good response from businesses that didn't donate in the past including four rounds of golf from Meadow Lakes, fifty free sundaes from Dairy Queen, several private donations, and \$500 from Kiwanis. The cash value already exceeds what was donated last year.</p> |
| 6D. FINANCE SERVICES REPORT | There were no questions regarding Nielsen's written financial report. |
| 6E. DIRECTOR'S REPORT | <p>Nielsen highlighted some items from his written report and noted some new ones:</p> <ul style="list-style-type: none"> • Staff are moving forward with improving the Broughton and Juniper rooms, including buying new tables, improving audio and video technology, providing for digital presentations in the Juniper Room, and replacing the flooring in the Broughton Room. • Cindy York is so amazing that she won Library Employee of the Year! She will accept her award at the OLA conference in Salem on April 21. She also will be highlighted in the <i>Central Oregonian</i>. • Nielsen attended a hearing in Douglas County regarding the impending closure of their libraries. • Deschutes Public Library recently issued an RFP for new library management software. • The staff area carpet soon will be replaced. |
| 7A. COLLECTION DEVELOPMENT POLICY | Jane presented draft changes to the Collection Development Policy. Changes included shortening/simplifying wording and removing appendices and any procedural information. A section was inserted discussing the new Ochoco local history collection and what the library collects. Jane highlighted changes made to the "Collection Maintenance" section, making it more explicit that the library regularly removes items from the collection. Gayle moved to amend the Collection Development Policy as presented. Jerry Bishop seconded. The motion carried unanimously. |
| 8A. 2017-18 BUDGET | Nielsen briefly reviewed the 2017-18 budget he turned in to the County Treasurer. Collection and program expenditures are up a lot to account for the change in library's direction. Nielsen felt that it's unlikely the library will receive the extra \$10,000 Becky and ZuAnne requested during their budget talks. Nonetheless, Nielsen was comfortable with the budget without the \$10,000, as it still represents an overall 2.5% increase. Jerry Brummer asked if money left in the library's General Fund rolls over into subsequent fiscal years. Currently it does not, but County Judge Seth Crawford would like to implement such a program. |
| 8B. BYLAWS | Draft Board bylaws were presented for the second time. Pam moved and ZuAnne seconded adopting the bylaws as presented. The motion carried unanimously. Nielsen will send the |

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| | <p>bylaws to the County Court for final approval. Board members discussed whether they'd like the Court to eliminate the one-year-off requirement after two consecutive terms. They decided to retain the limit.</p> |
| 9A. TRUSTEE OPENING | <p>Becky will be leaving around June 9 to live in Washington. County Administration already has received an application from Jan Anderson, a retired physician, to fill the vacancy.</p> |
| 10. AGENDA ITEMS FOR MAY 11, 2017 MEETING | <ul style="list-style-type: none"> • Laptop Circulation Policy • 2015-16 Oregon public library statistical comparison • OLA conference review • District exploration update <p>Jerry Brummer thanks the Board for their service.</p> |
| 11. ADJOURN | <p>The meeting adjourned at 6.29p.</p> |