

# CROOK COUNTY LIBRARY BOARD OF TRUSTEES

## Meeting Minutes

DATE: MARCH 9, 2017

LOCATION: 175 NW MEADOW LAKES DRIVE, PRINEVILLE OR

TIME START: 5:20PM

TIME END: 6:30PM

RECORDED BY: JENNIFER KENT

## ATTENDANCE

BOARD MEMBERS		STAFF AND GUESTS
Pam Looney	Vice Chair	Buzzy Nielsen, Library Director
ZuAnne Neal	Board member	Jane Scheppke, Assistant Director
Jerry Bishop	Board member	Cindy York, Circulation Services Manager
Gayle Casselman	Board member	Jennifer Kent, Adult Services Associate II
		Olivia Mitchell, FOL Liaison
		Shun-Sho Fong, Youth Service Associate III
AGENDA		DISCUSSION AND ACTIONS
1. AGENDA CHANGES	In Becky Bryan's absence Pam Looney, Library Board Vice Chair, called the meeting to order at 5:20pm. With no additions or deletions, ZuAnne Neal moved to approve the agenda as published. Gayle Casselman seconded her motion, and the agenda passed with a unanimous vote.	
2. CONFLICTS/ POTENTIAL CONFLICTS OF INTEREST	None.	
3. PUBLIC COMMENTS	None.	
4. CONSENT TO AGENDA/ APPROVE PRIOR MEETING MINUTES	Jerry Bishop moved to approve the minutes of the February 9, 2017, regular meeting, seconded by ZuAnne Neal. Approved by a unanimous vote.	
5. A. TEEN OUTREACH	Shun-Sho Fong, Youth Services Associate II, has been reaching out to educators in our community. Her message is an introduction of library services as they apply to educators' professional needs. She reported varied success making connections. In the institutions that have been responsive (the Landing, the Middle and High Schools, and most recently, Rimrock Trails, among others), she has been enthusiastically welcomed by the students. All of these are morphing into regular outreach visit with astounding attendance numbers.	
5. B. FOL REPORT	Olivia Mitchell, liaison from the Friends of the Library, reported that the project to create quilted signage inspired by the Prineville Quilt Guild's wall hanging is progressing. The storage shed has arrived and is in use. The Friends will be selling books, cookbooks and other items at the Painted Hill Festival in Mitchell this September. In celebration of National Nutrition Month, the FOL's March book sale will have a healthy eating theme.	
5. C. CIRCULATION SERVICES	Cindy York reported that staff attended trainings to ensure the safety and health of their work environment. She also reported a spike in check-in, checkout and courier statistics on February 21 <sup>st</sup> , the Tuesday after the Presidents' Day holiday closure. Totals nearly double our average volume. Darl Kirby, Maintenance Specialist for the library, was "caught being awesome". This winter saw many challenges to maintaining a safe and	

	attractive building and grounds; Darl handled those challenges with cheerful determination.
5. D. PUBLIC SERVICES	Jane Schepke reported that the library hosted its first ever dance party. It was well attended by folks who boogied the evening away. Plans are in the works to hold another dance to wrap up the Summer Reading Program. Local artist, Inga Ojala, presented Masquerade: A Mask Decorating Party. The gorgeous products of the adult craft event were on display in the lobby case for the month of February and Inga brought several of her paintings in to hang in the main library. For March she has refreshed the gallery with more of her spectacular and colorful paintings. In April she will reinvent our lobby display case into a fly fishing scene to help advertise her fly tying class to be held in May through the Parks and Recreation Department. We hope to host many other local artists and continue our advertising cooperative with Parks and Rec. Our Youth Services outreach programs are attracting well over 100 attendees per visit. Buzzy and Jane presented to at the February “What’s Brewing” and Faith-Based Network meetings. Jane added that the Public Services Team is working diligently on Summer Reading, Post-Summer Reading and Solar Eclipse programming.
5. E. FINANCE REPORT	Buzzy reported that our finances are in good shape. ZuAnne commented that in light of potential for weather-related expenses, she was pleased with the library’s financial situation.
5. F. DIRECTOR’S REPORT	The Garden Club approached Buzzy to partner on our planter at the South entrance to the library. They are hoping to maintain the planter as a demonstration project. We have had some incidents of patrons wearing deadly weapons into the library. Buzzy is preparing a staff training that will include citations from the Oregon State Statutes to insure fair and safe handling of situations, such as these. On February 21 Buzzy attended Library Legislative Day in Salem to advocate for a restoration of the Ready to Read grant (this grant is a major source of funding for our Summer Reading Program, among other things). Although the proposed budget cuts this funding by nearly a third, the legislators that Buzzy spoke with were strong supporters of the program and quite confident that the program would not see that steep of a decrease in monies. Statistics are showing a decrease in physical circulation while digital circulation continues to increase. Overall program attendance is up 269% and outreach attendance is up tenfold. We are tracking withdrawn items on a more granular level. We are now making the distinction between items that have worn out, are no longer relevant or duplicates that are no longer required from those that have been damaged, lost or are long missing.
6. OLD BUSINESS	Discussion and vote regarding the collaborative Library Fee Schedule 2017-18. This discussion had been tabled in February since the Tri-County representatives had failed to come to a consensus on some items; the cost of replacement media cases and non-resident card sales for other libraries in our system. With those matters resolved, Buzzy presented the fee schedule. Jerry Bishop moved to approve the Library Fee Schedule as presented. Gayle Casselman seconded, all voted to approve.
7.A. 2017-18 BUDGET	Buzzy spoke briefly about the preparations for his annual budget presentation. This will be the first year that these presentations will include a narrative from each department. The three year wish lists solicited by the County in 2015 was discussed, as they relate to budget prioritization.
7.B. BOARD BYLAWS	Eric Blaine, Crook County Legal Department, was pleased with the Board of Trustee Bylaws. Buzzy pointed out that the term limits are set by County Statute and that he would be happy to petition to have them modified if the Board wished. This being the first reading, the Bylaws will be officially approved at the April regular meeting, followed by County Court approval.

7.C. LATE FINES	The Tri-County Managers are looking into suspension of late fees in favor of shortening the period before billing for a long overdue item. After a discussion of the advantages and disadvantages to patrons, library staff and financial ramifications the Board agreed to entertain further research into the matter.
8AGENDA ITMES FOR APRIL 13, 2017 MEETING	Jane Scheppke will be presenting a revised Collection Development Policy for the Board's consideration. The 2017-18 Budget will be up for Board approval before it is presented to the County Court, as will the amended Board Bylaws.
9. ADJOURNMENT	With no other matters to come before the Board, Pam Looney adjourned the meeting at 6:30pm.