

CROOK COUNTY LIBRARY BOARD OF TRUSTEES

Meeting Minutes

DATE: FEBRUARY 9, 2017

LOCATION: 175 NW MEADOW LAKES DRIVE, PRINEVILLE OR

TIME START: 5:16PM

TIME END: 6:22PM

RECORDED BY: JENNIFER KENT

ATTENDANCE

BOARD MEMBERS		STAFF AND GUESTS
Becky Bryan	Chairperson	Buzzy Nielsen, Library Director
Pam Looney	Board member	Jane Scheppke, Assistant Director
ZuAnne Neal	Board member	Cindy York, Circulation Services Manager
Jerry Bishop	Board member	Jennifer Kent, Adult Services Associate II
		Olivia Mitchell, FOL Liaison
AGENDA	DISCUSSION AND ACTIONS	
1. AGENDA CHANGES	With no additions or deletions, Pam Looney moved to approve the agenda as published. Jerry Bishop 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	ZuAnne Neal moved to approve the minutes of the January 12 regular meeting and the January 18 and February 2, 2017, special meetings, seconded by Pam Looney. Approved by a unanimous vote.	
5. A. FOL REPORT	Olivia Mitchell, liaison from the Friends of the Library (FOL), highlighted the FOL annual planning retreat and the Little Free Library featuring bilingual and Spanish books recently opened in a Latino grocery/clothing store. She mentioned that the new book bags have arrived and the extra copies of the FOL cookbook are available for promotional activities.	
5. B. CIRCULATION SERVICES	Cindy's report included the new snowblower to help our Maintenance Specialists combat the winter weather, her appreciation of the County supervisor training topics, and Leona Coleman's training on magazine processing. Her patron spotlight for January was library supporter and regular visitor Kathryn Ledford. In addition to her report Cindy announced the Cascades East Transit bus stop is now active. With buses scheduled at 6:28am, 7:47am, 3:11pm, 4:16pm, 6:16pm, the library is already seeing a lot of riders.	
5. C. PUBLIC SERVICES	Jane reported that Learning Lab: Computers (a volunteer-staffed computer basics drop-in session) has been suspended. The need for this remedial assistance has dwindled, and those still in need of the service might be better met with outreach or appointments. Our adult programming, formerly known as First Friday, is being reconfigured. We are experimenting with different days and times to make it easier for our patrons to attend. Shun-Sho Fong, Youth Services Associate II, and the Teen Library Commission have developed a monthly game	

	<p>night. Teen Tourney Thursdays will be every 4th Friday of the month with a selection of video, board, and card games to play. Look for library events advertised in the Parks and Recreation District's guide and subscribe to the library's newsletter at http://eepurl.com/cgOf9l.</p>
5. D. FINANCE REPORT	<p>Cindy reported on the shift from patrons paying with checks to using their credit or debit cards. This shift has increased fine payoffs, rather than payments, and seems to have increased the number of books purchased per transaction from the FOL Book Nook.</p>
6. F. DIRECTOR'S REPORT	<p>Buzzy reported on the update of the Ochoco History Collection's Reference materials. These items are intended to be held by the library indefinitely. Jerry Bishop asked if there has been any cooperation with the Bowman Museum. Buzzy replied that we have not reached the stage where the Bowman can help us, but a future partnership on the OHC is anticipated. The winter weather has caused some significant damage to our building and entries; we are awaiting final reports of the extent of that damage. Jane is volunteering for the Oregon Library Association Communications Committee. Buzzy will be attending the Oregon Library Legislative Day and the semi-annual Oregon public library directors meeting on February 21 & 22. Though circulation and computer usage have dropped slightly, our program attendance is up nearly 200% overall. Buzzy met with County Commissioner Jerry Brummer to go over library operations. Commissioner Brummer replaces Seth Crawford in library oversight for the County Court. Buzzy invited the Library Trustees to attend the Oregon Library Association conference in April.</p>
7. POLICY REVIEW	<p>The Crook County Library Fee Schedule 2017-18 is a cooperative schedule that requires agreement with Deschutes and Jefferson County Libraries. There are still some fees in question between the counties for this year's revision and this discussion will be revisited at the March Regular Meeting.</p>
8. OLD BUSINESS	<p>Library District: Buzzy is researching and reaching out to other libraries who are in the process of or have become districts; of particular interest are Josephine and Douglas counties. ZuAnne Neal and Buzzy discussed the need for non-staff/board champions for library districting.</p>
9. NEW BUSINESS	<p>The next steps in creating the Library Strategic Plan 2018-2021 were discussed. Some ideas being considered are: hiring a professional strategic planner, getting community input via focus groups and how to reach out to community members who don't currently use the library's services. Scheduled completion for the plan is Fall 2017.</p> <p>Becky Bryan and ZuAnne Neal will serve on the Budgeting Committee.</p> <p>ZuAnne Neal asked about a marketing plan. The discussion included advertising venues we are currently using, and how to get the most from them. Also discussed were new locations for rack cards and brochures.</p>
10. NEXT MEETING AGENDA ITEMS	<p>No discussion.</p>
11. EXECUTIVE SESSION	<p>Becky Bryan called the meeting into executive session at 6:15pm per ORS 192.660 (2)(i) for the purpose of discussing the result of Library Director Buzzy Nielson's 6-month evaluation. The Board invited Buzzy Nielsen, Cindy York, Jane Schepcke and Jennifer Kent to join them. The session ended at 6:21pm.</p>
12. ADJOURN	<p>There being no further business to come before the board, the meeting was adjourned at 6:22pm.</p>