



Board of Trustees

Meeting Minutes

Thursday, November 14, 2019, 5.15p
Study Room, Crook County Library
175 SW Meadow Lakes Dr., Prineville

Present: Jan Anderson, Jerry Bishop (Chair), Pam Looney (Vice-Chair), Buzzy Nielsen (Director), Jane Schepke (Assistant Director), Cindy York (Operations Manager)

1. Additions/deletions from the agenda (ACTION)

Bishop

President Jerry called the meeting to order at 5.15p. Pam moved to approve the agenda as presented. Jan seconded. The motion carried unanimously.

2. Conflicts/potential conflicts of interest

Bishop

None stated.

3. Public comment

Bishop

No public present.

4. Consent agenda (ACTION)

Bishop

a. Minutes of October 10, 2019, regular meeting

Pam moved to approve the minutes of the October 10, 2019, regular meeting as presented. Jan seconded. The motion carried unanimously.

5. Reports

a. Friends

Friends

Buzzy reported the following on behalf of the Friends of the Crook County Library:

- Their semi-annual Book Blowout sale in October made around \$2,000.
- Glenda Janssen and Bev Moltzau are retiring off the Friends board. They did so much amazing work over the years and will be missed.
- At their October meeting, the Friends gave \$1,000 to the Dolly Parton Imagination Library for Crook County.

b. Circulation services

York

Cindy gave an update on the Radio Frequency Identification (RFID) implementation. Tagging was finished on November 7, with 48,442 items done in 60 days. In total, it took 363.25 hours, 83 of which were volunteer hours. Andy Finley and Mackinzee Ellis were the superstar volunteers, doing most of those 83 hours between the two of them. The security gates and selfchecks will be installed the week of December 9. Board members got to see the new selfcheck hardware, which is not yet operational.

c. Public services

Schepke

Jane reported the following:

- She is working on marketing plan for the library, considering big picture ideas like who the library wants to reach, what to tell them about the library, and how.
- The library is now using some new social media outlets including Instagram (@crookcolibrary) and the events feature in Facebook, allowing people to indicate whether they're attending or interested in a library event.

- Jane also is working on marketing the library strategic plan. The plan was recently covered in the *Central Oregonian*, and Buzzy is presenting about it to local groups.
- Documents for new patrons are getting updated, including an excellent walkthrough of using the new catalog, Encore.
- The Veterans' Coffee Club has been picking up steam, with a few people every week coming to chat with Erik from the Veterans Services Office.
- The previous monthly journaling program has been re-branded as Make It Tuesday, with a special guest coming every month to demonstrate how to make various items.
- The library's Drop-In Tech Help began on Wednesday, November 13. Although no one came for the first session, staff are confident that, as word gets out, more people will come.
- The Public Services Team wrote summaries of their myriad outreach activities to schools and organizations around the County.

d. Finance

Nielsen

Buzzy presented on two financial reports for September and October of 2019. Spending and revenue are on track for where they need to be for this time of year. The Board reviewed the reports and had no further questions.

e. Director

Nielsen

Buzzy reported the following:

- All of the law library materials have been moved from the courthouse now. Most of the newly-moved materials will be kept in storage. They're old court opinions.
- Tri-Phase Electric has signed the contract to replace the library's lighting.
- The Census Bureau is recruiting workers weekly now at the library.
- The catalog system unexpectedly had to be switched from its old "classic" version to a new interface called Encore. Plans were to introduce the new version when the county re-launches its website, but technical issues required a quicker change. Patrons and staff have been adapting to the new system, which generally makes searching a bit easier.
- Buzzy recently attended a regional meeting of the Dolly Parton Imagination Library. About 75% of eligible Crook County children are participating, the highest rate in Oregon! The Rippey Family Foundation, which has been matching DPIL contributions in rural counties, has agreed to an additional year of funding, bringing their total funding to four.
- Board members asked if the impending closure of Lutheran Community Services's daytime use facility will affect the library. Staff have observed a higher number of individuals likely experiencing homelessness in the library, but the increase could be due to the changing weather in addition to/rather than LCS's closure.
- The library now has a vending machine in the lobby, which has been well-received by the public and staff alike.

6. Previous business

There was no previous business.

7. New business

a. Public meetings training

Nielsen

The Board watched a training on the CIS Learning Center, the county insurer's online education portal, called "Some Assembly Required – Ethics, Meeting Laws, and Serial Meetings." The seminar was taught by Patty Mulvihill, General Counsel for the League of Oregon Cities, and went over general provisions of Oregon's public meeting laws and some provisions on ethics as well.

b. Privacy Policy (ACTION)

Nielsen

The Board reviewed proposed amendments to the Privacy Policy. The amendments were prompted by a review of the Oregon Library Association Public Library Standards, which recommends adopting the American Library Association's statements about privacy of patron information. The proposed draft

included that change as well as wording changes to put the Privacy Policy more in line with other library policies. Jan moved to approve the changes to the Privacy Policy as presented. Pam seconded. The motion carried unanimously.

8. Agenda items for next meeting, December 12, 2019

- Oregon ethics law training

9. Adjournment

The meeting adjourned at 6.56p.