



Board of Trustees

Meeting Minutes

Thursday, January 9, 2020, 5:15p
Study Room, Crook County Library
175 SW Meadow Lakes Dr., Prineville

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

Absent: Jan Anderson, LaQuita Stec

1. Additions/deletions from the agenda (ACTION) Bishop

President Jerry called the meeting to order at 5:21p. Pam moved to approve the agenda as presented. ZuAnne seconded. The motion carried unanimously.

2. Conflicts/potential conflicts of interest Bishop

None stated.

3. Public comment Bishop

No public comment.

4. Consent agenda (ACTION) Bishop

a. Minutes of December 12, 2019, regular meeting

Pam moved to approve the minutes of the December 12, 2019, regular meeting as presented. ZuAnne seconded. The motion carried unanimously.

5. Reports

a. Friends Friends

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

- Their Saturday Sale in December proved quite successful, earning nearly \$400, twice a normal Saturday sale. They held it a week earlier than usual to encourage holiday gift purchases.
- The \$100,000 Facebook grant has been deposited in the Friends' bank account. Buzzy will begin searching for a new vehicle and technology.
- In January, the Friends will hold their annual retreat rather than a regular meeting. They use this opportunity to plan for the upcoming year.

b. Circulation services York

Cindy reported the following:

- There's been lots of action about RFID happening in the last month. The new self-service kiosks for the public were introduced on December 16. People have really enjoyed them and noted how easy they are to use. As a result, the proportion of self-checkouts is slightly up.
- Staff are now using the scanning wand, another piece of RFID equipment, to find problematic items in the collection, such as items on the shelf that are still checked out, missing, etc.

c. Public services Schepke

Jane reported the following:

- December is traditionally a slower month for programming, since many people are traveling and the staff need a break.

- Teen Services Librarian Heather Jones will be serving as ASPIRE mentor. The program guides students through the college application process, focusing on students who have few family members who took higher education.
- Santa Claus (AKA Maintenance Custodian Rocky York) left free books at the library for all kids ages 0-6 to get over winter break. Actually the books came from the Ready to Read grant program from the State Library of Oregon.
- Additional programming is planned on robotics and LEGOs. The library recently purchased new robots that are age-appropriate for toddlers.

d. Finance

Nielsen

Buzzy presented the fund balances. The revenue to date is somewhat low, but the library is not a big revenue-generator. There are a few more large outstanding bills (library consortium fee, RFID expenses), but otherwise the finances are where they should be for the time of year. A board member asked what comes out of the law library fund. Currently, the fund pays for law materials purchased by the library as well as online publishing of the County Code. The Board reviewed the fund balances and had no further questions.

e. Director

Nielsen

Buzzy reported the following:

- New concrete pads have been poured on the edge of the south lawn to hold new benches. The pads and benches were paid for by the Friends of the Library.
- The library received its annual Ready to Read grant, this year totaling \$8,439. The grant is used for the children's portion of the Summer Reading Program as well as early literacy outreach efforts.
- A patron objected to the library's policy of allowing only teenagers and their tutors/caregivers to spend time in the Teen Room (anyone can browse and check things out). Staff feel that the current policy is important to give teenagers a safe space and recommended retaining it. The Board chose to keep the policy as-is.
- The RFID project continues apace, as noted in the Circulation Services Report. Next steps are to receive the third self-service kiosk (a height-adjustable one) and to turn on the security gates. Both items likely will happen in late January or early February.
- Nearly all of the library's interior lighting has been replaced with more efficient LEDs. Electricians are now working on replacing all of the exterior fixtures.
- The statistics show significant increases in program attendance compared to previous years.

6. Continuing business

a. 2020 closure schedule (ACTION)

Nielsen

Buzzy presented a revised 2020 Closure Schedule. While he indicated that the County's observed Independence Day holiday would be July 3, he neglected to include that the library would be closed on Saturday, July 4, as well. ZuAnne moved to approve the 2020 Closure Schedule as presented. Pam seconded. The motion carried unanimously.

7. New business

a. Meeting & Study Rooms Policy update (ACTION)

Nielsen

Staff presented proposed amendments to the Meeting & Study Rooms Policy, including the following:

- Specifying that other County departments have priority in booking the rooms.
- Clarifying pricing for commercial meeting room users, putting in a one-hour minimum and 30-minute billable increments.
- Establishing rules for when and where meeting room users may put up signs for their events.
- Forbidding commercial activity in the Study Room.

Pam moved to approve the Meeting & Study Rooms Policy as presented. ZuAnne seconded. The motion carried unanimously.

b. Review of Library Director job description (ACTION) Nielsen

Buzzy presented a final revision of the job description for the Director of Library Services position. The only major change since the last time the Board reviewed the description document was the addition of law library duties. Pam moved to approve the job description for the Director of Library Services. ZuAnne seconded. The motion carried unanimously. The document will be sent to the County Court for final approval.

c. Executive session per ORS 192.660(i), Library Director review Bishop

The Board entered executive session at 5.47p per ORS 192.660(i) to conduct the annual review of Director of Library Services Buzzy Nielsen. They exited executive session at 6.13p.

8. Agenda items for next meeting, February 13, 2020 Bishop

- Children's Services Librarian Jennifer Fischer discusses Guadalajara International Book Fair
- 2020-21 budget update

9. Adjournment Bishop

The meeting adjourned at 6.14p.