



# Board of Trustees

## Meeting Minutes

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Thursday, February 13, 2020, 5.15p  
Study Room, Crook County Library  
175 SW Meadow Lakes Dr., Prineville

*Present:* Jerry Bishop (Chair), Jerry Brummer (Commissioner liaison), Jennifer Fischer (Children's Services Librarian), Pam Looney (Vice-Chair), ZuAnne Neal, Buzzy Nielsen (Director), Jane Scheppeke (Assistant Director), LaQuita Stec

*Absent:* Jan Anderson, 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. ZuAnne seconded. The motion carried unanimously.

### 2. Conflicts/potential conflicts of interest

**Bishop**

None stated.

### 3. Public comment

**Bishop**

There was no public present.

### 4. Consent agenda (ACTION)

**Bishop**

#### a. Minutes of January 9, 2020, regular meeting

Pam moved to approve the minutes of the January 9, 2020, regular meeting as presented. ZuAnne seconded. The motion carried unanimously, with LaQuita abstaining.

### 5. Reports

#### a. Friends

**Friends**

Buzzy reported the following on behalf of the Friends.

- The \$100,000 Facebook technology education grant was deposited into their bank account. They've transferred the funds to the Library.
- The Friends held their annual planning retreat in January.
- They continue refining the procedures for their Saturday and semi-annual sales to make them more efficient and profitable.

#### b. Circulation services

**York**

Cindy reported the following on behalf of the Circulation Team:

- Library Technician Renee Parrott is experimenting with a new method of shipping out-of-system interlibrary loans (ILLs): Stamps.com. The service allows Renee to pack and ship items directly from the library, rather than having to haul everything to the Finance department to use the postal machine.
- January 2020 was a record-setting month for new patrons at 129! The previous record was set in January 2017 at 112.

#### c. Public services

**Scheppeke**

Jane reported the following on behalf of the Public Services Team:

- January saw a marked increase in use of some of the statewide digital resources, including LearningExpress Library (career/test preparation) and Gale PowerSearch (general

periodical/journal database). Staff have been heavily promoting these resources and utilizing them as part of their regular customer service.

- On February 3, Teen Services Librarian Heather Jones taught information literacy and basic search techniques to a Central Oregon Community College public speaking class. She also had 53 students make Valentine's Day cards for veterans at an outreach event at the middle school and continues her outreach efforts to Rimrock Trails, a youth residential facility.
- The library's popular Full STEAM Ahead program, held on in-service school days, has a new addition: robots! Children's Services Librarian Jennifer Fischer has incorporated robots of various kinds, including ones aimed at toddlers.
- Adult programs continue to be popular, coordinating by Adult Services Librarian Amber Smith. The January Music in Public Places program had 65 attendees. Make It Tuesdays are drawing crowds, especially a recent session where people made beeswax wraps. In January, Starbucks sponsored the coffee and snacks at Veterans' Coffee Club. The Club also had a special guest: Lilly, a service dog in training.
- Catalog Services Librarian Kim Bales is now training on original cataloging, enabling her to create records for items that are not owned by other libraries in the country. The Ochoco and Spanish collections will expand more quickly now, since the library will no longer have to rely on Deschutes Public Library to create records for unique items.

#### **d. Finance**

**Nielsen**

Buzzy went over the financial reports.

- The General Fund materials & services section is a bit high for the time of year because several large bills have been paid, including RFID and the annual fees for the library consortium.
- The 2020-21 budget process is starting. Buzzy hopes to have a draft of the budget at the next meeting.

The Board reviewed the financial reports and had no further questions.

#### **e. Director**

**Nielsen**

Buzzy reported the following:

- Tri-Phase Electric completed replacing all of the lights in the library with energy-efficient LEDs, which is anticipated to cut the library's lighting electricity use by 75%.
- Buzzy has begun working with the Garden Club to revitalize the library's landscaping.
- AARP Tax-Aide has returned. They served 17 people at their first session on February 8. They'll return every other Saturday through mid-April, with their last session on April 11.
- The library recently distributed a press release about the Facebook grant for technology education, which has been picked up by multiple media outlets.
- Buzzy has started the process of purchasing a van as part of the Facebook grant.
- Federal library funding once again has been threatened. Library staff and supporters are contacting their federal legislators to get the funds restored, which was done successfully the last three times it was threatened.
- The library is seeking quotes to replace the shelving in the children's library, as part of the third and final phase of the children's library renovation.
- Thrive Central Oregon, the library's embedded social workers, is adding a second day on Fridays!

### **6. Continuing business**

#### **a. RFID update**

**York/Nielsen**

The Radio Frequency Identification (RFID) project is now completely implemented, and the results have been successful so far.

- There are now three self-service kiosks, two in the main part of the library and one in the children's room. The newest kiosk is height-adjustable.

- The security gates were turned on in mid-January. They have proven effective and have caught a few instances of items that were not checked out properly.
- Staff have begun using the scanning wand for new purposes. All shelving carts are now scanned before being re-shelved in order to catch items that didn't get properly checked in, items that are on hold, etc.
- Staff are particularly enjoying the Sort Assistant software, which is used to check in items. The system is much more efficient, enabling staff to bypass annoying popup messages from the library management software.

## **7. New business**

### **a. Guadalajara International Book Fair**

**Fischer**

Children's Services Librarian Jennifer Fischer attended the Guadalajara International Book Fair (FIL) as part of an Oregon Library Association (OLA) program called Libros for Oregon. The program sends several librarians to FIL to purchase high-quality, Spanish language books for libraries that are unable to attend themselves. Jennifer shopped for both the Crook County Library and several other libraries throughout the state.

Jennifer wanted to participate in the program because she noticed that the library's Spanish collection was underutilized. It simply didn't have the kind of materials people wanted. Many of the books the library can purchase through regular distributors are translations of English materials or are localized to other Spanish-speaking regions (e.g. Spain), not Mexico. FIL offers many high quality materials that are written and published in Mexico and other Spanish-speaking countries.

Jennifer showed off several of the materials that she purchased, which included books for children and adults. She plans to do outreach to promote the new materials, once they're entered into the collection. Board members suggested reaching out to churches who serve Latinx residents as one possibility.

### **b. Code of Conduct revision (ACTION)**

**Nielsen**

Staff proposed a few changes to the Code of Conduct:

- Clarifying rules on child supervision.
- Adding provisions regarding recording/photographing other patrons.
- Noting that library partners (such as the Census) are permitted to solicit, advocate, and distribute materials.
- Clarifying language regarding controlled substances.

Pam moved to approve the revisions to the Code of Conduct as presented. ZuAnne seconded. The motion carried unanimously.

## **8. Agenda items for next meeting, March 13, 2020**

**Bishop**

- 2020-21 budget
- Facebook grant update

## **9. Agenda items for next meeting, March 13, 2020**

**Brummer**

Commissioner Brummer thanked the library staff and board for their work. He hears a lot of positive things about the library. He also gave kudos to the Friends of the Library.

## **10. Adjournment**

**Bishop**

The meeting adjourned at 6.19p.