



# Board of Trustees

## Meeting Minutes

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Thursday, March 12, 2020, 5.15p  
Study Room, Crook County Library  
175 SW Meadow Lakes Dr., Prineville

Present: Jan Anderson, Jerry Bishop, Pam Looney, ZuAnne Neal, Buzzy Nielsen (Director), Cindy York (Operations Manager)

Absent: Jane Schepke (Assistant Director), LaQuita Stec

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

**Bishop**

Chair Jerry called the meeting to order at 5.17p. Buzzy asked to add a discussion about the library's coronavirus response to the agenda. ZuAnne moved to approve the agenda as revised. 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 February 13, 2020, regular meeting

ZuAnne moved to approve the minutes of the February 13, 2020, regular meeting as presented. Pam seconded. The motion carried unanimously.

### 5. Reports

#### a. Friends

**Friends**

Buzzy reported that the Friends of the Crook County Library donated \$2,000 to support bringing Young Adult author April Henry to visit the library and Crook County schools in late April.

#### b. Circulation services

**York**

Cindy reported the following on behalf of the Circulation Services Team:

- The new security gates can count people as they come and go through the main part of the library. This statistic will be added to the overall stats spreadsheet in future months. The gate count could be compared to the lobby thermal counters to get a very rough (low) estimate of the number of meeting room users.
- The gates also record the number of alarms they issue. Some research is needed to determine if the alarm going off on multiple gate columns count as one alarm or several.
- February saw the second highest record for new patrons at 128. Being a short month, February also had heavy patron traffic at 12,700, a figure more typical of summer months.

#### c. Public services

**Nielsen**

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

- Children's programs and outreach: Children's Services Librarian Jennifer Fischer delivered several programs and outreach in February including teaching kids to make electric potatoes, Leap Into Science day on Leap Day, and a family night at the library for participants in Barnes Butte Elementary's dual language program.

- Teen programs and outreach: Teen Services Librarian Heather Jones had over 500 students visit her table at the Crook County Middle School Health Fair. She's also started partnering with the high school library to offer lunchtime craft programs, starting with metal tooling. Heather volunteered for the regional Oregon Battle of the Books competition held at the middle school.
- Adult programs and outreach: Make It Tuesday was all about sprouts, learning how to grow and cook with them, ably taught by Adult Services Librarian Amber Smith.
- The library will be acting as a Census Resource Center from March through July, having a dedicated station for people to complete their Census online and in general encouraging people to complete the Census.
- The new County website went live on February 28, along with the library's new website. It's not the final version of the site, but it's a huge improvement over having no website and even the previous site.

#### **d. Finance**

**Nielsen**

The Board reviewed the March financial statements and had no further questions. The library is on schedule for the time of year.

#### **e. Director**

**Nielsen**

Buzzy reported the following:

- He's seeking quotes to replace shelving in the children's area, to lower the shelves for increased visibility.
- The library plans to hire a local photographer to take professional photos of the building and events to use for the website and other promotional materials.
- Thrive Central Oregon started their Friday hours on March 6. They're now available for walk-in appointments on Tuesdays 11a-1p and 2-5p and Fridays 12-3p. They also have some hours on Friday for scheduled appointments.
- AARP Tax-Aide has proven extremely popular this year. They operate 9a-4p every other Saturday.
- Catalog Services Librarian Kim Bales has become so efficient that there's been a 35% increase in the number of new items added to the system.
- Attendance at program and outreach events have increased for all ages.

### **6. Continuing business**

#### **a. Facebook grant update**

**Nielsen**

Buzzy updated the Board on the status of the Facebook technology education grant. He's sought three bids for a new outreach van, which will be a Ford Transit Connect XLT model. He's also starting to look at new equipment such as laptops and iPads. Finally, the library is starting to work with 4-H and the schools to figure out what kind of robotics equipment to purchase.

### **7. New business**

#### **a. 2020-21 budget**

**Nielsen**

Buzzy updated the Board on the status of the 2020-21 budget request. Unfortunately, many parameters for requests have been changed by Finance and the Court, so Buzzy did not have a request ready. He plans to get it to the Board by the end of the month to seek comments. However, there will be a few notable changes to the request:

- Finance is planning to combine all of the Library's fund into one, with separate sections within the fund to keep the operating, grants/donations, and law library monies separate.
- More expenses for the library are being moved into the library fund, rather than being kept in other departments. These include some maintenance costs and software currently paid out of the Information Technology budget. This change is happening with multiple departments and is meant to increase transparency about actual costs.

**b. Coronavirus**

**Nielsen**

Buzzy reviewed the library’s current response to the novel coronavirus outbreak. Currently, the library is still open to the public. However, staff have implemented a more aggressive sanitizing schedule, especially for heavily trafficked areas such as the doors, bathrooms, service desk, and public computers. Hand sanitizer and wipes are being made available for the public. Deschutes Public Library is suspending all of their programs and outreach as of March 13. Crook County Library will cancel its programs and outreach as of March 16, with the Chamber Perk on Friday, March 13, being its last event for a while. The only programs that will continue will be Thrive and Drop-In Tech Help, since they are one-on-one in nature. Continuance of third-party meeting room events are being determined by the event coordinators. Things are subject to change pending the local health situation.

**8. Agenda items for next meeting, April 16, 2020**

**Bishop**

- 2020-21 budget
- Interlibrary loan policies (Library Card Policy)

**9. Adjournment**

**Bishop**

The meeting adjourned at 6.19p.