



# Board of Trustees

## Meeting Minutes

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Thursday, May 14, 2020, 5.15p  
Virtual meeting via WebEx

Present: Jan Anderson, Jerry Bishop (Chair), Pam Looney (Vice-Chair), ZuAnne Neal, Buzzy Nielsen (Director), LaQuita Stec, Cindy York

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

**Bishop**

Chair Jerry called the meeting to order at 5.20p. Pam moved to approve the agenda as presented. LaQuita 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 April 9, 2020, regular meeting

#### b. Minutes of May 1, 2020, emergency meeting

Pam moved to approve the consent agenda. LaQuita seconded. The motion carried unanimously.

### 5. Reports

#### a. Finance

**Nielsen**

Buzzy reviewed the financial reports. Given that ten of the library's thirteen employees were furloughed, the personnel budget will not be spent for the fiscal year. Buzzy plans to redirect some of the Materials & Services expenses that won't be spent out to building-related matters.

The County Budget Committee meetings have been moved to June 9-11, to give more time to see potential budget impacts of novel coronavirus. The budget likely will be approved at a special County Court meeting near the end of June. The library's budget will combine the General Fund, Grants/Donations, and Law Library funds into one fund.

#### b. Director

**Nielsen**

Buzzy reported the following:

- Staff have completed several collections-related projects: shifting the adult fiction to be easier to find, relabeling graphic novels, and adding genre labels to teen fiction for easier browsing.
- Some of the new LED lights have failed. Tri-Phase Electric is fixing them. They're also putting in lit exit signs.
- Buzzy is proceeding with the children's library renovation. Unfortunately, because the top designs currently used in the library are discontinued, the project cost is higher. Buzzy is seeking bids from various vendors.
- Leftover money from the building bond is going to be used to install smart thermostats.
- There's now a free tampon/pad dispenser in the women's restroom.
- Wendel's Landscaping is going to give a quote on cleaning up the plant beds.
- Buzzy was on a panel for a recent American Library Association webinar on censoring books about health, sex, and growing up. About 100 people participated.

- At their May 6 meeting, the County Court approved the annual resource-sharing agreement with Deschutes Public Library.
- The Information Technology department is purchasing new, faster wireless access points for the library. They'll also be more secure.
- Pam Looney has agreed to serve another term on the Library Board of Trustees.
- Buzzy notified Facebook about the furloughed employees and the delay in carrying out the technology education grant. They understand.
- LaQuita thanked Buzzy for including the Library Board on emails he sends to the County Court.
- Jan said that she knows several people for whom the library is the only service they've used during the quarantine.

## **6. Continuing business**

### **a. Coronavirus response**

**Nielsen**

Buzzy reported on the continuing effects of novel coronavirus on the library:

- Since ten of the library's employees have been furloughed, services have been limited to just curbside hold pickup and phone/email reference. Catalog Services Librarian Kim Bales, Technician Renee Parrott, and Buzzy have been able to handle matters, although it's been busy.
- Curbside hold pickup has been steadily busy.
- Many patrons have been asking for reading recommendations, which has exposed them to a great service the library is able to provide.
- ZuAnne commented that it would be nice if those patrons who are using or missing library services would put those thoughts on the library or County Facebook page.
- Buzzy plans to send out a press release about the auto repair and small engine repair databases available at the library.
- Buzzy has checked with the furloughed staff. They all seem to be doing okay, but they'd like to come back to work. The Board asked Buzzy to let them know that they're missed, supported, and hopefully will come back as soon as possible.

## **7. New business**

### **a. Reopening plans**

**Nielsen**

Buzzy reported about the library's reopening plans.

- The County has been approved for Phase I reopening by the State, starting May 15.
- In response to the approval, Buzzy emailed the Court asking how the library fits into the Phase I reopening.
- Judge Seth Crawford's recent email to all staff, in response to the Phase I approval. He said "Our County government facilities will continue to operate under the guidelines currently in place," which likely means there are no plans to include the library in reopening.
- The library is stocked up on sanitizer and gloves. Ann Scheppke made the staff nice cloth masks as well.
- One-way signs have been put down in all the aisles.
- Buzzy ordered sneeze guards, which should arrive in the next couple of weeks.
- Generally speaking, the focus is on keeping staff safe, as the library is limited in how much it can control patrons' behavior.
- The Board wants Kim and Renee know that they appreciate all the extra work they're doing.

## **8. Agenda items for next meeting, June 11, 2020**

**Bishop**

- 2020-21 budget
- Planning for officer elections

## **9. Adjournment**

**Bishop**

The meeting adjourned at 6.05p.