



Board of Trustees

Meeting Minutes

Thursday, June 11, 2020, 5.15p
Virtual Meeting

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

1. Additions/deletions from the agenda (ACTION)

Bishop

Chair Jerry called the meeting to order at 5.17p. 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 present.

4. Consent agenda (ACTION)

Bishop

a. Minutes of May 14, 2020, special meeting

Pam moved to approve the minutes of the May 14, 2020, regular meeting as presented. LaQuita seconded. The motion carried unanimously.

5. Reports

a. Finance

Nielsen

Buzzy gave an overview of the preliminary May financials. Due to employees being furloughed, the personnel budget is not going to be spent out. However, the materials & services budget will be close. Some of the monies that aren't being spent due to staff furloughs (such as collection development) are being used on other projects, such as the website update. The Board reviewed the financials and had no further questions.

b. Director

Nielsen

Buzzy reported the following:

- Central Oregon Intergovernmental Council (COIC) is considering putting a bus pad and shelter at their bus stop by the library.
- The County Court approved the purchase of shelving for the children's room renovation.
- The interlibrary courier started running again on June 1, and the public was able to place new holds starting June 10.
- The library acted as a ballot dropsite for the May 19 election. Since the building was closed, the public dropped the ballots in the bookdrop.
- Gale Legal Forms is getting dropped as an electronic resource, due to inaccuracies in the content.
- The outreach van, purchased with Facebook funds, now has plates and registration.
- Also related to the Facebook grant, the library is starting to investigate mobile hotspots for patrons to check out.
- The library incurred some damage during the recent wind storms, including downed branches and shingles blowing off the roof.

6. Continuing business

a. Reopening plans

Nielsen

Buzzy went over the library's reopening plans:

- The building will reopen to the public in a limited fashion starting Monday, June 15. The only areas of the building accessible to the public will be the lobby, new item area, public computers, and some of the seating.
- In the initial stage of the library's reopening, only a small area immediately near the service desk will be open (including the public computers and some seating). Most of the stacks (including the kids and teen rooms) will not be available for open browsing. Staff will fetch items for people. The second stage, assuming everything goes all right and there's no jump in Crook County cases, will involve opening up the stacks for browsing.
- Under stage one, only 13 members of the public may be in the building at the same time. A lobby monitor will be enforcing the limit and encouraging mask use among the public. In stage two, when the stacks are open, up to 55 people may be in the building.
- Four staff (Operations Manager Cindy York, Maintenance Custodian Rocky York, and Aides Janet Yu and Eirlan Haney) returned to work on Monday, June 8. They've been working feverishly to get the building ready for the Monday reopening and revise procedures to meet the reality of COVID-19.
- The new procedures will focus first on keeping the staff safe and second the public. They'll include requirements for staff to wear masks when working in the public, a regular sanitation schedule, physical distancing, sneeze guards, and more.
- The remaining staff will return on Friday, June 12, to be trained in the new procedures. The additional staff returning are Library Technicians Leona Coleman and Amber Dozhier, Assistant Director Jane Schepcke, Teen Services Librarian Heather Jones, Children's Services Librarian Jennifer Fischer, and Adult Services Librarian Amber Smith.
- The interlibrary courier is running again, and patrons can place new holds. The daily pull lists of items on hold have been very large.
- Several pieces of furniture are incompatible with physical distancing requirements and have been moved into the Broughton Room for short-term storage. Other furniture has been taped off so that it cannot be used. Still other furniture, such as the catalog search stations, have been moved to allow for physical distancing.
- Returned library materials will be quarantined for at least 72 hours, the evident maximum survivability of the virus on a surface. There is a study being funded by the Institute of Museum and Library Services (IMLS) to test the virus's survivability on library materials specifically. The results should be out this summer.
- The Juniper and Broughton meeting rooms will be closed for the foreseeable future, to discourage in-person gatherings. They'll also be used to store extra library furniture and quarantine returned materials.
- Because not all computers can be used due to physical distancing limitations, public computer use will be limited to one hour a day.

Buzzy also went over the Frequently Asked Questions document for answering questions from the public.

b. 2020-21 budget

Nielsen

Buzzy presented the library budget to the Budget Committee on June 10th. The budget was approved as Buzzy originally requested. He went over the budget with the Board. The library's three funds (General, Grants/Donations, and Law Library) are being combined into one for the 2020-21 fiscal year. He also noted that the County is "charging" departments for central services (e.g. facilities, legal, IT, etc.), which is reflected in the budget. Andy Parks, the County's budget consultant, is assigning the library a "tax rate", a portion of the County's tax allotment. The amount he assigned is based on a study he did several years ago when the library was considering becoming an independent district. The Board reviewed the budget and had no further questions.

7. New business

a. Planning for officer elections for 2020-21

Bishop

The Board discussed the officer elections coming up during the July meeting. Everyone felt that Jerry has been doing a great job as Chair and Pam's been a great Vice Chair, too.

8. Agenda items for next meeting, July 9, 2020

Bishop

- Reopening news
- Officer elections

9. Adjournment

Bishop

The meeting adjourned at 5.55p.