



Board of Trustees

Meeting Agenda

Thursday, July 9, 2020, 5.15p
Virtual meeting (WebEx)

Present: Jan Anderson, Jerry Bishop (Chair), Heather Jones (incoming Assistant Director), Pam Looney (Vice Chair), ZuAnne Neal, Buzzy Nielsen (Director), Jane Scheppke (outgoing Assistant 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. ZuAnne moved to approve the agenda as presented. Pam 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 June 11, 2020, regular meeting

Pam moved to approve the minutes of the June 11, 2020, regular meeting as presented. LaQuita seconded. The motion carried unanimously.

5. Reports

a. Friends

Friends

The Friends of the Crook County Library have not resumed regular meetings, nor have they reopened Chapters Bookstore for Kids, but they have started selling items in their corner bookstore within the library. They're trying to keep it regularly stocked with new items.

b. Circulation services

York

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

- Congratulations and thank you to Technician Renee Parrott and Catalog Services Librarian (and former Circ Team member) Kim Bales for all they did during the staff furlough, as two of the three employees who kept library services going.
- The circulation numbers are a lower than usual (about a third to a quarter for physical checkouts), other than a large number of checkins June 18. That date was the near the first due date for materials following the extended pandemic checkouts.
- A higher proportion of people are using the online catalog to place holds, rather than in-person or over the phone.

c. Public services

Scheppke

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

- There will be a Summer Reading Program in 2020, but it will be significantly modified due to the pandemic and staff furlough, AKA the "light n' zesty" version. It's focused on younger children, since online school during the last quarter of the previous school year had such a huge impact on learning. The library is trying to get as many books into the hands of as many kids as possible. Children age 5th grade and younger will get bags including three books, a reading log, a \$5 gift

certificate to Yo Central, a bookmark, and stickers. There won't be any grand prizes or drawing, since the reading is its own reward!. The program starts on July 15.

- The Public Services team is still planning a reading program, where reading is tracked, but it's going to be in the fall or winter. The program would be for all ages and likely will heavily involve Beanstack, the library's new online reading program. Beanstack was paid for by the Friends of the Library.
- Children's Services Librarian Jennifer Fischer is partnering with the High Desert Education Service District, Crook County on the Move, and MountainStar Family Relief Nursery to distribute books at mobile locations around the county.
- Online storytime resumes July 15 at 10.00a.
- This report will be the last given by Jane Scheppke as Assistant Director. Her last day will be July 18. Jane said that it's been a pleasure working at Crook County Library. The Board said that they'll miss Jane, including her energy and imagination.
- Teen Services Librarian Heather Jones has been promoted to be the new Assistant Director. She's very excited about this opportunity. She's going to work with Cindy to keep things as steady for staff and patrons before a new Director starts (see item 7.b. below). The Board is confident Heather will do a great job as Assistant Director.

d. Finance

Nielsen

Buzzy noted that the June financials are very preliminary, since it's the last month of the 2019-20 fiscal year. There will be other bills trickling in that will be applied to June. He also said that the "empty" line items in the Grants/Donations Fund are the new line items that will be used in the 2020-21 fiscal year, with the combined fund. Due to staff furloughs, the library won't spend everything budgeted in Personnel, but the Materials & Services budget will be close to being spent out. The Board reviewed the financial reports and had no further questions.

e. Director

Nielsen

Buzzy reported the following:

- New smart thermostats have been installed in the building, allowing for better control over the temperature. Hopefully, the new thermostats will help save money on heating/cooling.
- Buzzy has been working on getting a wrap for the van purchased for the Facebook technology education grant.
- Buzzy thanked Jane for her seven years of service at Crook County Library. Her creativity and willingness to experiment with new service models have resulted in great new programs and offerings for the public.
- The library is testing mobile hotspots for people to check out. Some will be paired with devices, such as laptops and tablets. These hotspots will help provide Internet access to people who otherwise lack it. The hotspots are part of the Facebook technology education grant.
- Buzzy has been working with the Latino Community Association to see how CCL can support their efforts to reach out to their clients during the pandemic and continue offering educational programs.
- There was a literal dumpster fire at the library over July 4th weekend. Revelers using the library's parking lot to shoot off fireworks put their spent explosives in the recycle bin used for newspapers, causing a fire. Sharp-eyed neighbors spotted it and called the Fire District to put it out.
- During the summer heat, the library has been acting as a cooling shelter, providing free water. Unfortunately, people are not able to hang out in the building as much to get out of the heat, due to COVID-19 restrictions.

Continuing business

f. Reopening update

Nielsen

Staff gave the following updates on the continuing efforts to provide services during the COVID-19 pandemic:

- The library building has been reopened to the public in a limited fashion since June 15. The lobby and a portion of the main library around the service desk (including the new item area and public computers) are open. The children's room, teen room, and general library shelves are closed for public browsing, at the recommendation of the public health director.
- Generally speaking, most people have been understanding and have followed physical distancing recommendations. The complaints the library has received have center around wearing face coverings and not being able to browse the shelves.
- Staff are sanitizing high-touch surfaces hourly, including door and bathroom fixtures, self-checks, and catalog stations.
- Since reopening, staff have been tracking how many patrons are wearing face coverings. On July 1, Governor Brown ordered all people in Oregon to wear face coverings indoors. Pre-requirement, mask compliance was around 60%. Post-requirement, it's been around 95%. The main issue with masks has been people wearing them incorrectly. Many people have been wearing them under their noses. Signs were recently put on the doors depicting correct mask usage.
- The public has been very appreciative to have computers/printing accessible again. Those services were among the most requested during the library closure/staff furlough.
- The free paperback area, in the lobby, has been mildly problematic. People have been leaving large bags of donated items despite signs indicating against it. Some changes have been made to prevent this activity.
- Staff initially were planning to reopen the stacks either on July 13th or 20th. However, Crook County has been having a jump in cases, and recorded Central Oregon's first COVID-related death. Given this, staff are waiting until at least August 3 to reopen stacks in order to see if there is a further increase in cases resulting from the July 4th holiday.
- Staff also are investigating the implications of the mounting evidence that the virus can aerosolize, perhaps necessitating adjustments to the building's air handling.
- Closing the library building has had a big impact on Prineville's individuals experiencing homelessness, as they frequently use the library building to get reading materials, escape the elements, and use the public Internet.
- Despite the limited building reopening, curbside service is still being offered through the library's staff entrance on Second Street.

6. New business

a. Officer elections

Bishop

Pam nominated Jerry to be Library Board Chair for 2020-21. LaQuita seconded the nomination. Jerry nominated Pam to serve as Vice-Chair. ZuAnne seconded. LaQuita called to vote on the slate of candidates. The motion carried unanimously.

b. Staffing changes

Nielsen

There are some significant staffing changes coming up for the library! In addition to Jane leaving on July 18, Buzzy will also be leaving for unrelated reasons. He accepted a position to be the Program Manager for Library Support & Development Services at the State Library of Oregon. His last day will be some time during the week of August 24.

Plans are already in place to transition staff and hire a new Director. Heather will starting as the new Assistant Director on July 16. Cindy will be appointed as Interim Director starting August 1, so there's some overlap with Buzzy. She does not plan to apply for the position. Buzzy has started the process of searching for a new Director. The process will include opening the position up for submissions of

resumes/cover letters, an initial review and interviewing of candidates, then selection of finalists for a final set of interviews.

Initial review of applications for basic qualifications will be done by Cindy, Buzzy, and Heather. Review of the qualifying applications, as well as a first round of interviews, will be done by a committee consisting of the three library managers, a non-manager library staff member, a Library Board member, and a Commissioner. The final part of the process will be determined later. Jerry agreed to be the Library Board's representative for the initial part of the process.

c. Meeting date/time

Nielsen

Since it's a new fiscal year, Buzzy checked in with the Board to see if the current day/time works for everyone. All agreed that the second Thursday at 5.15p was a workable time.

7. Agenda items for next meeting, August 20, 2020

Bishop

Buzzy requested that next month's Board meeting be moved to August 20 at 5.15p, since he'll be on vacation. Everyone agreed. Agenda items will include the following:

- Reopening/COVID update
- Director search update

8. Adjournment

Bishop

The meeting adjourned at 6.20p.