



Board of Trustees

Meeting Minutes

Thursday, September 14, 2017, 5:15p
Broughton Room, Crook County Library
175 SW Meadow Lakes Dr., Prineville

Present: Jan Anderson, Pam Looney, Olivia Mitchell (Friends of the Library), ZuAnne Neal, Buzzy Nielsen (Library Director), Jane Schepke (Assistant Director), LaQuita Stec, Cindy York (Circulation Services Manager)

1. Additions/deletions from the agenda (ACTION)

President Pam called the meeting to order at 5:15p. ZuAnne moved to accept the agenda as presented. Jan seconded. The motion carried unanimously.

2. Conflicts/potential conflicts of interest

None stated.

3. Public comment

No public present.

4. Consent agenda (ACTION)

a. Minutes of August 10, 2017, meeting

Jan moved to approve the minutes of the August 10, 2017, regular meeting as presented. ZuAnne seconded. The motion carried unanimously.

5. Reports

a. Friends

In addition to the written report, Olivia reported that the Friends' Saturday before the Eclipse sale was a success, raising over \$250, more than twice what usual Saturday sales make. The Friends recently distributed their fall newsletter. They also are considering changing their annual 4th of July sale to the third Saturday of July as it's difficult to get volunteers and takes a lot of time. The Friends had originally planned to attend the Painted Hills Festival in Mitchell but chose not to due to heat and smoke. Finally, National Friends of the Library Week is on October 15-21.

b. Circulation services

Cindy reported the following:

- Cindy and Buzzy participated in interviews for a new integrated library system with Deschutes and Jefferson Counties. The interviews were a good opportunity to participate more fully in the consortium. It was interesting to see what the systems out there can do, such as mobile apps.
- The eclipse traffic was a bit crazy at the library, but locals for the most part stayed home; checkouts were down by about 2/3rds during the weeks surrounding the eclipse.
- While the library acted as a cooling shelter (August 2 to September 1), it passed out 960 free bottles of water!

c. Public services

Everybody enjoyed the kitten pics that Jane put in her written report in lieu of news. In addition to the kittens, Jane reported that the library now has an adult graphic novel collection, which integrated some items from the teen area with newly-purchased materials specifically for adults. Banned Books Week is coming up, September 24-30. Check out the stacks for some of the surprising titles that have been banned or challenged.

i. Summer Reading 2017 report

Jane reported that Summer Reading 2017 was much better than last year. Staff took a lot of ownership. They threw out the rulebook and tried many new things. Not only did staff feel proud, but the patrons/public also liked it. Completion rates of the entire program were up dramatically. All groups had completion rates over 30%; last year, adults and teens were under 10%. Attendance at adult and teen events was also up.

Summer Reading 2016 was exceptionally down from the year before. The library had gotten into a habit of following a formula, which didn't work well last year. While the 2017 numbers aren't back to 2015 levels, they're still up. Because the library is doing more outreach, there were a lot of partners for programs. The library's partners also are having low attendance at their events. The going theory is that the economy is back and people have more disposable income to travel and send their kids to camp.

During next year's Summer Reading Program (which staff have largely already planned), some things will be done differently. The library needs more volunteers/advocates to promote the program. There was a soft opening this year, rather than having a big rush. However, when staff are on desk, they don't much of an opportunity to promote the importance of the program; they pretty much only can do signups. There are a lot of people in Crook County who don't realize that the library is free and open to all. Having more volunteers and promoters would help get the lesson out.

d. Finance

Buzzy gave the finance report. This was the first finance report since the start of the new fiscal year, as the Treasurer's Office is behind. Buzzy pointed out a new line item on the report for the library consortium. It's for the cost of being a part of the network with Deschutes and Jefferson Counties. The Board reviewed the fund balances and had no questions.

e. Director

Buzzy reported the following:

- Jane and former Assistant Director Barratt Miller wrote an article for the Oregon Library Association Quarterly on a Conversation Project program the library held in 2014 that did not go well. The program was titled Guns in America. Jane and Barratt's article focused on lessons learned. Despite the issue with that particular program, three more conversation programs are planned in the next year.
- A television was installed in the Juniper Room so that people can do digital presentations.
- The library now subscribes to two new electronic genealogy resources: Ancestry (in-library use only) and HeritageQuest.
- A new security system has been installed in the library to match the systems in other county buildings. Buzzy will report further details as he receives them.
- New shelving will be installed in the teen room to make way for more collections.
- Plans are in place to change the shelving in the children's room as well, making the room more open. This will be helped by a possible grant from the Kelley Family Foundation.
- The County is having an employee compensation study done. Buzzy has been involved in this process and hopes that it will result in more competitive compensation for employees.
- The library has an internal chat network, but staff are looking for one that has better archiving and capabilities. Library managers are experimenting with Slack, an online tool that's a potential replacement.

6. Policy review

a. Patron Code of Conduct (ACTION)

Staff presented a draft Code of Conduct for the Board to review. The Code of Conduct is one of the policies with which staff and patrons interact the most. It is crucial for keeping the library a welcoming place for all. The newly-proposed Code changes the format and wording (mostly shortening and clarifying). Some substantive changes were proposed, too:

- In addition to forbidding non-service animals from within the building, adding wording regarding people keeping their animals under control and safe, both for the people and animals' sakes.
- Noting that the library is not responsible for theft or damage to people's personal items.
- Clarifying rules on soliciting and advertising. The current Code of Conduct allows certain types of solicitation with the Library Director's permission. Buzzy would rather not open that can of worms and instead prefers restricting solicitation and information distribution to designated areas (meeting rooms, bulletin boards, etc.). The library can always co-sponsor in situations where it feel solicitations may be in order (e.g. community surveys).
- Forbidding fires and explosives on library property.
- Clarifying that food is not allowed around library-owned computers.
- Adding wording highlighting the Oregon Revised Statue forbidding weapons from being brought into public buildings without a valid license or legal exception.

Current state law does not allow the library to forbid firearms carried by valid CHL-holders. While she understood the state law, ZuAnne objected to the idea of allowing guns around children, even if they're carried by people with valid Concealed Handgun Licenses (CHLs).

LaQuita moved to pass the Code of Conduct as presented. Jan seconded. The motion carried unanimously. ZuAnne voted yes with prejudice due to her concern about firearms.

7. New business

a. Use Restrictions Policy (ACTION)

Staff proposed a new policy, the Use Restrictions Policy. The intent of the policy was to define how, why, and when the library issues sanctions for violations of laws or library policies (e.g. Code of Conduct). Buzzy recommended having a single policy that other policies reference rather than integrating possibly inconsistent sanctions in several policies.

Jan moved to accept the Use Restrictions Policy as presented. ZuAnne seconded. The motion carried unanimously. Buzzy will come to the next meeting with changes to other policies that should reference the Use Restrictions Policy.

8. Agenda items for next meeting, October 12, 2017

- Statistical report
- Use Restrictions Policy updates to other policies
- Bookmobile discussion
- Executive session for Buzzy's review

9. Adjournment

The meeting adjourned at 6.15p.