



# Board of Trustees

## Meeting Minutes

---

**Thursday, April 12, 2018, 5.15p**

Broughton Room, Crook County Library  
175 SW Meadow Lakes Dr., Prineville

Present: Jerry Bishop (Vice Chair), Zuanne Neal, Buzzy Nielsen (Director), LaQuita Stec

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

Jerry called the meeting to order at 5.31p. Assistant Director Jane Schepcke was sick, so the agenda items "Library Marketing 101" and "Technology Skills Education" were postponed until a later meeting. Operations Manager Cindy York was also absent, as she had to cover the service desk.

### **2. Conflicts/potential conflicts of interest**

None stated.

### **3. Public comment**

No public present.

### **4. Consent agenda (ACTION)**

#### **a. Minutes of March 19, 2018, meeting**

There was one correction. The minutes stated that the new floor in the Broughton Room was installed in late June when it was actually February. LaQuita moved to adopt the minutes as presented. ZuAnne seconded. The motion carried unanimously.

### **5. Reports**

#### **a. Friends**

The Friends are planning for their July sale and are eagerly preparing for May at the Museum, the lecture series they co-sponsor with the Museum every year. The library gave the Friends one of the panels on the display unit in the main lobby to promote their events and services, such as May at the Museum.

#### **b. Circulation services**

Buzzy gave the circulation services report in Cindy's absence. To help staff get through the craziness that is spring break, Cindy coordinated a number of fun games (with prizes!) A good time was had by all, and everyone survived spring break. She also reported that usage over spring break was much higher than last year, except for WiFi use.

#### **c. Public services**

Buzzy gave the public services report in Jane's absence. Jane's report highlighted the following:

- In the latter half of April, the library is hosting an exhibit called *Architecture of Internment: The Build Up to Wartime Incarceration*. It's about the imprisonment of citizens and immigrants of Japanese descent during World War II. The program is co-sponsored by the Human Dignity Advocates of Crook County and the Rural Organizing Project.
- The final installment of Music in Public Places drew 60 people, consistent with previous events. Catalog Services Librarian Jennifer Kent has already confirmed the library's participation in the 2018-19 season.
- Adult Services Librarian Amber Smith's monthly art journaling programs continue to draw regular crowds.
- Teen Services Librarian Shun-Sho Fong's Lunch Bunch program at Crook County Middle School involved a modified version of her popular Cupcake Wars program that she did at the library.

- Spring break programming focused on dinosaurs and was named “Dino Daze”. There were live lizards from the High Desert Museum, fossils from John Day Fossil Beds, and more.

#### **d. Finance**

The Board reviewed the March financial report and had no questions.

#### **e. Director**

Buzzy reported the following:

- Several staff are planning to attend all or a part of the Oregon Library Association conference next week including Jennifer, Shun-Sho, Buzzy, Jane, and Library Technician Kim Bales. Jane is participating in a panel on rural librarianship.
- The library is dropping its subscription to NoveList, a tool for recommending books and authors to patrons. Its use is low, and it is quite expensive.
- Staff have been working with the IT department to enable patrons to print via mobile devices. This will greatly assist patrons using their own devices in the library.
- The library purchased two new charging stations for people to use with their personal devices.
- ZuAnne plans to renew her board membership. Her term is up in June.
- The Public Services staff have been awarded one of three Ready to Read grant awards given annually by the State Library of Oregon. The award was given due to the many new things staff tried during the 2017 Summer Reading Program. A staff member from the State Library will present the award at an upcoming County Court meeting.

### **6. Previous business**

#### **a. 2018-19 budget proposal**

Buzzy presented the documents he submitted for the library’s 2018-19 annual budget request, including the line item budget, narrative, and explanation. The budget request focused on the following:

- Addressing some outstanding facilities issues (included in the Maintenance Department budget);
- Increasing the Collection Development line item;
- Maintaining sufficient funds for the innovative programs staff are planning;
- Ensuring sufficient funds for professional development; and
- Requesting funds for additional shelving

Staff found efficiencies in several line items, meaning the library requested only a 2% increase in materials and services, most of which will go to collection development. The personnel budget will increase significantly due to increase in health insurance and increased salaries thanks to the compensation study. Exact figures are not yet known.

#### **b. Compensation study**

Nielsen described the latest news regarding the County’s compensation study. They released a nearly-final version on March 21, 2018. Overall, the results seem positive for the library, with most staff likely to receive salary increases. Several staff currently earn less than the new minimum proposed for their positions. Some staff may also receive “equity bumps” based on their longevity. There were some errors and disagreements in the study that Nielsen is working through. Anticipated approval is sometime in April. The Board expressed support for Nielsen’s efforts to change the final approved compensation plan.

### **7. New business**

#### **a. Library marketing 101**

This agenda item was postponed due to Jane’s absence.

#### **b. Technology skills education**

This agenda item was postponed due to Jane’s absence. When the library starts computer classes again, ZuAnne recommended sending flyers to the Senior Center, getting on the Senior Center lunch agenda, and having flyers in other locations such as banks.

### **c. Exhibits Policy (ACTION)**

Staff proposed a significant reorganization of the Public Arts and Exhibits Policy, including renaming it to the Exhibits Policy. The current policy is excessively legalistic and includes a lot of information that's more like best practices. The proposed policy tightens up wording, makes the language friendlier to the layperson, and removes some content that will instead be put into a document of best practices for exhibits. ZuAnne moved to revise the Exhibits Policy as presented. LaQuita seconded. The motion carried unanimously.

### **d. Information Distribution Policy (ACTION)**

Staff proposed a new policy, the Information Distribution Policy. This policy would govern public use of various areas of the library where information is distributed, mainly the bulletin boards and literature racks in the lobby. The proposal would elevate to a policy-level what are currently just library guidelines. The policy proposed some limitations on how, where, and what the public can distribute. LaQuita moved to approve the Information Distribution Policy as presented. ZuAnne seconded. The motion carried unanimously.

## **8. Agenda items for next meeting, May 10, 2018**

- Marketing 101
- Technology skills education
- Summer Reading Program 2018

## **9. Adjournment**

The meeting adjourned at 6.30p.