



Board of Trustees

Minutes

Thursday, May 11, 2023, 5:15pm
Central Oregon Community College Building
510 SE Lynn Blvd, Prineville, OR 97754
Room RPI-119

MEETING OPEN TO THE PUBLIC

Join Zoom Meeting

<https://zoom.us/j/99531839727?pwd=TU84Ym5rZkdVNU9tRiFyZW9aK0tOQT09>

Meeting ID: 995 3183 9727

Passcode: 901988

RECORDING NOTICE: This meeting will be recorded via Zoom

Present: Library: Sarah Beeler, Cindy York, Sean Briscoe. Library Board Trustee: Jerry Bishop, Natalie Good, Debra Merskin, Cheyenne Edgerly

1. Call to Order (5:15pm)

- i) Additions/deletions from the agenda; approval of agenda **(ACTION)**
 - (1) Motion: Jerry Bishop
 - (2) Second: Natalie Good
 - (a) Motion Passes
- ii) Conflicts/potential conflicts of interest
 - (1) No
- iii) Announcements
 - (1) No

2. Public Comment (5:15-5:30pm)

- a. Question on information based on the topic of Special District for the library.

3. Consent agenda (ACTION) (5:30pm)

- a. Minutes of April 13 regular meeting
 - i. Motion: Jerry Bishop
 - ii. Second: Natalie Good
 - I. Motion: Passed

4. Reports (5:30-5:50pm)

- a. Friends
 - i. Lots of books sold out of Friends Bookstore in March (\$788.98).
 - ii. We have 167 members.
 - iii. Big Book Sale is set for May 20th.
 - iv. The Board of Directors have completed 98 hours of volunteering.
 - v. April Book sale made \$342.75.

Other matters may be discussed as deemed appropriate by the Board. If necessary, Executive Session may be held in accordance with ORS 192.660.

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- b. Circulation services
 - i. Discussion on how library statistics are collected. Library statistics are collected by in-house library staff and circulation reports completed by Deschutes Public Library.
 - ii. Highlighted circulation statistics
 - iii. Highest Self-check stations checkouts: 256 (4/24/23)
 - iv. Highest Front Counter checkouts: 219 (4/6/23)
 - v. Highest check ins: 411 (4/24/23)
- c. Public services
 - i. The Public Service team is gearing up for Summer Reading.
 - ii. During the month of April, the library hosted 37 programs and 22 outreach events with a total of 1099 attendees.
 - iii. Our youth librarian, Jen Fischer, did an excellent job hosting the Museum of Natural and Cultural History: Dino-Story Exhibit.
 - iv. Katie has introduced new fun programs for teens, including a book club and an intro to sewing.
 - v. Adult services saw an increase in attendance in the month of April.
 - vi. Crook County Library won the Librarian and Library Employees of the Year Award from the Oregon Library Association.
- d. Director's report
 - i. Library Computer Lab is being renovated
 - ii. Library clock tower repair bid has been submitted to facilities and County
 - iii. Library Special Districting
 - 1. GEL Oregon, Inc report
 - 2. Possibly reaching out to consultant to discuss Special Districting (Ruth Metz)
 - iv. Eric Blaine (County Council) in regard to the contract between the Tri-County Agreement

5. Financials/Statistics Review (5:50-6:00pm)

- a. Questions/Comments
 - i. N/A

6. Continuing business (6:00-6:20pm)

- a. N/A

7. New Business (6:20-6:40pm)

- a. Ruth Metz Associates update
 - i. Discussion on the possibility of hiring Ruth Metz to consult on strategic planning for 2025-2030 and special districting.
- b. Eric Blaine, Crook County Counsel, update
 - i. Provided an update on the library director's conversation in regards to the Tri-County Agreement.
- c. Deschutes Public Library, Appendix A cost breakdown
 - i. Discussion on the breakdown of cost with the Tri-County Agreement
- d. Budget for 2024, budget hearing May 24, 2023
 - i. Informed the Board about the 2024 budget hearing meeting on May 24, 2023

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- e. Library Board of Trustee Recruitment process
 - i. Updated the Board of Trustees on the recruitment process.

8. Agenda items for next meeting, June 8, 2023

- a. Summer Reading
- b. Update from Budget Meeting
- c. Update from Tri county Meeting
- d. Update on Special District
- e. Update on Board

9. Adjournment:

- a. **Motion:** Jerry Bishop
- b. **Second:** Debra Merskin
 - i. **Motion passes:** 6:05pm

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