



Board of Trustees

Meeting Minutes

Thursday, June 8, 2023, 5:15pm
Crook County Library Broughton Room
175 NW Meadow Lakes Dr., Prineville, OR 97754

MEETING OPEN TO THE PUBLIC

Join Zoom Meeting
<https://zoom.us/j/99531839727?pwd=TU84Ym5rZkdVNU9tRlFyZW9aK0tOQT09>
Meeting ID: 995 3183 9727
Passcode: 901988

RECORDING NOTICE: This meeting will be recorded via Zoom

Attendance: Library – Sarah Beeler, Sean Briscoe, Cindy York, Board Members - Jerry Bishop, Natalie Good, Debra Merskin, Cheyenne Edgerly

1. Call to Order (5:18pm)

- i) Additions/deletions from the agenda; approval of agenda (**ACTION**)
 - (1) **Motion:** Jerry Bishop
 - (2) **Second:** Debra Merskin
 - (3) **Approved:** Approved
- ii) Conflicts/potential conflicts of interest
 - (1) N/A
- iii) Announcements
 - (1) N/A

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

a.

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

- a. Minutes of May 11, 2023, regular meeting
 - i. Motion: Jerry Bishop
 - ii. Second: Cheyenne Edgerly
 - iii. Approved: Approved

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

- a. Friends
 - i. May Big book Sale made about \$700
 - ii. They had the ROTC assist with the book sale
 - iii. Still looking for volunteers

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. Circ team is helping with Summer Reading
 - ii. Renee, from Circ Team, has been helping with children's programs
 - iii. Library's circulation statistics are getting closer to 2019 levels
 - iv. High/low statistics: nothing out of the normal, though all of the low numbers happen to have the same date
- c. Public services
 - i. Summer Reading Program has started. We have had 44 sign ups in the first 48hrs. Staff have done a great job preparing for Summer Reading and are excited.
- d. Director's report
 - i. The library has been working on renovating the Broughton Room patio. Working with facilities to come up with a plan to save the memorial bricks. Possibility of removing the wall due to safety issues. Possible issues would be water and electrical lines under the growth of the trees.
 - ii. Maintenance painted the bike, cleaned the library's gutters, and the Computer Lab has been renovated
 - iii. Received three bids for repairs on the clock tower. Bids will go to County Court for approval.
 - iv. Library Budget was adopted on 6/7/23
 - v. Tri-County Meeting on 5/31/23. Discussed if the Tri-County contract could be amended. The contract could be amended. One proposed amendment to the contract with the Tri-County Agreement would have the CCL approve their won e-content. One new e-resource that the library would like to purchase is Kanopy. In addition, purchase BiblioCore.
 - vi. Consultant – Ruth Mets – assist with strategic plan and possibility of special district. Currently looking for grants to assist with the cost for a consultant.
 - vii.

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

- No questions

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

- None

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

- a. Ruth Metz Associates update
 - i. Covered in director's report
 - ii. Sent proposal for strategic planning. Estimated cost with a sliding scale based on her service would be an estimated cost of \$20,000.
- b. Summer Reading update
 - i. Covered in Public Service's report
- c. Tri-county meeting, May 31st, report
 - i. Covered in director's report
 - ii. 7% of circulation statistics comes from DPL
- d. Report on May 24th budget hearing
 - i. Covered in director's report
- e. New Library Board of Trustees update

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- i. There is no update.

8. Agenda items for next meeting, July 13, 2023

- a. Library Board Update

9. Adjournment:

- Motion: Jerry Bishop
- Second: Debra Merskin
- Approve: 5:54pm

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