



# Board of Trustees

## Meeting Agenda

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**Thursday, August 10, 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/98870959674?pwd=dm55Rlpjb2xBaEhRRnQ3eXJJUytHQT09>

**Meeting ID:** 988 7095 9674

**Passcode:** 547596

*RECORDING NOTICE: This meeting will be recorded via Zoom*

Attendees: Library: Sarah Beeler, Cindy York, Sean Briscoe | Trustees: Sandy Kurbow, Natalie Good, Debra Merskin, Mark Maboll, Keya Rohovit-Wrolson

- **Call to Order (5:15pm)**
  - i) Additions/deletions from the agenda; approval of agenda (**ACTION**)
    - (1) **Motion:** Debra Merskin
    - (2) **Second:** Keya Rohovit-Wrolson
    - (a) **Approved:** Approved
  - ii) Conflicts/potential conflicts of interest
    - (1) N/A
  - iii) Announcements
    - (1) Welcome to New board members.
    - (2) Introduction
- **Public Comment (5:15-5:30pm)**
  - a. No public comment
- **Consent agenda (ACTION) (5:30pm)**
  - a. Minutes of June 8, 2023, regular meeting
    - i. Motion: Debra Merskin
    - ii. Second: Mark Maboll
    - I. Approved: Approved
- **Reports (5:30-5:50pm)**
  - a. Friends
    - i. Treasurer's Monthly Activity Report June 2023 Total Income: \$3352.41, Total Expenses: \$82.00.

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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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- ii. Remodeling chapters (bookstore) in the library
  - iii. October will be the big book sale, with the help of ROTC
- b. Circulation services
  - i. Renee Parrott has moved from the Circulation team to the Public Services team as the new Youth Librarian.
  - ii. Kailia Rhoden has been moved from part time to full time employee. She will be the new volunteer coordinator and work on the Words on Wheels program.
  - iii. Amber Dozhier has taken on the role of Inter Library Loans
  - iv. Janet Yu, library aid, has done an excellent job but will be leaving the Crook County Library in mid-August.
  - v. Tuesdays are the busiest day in July with an average of 296 patrons. I am was the busiest time of the day.
  - vi.
- c. Public services
  - i. Summer Reading is going well. We have had 702 participants as of Aug.5
  - ii. We are starting to plan for fall programs.
  - iii. Youth Librarian, Jennifer Fischer has resigned. Renee Parrott has moved into the youth librarian position. She has been doing an amazing job and has done an excellent job revamping the youth programs. She has been working with our Intern (Marisa handle). We have received many compliments from parents.
  - iv. Teen Services are going well. We have had 107 teens participate, which is a high for our SRP. Katie has hosted many great programs, including a cooking class at COCC, One Dish Wonder.
  - v. Adult programs have been going well. We have had great turnouts. We wrapped up Adult SRP with a virtual Marie Kondo workshop.
  - vi. Sean Briscoe (Assistant Library Director) has been serving as the interim Executive Director for the Bowman Museum.
- d. Director's report
  - i. Looking to hire a consultant to help with the strategic plan.
  - ii. Library has received a grant of \$5,000 from the Ford Family Foundation to hire a consultant.
  - iii. Library is looking for three bids on a Strategic Plan consultant.
  - iv. Clock tower has a fresh coat of paint and is now working.
  - v. Fabric on the bulletin boards in the Broughton Room is being replaced.
  - vi. The library has received 1 bid for the repairs on the Broughton Room patio. There are two bids for the mural on the Broughton Room wall, honoring Sarah Joan Yancey.
  - vii. The library will be looking for grants to fund the painting of a mural.
  - viii. The County Administrator, Andy Parks, has given the library staff some flexibility with their work schedule. This will allow the library to open additional hours starting in September or October. Goal is 9am-7pm.

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

- a. Questions on role of the board in accepting, managing and oversight of grants, donations.

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

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- a. eContent options
  - i. Would like to asking Deschutes Public Library if we can remove e-content from the Tri-County agreement to lower the cost of the Tri-County agreement. Crook County Library will look into getting e-content from the Oregon State Library or Libraries of Eastern Oregon (LEO).
- **New Business (6:20-6:40pm)**
  - a. Welcome new trustees! Trustee training (Short Takes for Trustees) and distribution of trustee manuals.
  - b. \$5,000 grant from The Ford Family Foundation
    - i. Motion: Keya Rohovit-Wrolson
    - ii. Second: Debra Merskin
      - 1. Approved
  - c. Personnel changes, updates, 25 hr/week vacant position
  - d. Patio project
    - i. Currently working on renovating the Broughton Room patio.
  - e. Broughton Room renovation
    - i. Boards in Broughton were replaced.
  - f. Chair, Vice-chair appointment
    - i. **Chair Nomination:** Natalie Good
      - 1. Motion: Debra Merskin
      - 2. Second: Mark Maboll
        - a. Approved - Natalie Good as Board Chair
    - ii. **Vice Chair:** Keya Rohovit-Wrolson
      - 1. **Motion:** Sandy Kurbow
      - 2. **Second:** Natalie Good
        - a. Approved – Keya Rohovit-Wrolson as Vice Chair
  - g. Library open hours update
    - i. Covered in Director's Report
  - h. Programs and new storytime options
    - i. Would like to start hosting neurodiverse storytime
- **Agenda items for next meeting (September 14, 2023, Broughton Community Room, Crook County Library, 175 NW Meadow Lakes Dr., Prineville, OR 97754, 541-447-7978.)**
  - a. Update on Deschutes – e-content
  - b. Update on Grant approval: \$10,000
- **Adjournment: 7:00pm**
  - **Motion:** Debra Merskin
  - **Second:** Natilie Good
    - o **Approved:** Approved

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