



Board of Trustees

Meeting Minutes

Thursday, October 12, 2023, 5:15pm
Crook County Library Broughton Room
175 NW Meadow Lakes Dr., Prineville, OR 97754

MEETING OPEN TO THE PUBLIC

Join Zoom Meeting:
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Meeting ID: 994 2994 1970
Passcode: 283090

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

RECORDING NOTICE: This meeting will be recorded via Zoom

1. Call to Order (5:15pm)

- i) Additions/deletions from the agenda; approval of agenda (**ACTION**)
 - (1) **Motion:** Sandy Kurbow
 - (2) **Second:** Mark Maboll
 - (a) **Approved:** Passes
- ii) Conflicts/potential conflicts of interest
 - (a) N/A
- iii) Announcements
 - (1) New Library employee (Stephanie). Stephanie will be the customer service specialist.

2. Public Comment (5:15-5:25pm)

- a. La Quieta Sec:
 - i. E-Content: Library already belongs to Library of Eastern Oregon, do we have a membership or an annual fee?
 - 1. Yes, library pays a membership fee \$899 for the yearly fee.
 - ii. What is the library foundation about, why is it needed.

3. Consent agenda (**ACTION**) (5:25pm)

- a. Minutes of September 14, 2023, regular meeting
 - i. Motion: Mark Maboll
 - ii. Second: Debra Merskin
 - 1. Approved:

4. Library Consultant Presentations

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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a. ~~Erin McCusker (5:30-5:45)~~

b. Ruth Metz (5:45-6:00pm)

- i. Library Strategic plan consultant
- ii. History of the consultant: 20 years as a librarian in Multnomah Public Library before starting a consultant business.
- iii. Approach: The library's plan and its roles comes out of what the community is and what the community wants to become. What is the community going for and how do we go there. What is the role in the community.
- iv. A strategic plan focuses on where the community is going and how the library will help in that process
- v. The How:
 1. Start with Library director and board and discuss aspiration and goals
 - a. Figure out what approach that will work
 - b. Develop a snapshot of the library and the community
 2. Community Survey
 3. Presentation of the library now
 - a. With qualitative information
 - b. Take around the community as a tool for conversations with the community
 4. Meet with community where they are:
 - a. Discuss where the Library is now (with stats) "description of Library"
 - b. Ask the community members to talk about their ideas for the community. What they like and what they don't like, barriers of access, why they do or do not use the library. Their vision for the library.
 5. What is the vision of the library, what we are, what we do, and how do we get there
 6. Personal interviews
 - a. Key people
 - b. Community members
 - c. Community groups

Questions for the consultant:

1. Will you check on the previous strategic plan to see if the goals were met, and should they be kept or dropped?
2. What kind of groups would you talk to in Crook County
 - a. Geographic group (3-5)
 - b. "Focus Groups" - Individuals who do not use the library (ex. Teens, Young Adults, PTA, racial and ethnic groups, Chamber of Commerce, etc.)
3. Two big things in the community: Space in the library and Crook County governance organization: the community's rejection of County administrator. Overall, worried about overall community turnout.
 - a. Ruth: has 20 years of experience and has run into this issue before. Ruth & Erin will come to Crook County to establish a useful and productive conversation and make the conversations helpful.

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5. Reports (6:00-6:15pm)

- a. Friends
 - i. Gave \$300 dollars to plant plants along library property
 - ii. Large book sale on Oct. 21
- b. Circulation services
 - i. Asking what the new board members would like to know from the circulation report.
 - 1. Do the library have enough books to satisfy the different groups in the community.
 - 2. Who is using the library and general patron population.
 - 3. Likes seeing how stats are changed pre Covid, Covid, and post Covid
 - 4. Data on what categories are the most popular
 - ii.
- c. Public services
 - i. The Public Service Team is getting ready for annual Winter Reading program. We will be work on setting up our Winter Reading program through the month of October. Winter Reading will most likely take place around Dec. 18-Jan. 5.
 - ii. The library will be participating in the Prineville Chamber of Commerce's Candy Crawl this year and staff are looking forward to setting up our annual Halloween photobooth.
 - iii. Youth
 - I. Youth programing continues to grow. Renee has been starting to expand her outreach and schedule visits to some of our local schools and preschools. Renee has visited Paulina Elementary and Brothers Elementary school, providing a storytime and craft and has set up a monthly schedule for each school. Our book boxes have started to go out and as of now most of our book boxes have been scheduled. Renee has also increased the number of programs to include tween programs.
 - iv. Teen
 - I. With the absence of a teen librarian, the library is working on finding community partners and presenters to support our teen programs. Sean has been in contact with a few teachers from Crook County high school to collaborate on teen programs. We are still hosting our weekly Snacks in the Stacks program and have seen an increase in attendance.
 - v. Adult
 - I. Adult programing continues to go strong. Amber has introduced Studio Hour, a program that focuses on different artistic styles. In addition, Amber hosted an Author Talk (Ghosts of Saint Pierre Patty McLean & Duane Poncy), which went well. The Movement class has continued to be well attended. We hosted 11 adult programs during the month of September and had 143 attendees.
- d. Director's report
 - i. Broughton Room Patio starts Wednesday Oct. 18
 - ii. Donation request for patio renovation
 - 1. Patio pavers
 - 2. Artwork
 - 3. Plaque
 - iii. Library is open at 7pm

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- iv. Jan 22 – Seed sorting party
- v. Jan 29-Feb 2 – community seed handout
- vi. Meta grant deadline to apply for a new bookmobile is October 20th.
- vii. Currently collecting names of individuals who would like to help sort 22,000 seed packets. Garden seed packets will be distributed free of charge to the public January 29th-February 2nd. The seed sorting party will be held on Saturday, January 27th. Gardeners who would like to help with this special project should stop by for a visit or call (541) 447-7978 x314.
 - I. A St. Charles Basic Needs grant application was submitted to cover the cost of this program. Grant proposals awarded will be notified at the end of October.

6. Financials/Statistics Review (6:15-6:20pm)

- a. None

7. Continuing business (6:20-6:40)

- a. Trustee training video
- b. eContent options
 - i. Cost of partnering with Deschutes Public Library is expensive
 - ii. Other options that are cheaper
 - 1. Libraries of Eastern Oregon (LEO)
 - 2. Oregon Digital Library Content
 - iii. If we switch, there is a process. Application is due in February and will take effect in July 2024
 - iv. Vote of approval is tabled until November board meeting
- c. Broughton patio update
 - i. Discussed in Director's Report

8. New Business (6:40-7:00)

- a. Meta grant deadline October 20, 2023.
 - i. Discussed during Director's report.
- b. Grant applications for Glenn Miller Orchestra concert on March 16th.
 - i. Sarah Beeler is working on funds and grants to bring Glenn Miller Orchestra band to Crook County
 - ii. The board supported pursuing this.
- c. Sierra cloud connection, will it work for Crook County rural communities?
 - i. Working with Deschutes to gain access to cloud-based Sierra platform to be used in rural communities and outreach.
- d. Personnel changes, no interviews for Outreach Librarian. May hire temporary part-time individuals in rural areas of Crook County and retry full-time Outreach Librarian in February.
 - i. The Outreach Librarian job position was reposted. The first round did not produce quality candidates.
- e. Staff training day on October 9, 2023

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- i. Guest speaker – Rachel Gass
 - ii. Guest speaker – Emily (DPL) – provided training on Sierra ILL
- f. Seed program
 - i. Discussed during the Director’s report.
- g. Crook County Library Foundation formation
 - i. Wants to create a Library Foundation
 - ii. Some grants require a 501-c3 Non-profit status to apply for grants.
 - iii. Cost for forming a foundation (cost with OR State)

9. Agenda items for next meeting: November 9, 2023, Broughton Community Room, Crook County Library, 175 NW Meadow Lakes Dr., Prineville, OR 97754, 541-447-7978.

10. Items for next board meeting:

- a. N/A

11. Adjournment: (7:00pm)

Motion: Sandy Kurbow

Second: Mark Maboll

Approved: Approved

Library Board Executive Session (7:00-7:15pm):

- a. Strategic plan consultant discussion

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