

# CROOK COUNTY LIBRARY BOARD OF TRUSTEES

## Meeting Minutes DRAFT

DATE: JANUARY 12, 2017

LOCATION: 175 NW MEADOW LAKES DRIVE, PRINEVILLE OR

TIME START: 5:16PM

TIME END: 6:22PM

RECORDED BY: JENNIFER KENT

### ATTENDANCE

BOARD MEMBERS		STAFF AND GUESTS
Becky Bryan	Chairperson	Buzzy Nielsen, Library Director
Pam Looney	Board member	Jane Scheppke, Assistant Director
ZuAnne Neal	Board member	Cindy York, Circulation Services Manager
Jerry Bishop	Board member	Jennifer Kent, Adult Services Associate II
		Mary Ryan, Youth Services Associate II
AGENDA	DISCUSSION AND ACTIONS	
1. AGENDA CHANGES	Buzzy added a discussion of his six month review to New Business.	
2. CONFLICTS/ POTENTIAL CONFLICTS OF INTEREST	None.	
3. PUBLIC COMMENTS	None.	
4. WELCOME NEW BOARD MEMBER	Becky Bryan introduced our newest Board member, Jerry Bishop.	
5. CONSENT TO AGENDA/ APPROVE PRIOR MEETING MINUTES	ZuAnne Neal moved to approve the consent agenda, which included approving the 2017 Holiday Closures and November 10, 2016 Board Meeting minutes as well as rescinding the Emergency Policy, seconded by Pam Looney. Approved by a unanimous vote.	
6. A. OUTREACH REPORT	Mary talked with the board about the value of her outreach to preschools and elementary schools throughout the County and shared some of her great experiences with the program thus far.	
6. B. FOL REPORT	Buzzy gave a brief update for the Friends. They are moving ahead with installing a storage shed in the parking lot as soon as the snow clears in the designated location.	
6. C. CIRCULATION SERVICES	Cindy reported: Circulation Services Assistant Leona Coleman trained on the disc cleaning machine in November (did you know? We are one of a handful of libraries with a disc cleaning machine), Mary's "Attitude of Gratitude" for the week of Thanksgiving where staff members waived patron fines, and the roll out of the Square reader, which allows us to accept debit and credit card payments in lieu of cash.	
6. D. PUBLIC SERVICES	Jane reported: We are adding our events to the Parks & Rec. quarterly newsletter/calendar. She will be expanding that partnership in the coming editions. ZuAnne Neal asked about the	

	private library being set up for the residence of the Ironhorse Senior Living facility. Jane reports that they have all the books they needed.
6. E. FINANCE REPORT	In February, Buzzy will ask Board members to be involved in the budget planning and preparations for the 2018 fiscal year presentation to the County Court.
6. F. DIRECTOR'S REPORT	Buzzy reported: We have applied for a grant that would allow us to have a social worker on site for four hours a week. We have been approved as a transit bus stop, which will begin in February. We are planning more advertising for the recently added Auto Repair Reference Center. We are moving ahead with the Ochoco History Collection or local history materials.
6. POLICY REVIEW	Buzzy read suggestions made by County legal counsel Eric Blaine on the proposed changes of the Meeting Room Policy. Pam Looney moved to accept the updated Meeting Room Policy. ZuAnne Neal seconded the motion. A unanimous vote adopted the library policy. Jane added that the newly adopted wording will be our first policy translated into Spanish.
7. OLD BUSINESS	Buzzy summarized the facilities report briefly. The report was written by building architect Rich Turi. Buzzy is working on replacement schedule for things like the Broughton Room flooring and furnaces/thermostats. Janitorial and Maintenance Specialist Darl has been battling the weather to keep the patrons and building safe. Some of our main library lighting will be replaced with longer lived LED units. The architect's review came in well under the quote.
8. NEW BUSINESS	Buzzy went over the steps for the Director's 6-month evaluation. Becky Bryan set the date for the Board's executive session to discuss their recommendation to for the County Court. Buzzy will post the meeting announcement.
9. NEXT MEETING AGENDA ITEMS	No discussion.
10. ADJOURN	There being no further business to come before the board, the meeting was adjourned at 6:22pm.