



# Board of Trustees

## Meeting Minutes

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Thursday, December 14, 2017, 5:15p  
Broughton Room, Crook County Library  
175 SW Meadow Lakes Dr., Prineville

Present: Jan Anderson, Jerry Bishop, Buzzy Nielsen (Library Director), LaQuita Stec, Cindy York (Circulation Services Manager)

### 1. Additions/deletions from the agenda (ACTION)

Jerry called the meeting to order at 5:15p. Buzzy asked to add an agenda item under New Business regarding his annual review. Jan moved to approve the agenda as amended. LaQuita seconded. The motion carried unanimously.

### 2. Conflicts/potential conflicts of interest

None stated.

### 3. Public comment

There was no public present.

### 4. Consent agenda (ACTION)

#### a. Minutes of November 9, 2017, meeting

Jan moved to approve the consent agenda as presented. LaQuita seconded. The motion carried unanimously.

### 5. Reports

#### a. Friends

In addition to the written report and minutes, Buzzy reported that the Friends' big December Saturday sale is on December 16. This sale will be a bit bigger than usual Saturday sales, as the Friends are offering gift wrapping and are promoting the sale as a great place to buy gifts. In January, the Friends Board will hold their annual planning retreat.

#### b. Circulation services

Cindy reported the following:

- Circulation Services Specialist Kim Bales is beginning to cross-train in cataloging and will take a course in 2018.
- Replacement cards are now free at libraries in our network.
- A baby changing station was installed in the restroom in the children's room.
- LaQuita asked what the net change in items on the statistical report is and why there's a big change over last year. Buzzy explained that it's the difference between the number of items added to the physical collection and the number withdrawn. Last year, a lot of items were withdrawn to the point that the collection shrank. The formulas in the stats spreadsheet don't handle the negative change very well. This year, the library is adding items at a healthy pace.

#### c. Public services

Buzzy gave the Public Services report for Assistant Director Jane Schepke:

- Once again, the library is hosting programs for elementary-aged students during school in-service days. The program series, titled Full STEAM ahead, focuses on science, technology, engineering, art, and math.

- For the first time ever, the library is having a winter reading program. It's themed around hygge, a Scandinavian philosophy of chilling out. Patrons will be given bingo cards encouraging them to read various types of books to win fabulous prizes.
- Teen Services Librarian Shun-Sho Fong has begun outreach to Rimrock Trails, a residential behavioral and substance abuse clinic for teenagers.
- Shun-Sho is also starting a Girls Who Code club, a national program encouraging young women to learn to code to solve community problems.
- The Oregon Humanities conversation program on December 9 about creativity and vulnerability drew a respectable and appreciative crowd of 19 people. This was the best attended conversation program since the rowdy gun control program held a few years ago. The program is the first in a series that will occur through winter and spring.

#### **d. Finance**

The Board reviewed the financial report. During the December department head meeting, County Judge Seth Crawford reported that the County has received \$5.4 million from the recent sale of land to Facebook. These funds will be used for capital projects. Buzzy plans to ask for funds to pay for the software upgrade, heat tape or some similar ice prevention method, and new thermostats.

#### **e. Director**

Buzzy highlighted the following:

- Due to liability concerns, the County Court declined to allow the library to check out roof rakes this winter.
- Broughton Room floor replacement is scheduled for February 22-28. Staff room carpet replacement is scheduled for the week of January 15.
- The County hired a temporary staff member to take on Human Resources duties. Benefits-related questions will now be routed through the Finance Department, and complex HR questions through Legal. The County Court appears has not yet decided their long-term plan for the department.
- Thrive Central Oregon received a grant from Central Oregon Health Council. Thanks to that grant, a social worker will begin visiting the library for four hours per week starting in late January.
- The library is participating in Holiday Partnership by hosting a Tree of Joy, food donations, and Toys for Tots donations.
- Next calendar year, IT will replace the library's servers, phones, and some wiring, which should speed up the library's network and save money on the phone bill.
- The County is expecting to receive the compensation study sometime in January. As part of that, the library will rewrite some job descriptions and retitle some positions to better reflect what people actually do. Since new business cards are required anyway, as staff's telephone extensions are changing, the library will start using these new titles now.
  - Shelvers will become Circulation Services Aides to reflect that they do more than just shelve.
  - Circulation Services Assistants will become Circulation Services Specialists, to reflect the more detail-oriented things that they do.
  - The Adult and Youth Services Associate positions will be split into four separate positions: Children's Services Librarian, Teen Services Librarian, Adult Services Librarian, and Catalog Services Librarian.
- The library is ordering new thermal door counters for the lobby. They'll be installed when IT updates our server room and phones.

### **6. New business**

#### **a. Checkout policy changes**

As part of the integrated library system software upgrade, the three partner libraries in Central Oregon are considering several changes to checkout policies:

- *No charge for replacement library cards:* This change was implemented immediately. New library cards cost the library around \$0.15-20, so the cost is minimal.

- *Increase interlibrary loan non-pickup charge:* Getting items from outside of the Central Oregon library network (interlibrary loans, AKA ILLs) is costly. Return postage is at least \$2.50, and a lot of staff time is required. For this reason, the libraries propose to increase the fee for people who do not come pick up their ILLs from \$2 to \$5. This would be into effect in July.
- *No longer selling non-resident cards to other libraries:* The partner libraries recently had a plan to allow people to buy non-resident cards for any of the partner libraries at all locations, e.g. someone could buy a Jefferson County card at Crook County, even if they're not a Jefferson County resident. This proved logistically challenging, and this plan was scrapped.

The biggest proposed change is to eliminate late fines on nearly all items (likely excepting hot titles). The partner libraries already do not charge fines on children's materials. The change would amount to an approximate \$5,500 annual loss in revenue but a big savings in staff time and would make the library more inviting. Board members discussed the pros and cons of the proposal and ultimately felt that the pros of eliminating fines outweighed the cons. Board member ZuAnne Neal expressed over email that she preferred to keep fines for accountability reasons. Board President Pam Looney expressed over email that she preferred to eliminate them. The libraries plan to work on more effective ways to incentivize returning materials without penalizing the most vulnerable library users.

#### **b. Library Director review**

Buzzy said that the County decided not to review department heads this year, as the loss of the HR Department sent things into disarray. The Board will wait until the next cycle (August 2018) to review Buzzy. LaQuita asked what benefits the County offers employees. Cindy and Buzzy described the leave, health insurance, life insurance, and other benefits the County offers.

#### **7. Agenda items for next meeting, January 11, 2017**

- Software upgrade update
- 2018-19 budget
- Bookmobile discussion

#### **8. Adjournment**

The meeting adjourned at 6.04p.