

# Crook County Library Board of Trustees

## January 14, 2010 Meeting Minutes

Meeting called to order at 6:35pm by Jim Carpenter

- Board members in attendance: Jim Carpenter, Patti Norris, David Wise, Martha Richitelli, and Valerie Schnoor.
- Staff member in attendance: David Patterson, Kathleen Cuddy, Faith Duncan
- Guests in attendance: Michelle Blomquist, Penny Patterson

December meeting minutes approved with minor corrections.

- Motion to approve by Patti Norris
- Seconded by Martha Richitelli
- Approved unanimously

Jim Carpenter asked for an update from David on the status of Inter-Library Loans in relation to the previous meeting's discussion.

- David reported that all Inter-Library Loans are caught up and have been caught up since 2 days before the prior months meeting. Inter-Library Loans are now being processed at the same rate as before the new catalog was introduced. David is now working with Cindy York to utilize the functionality of the new catalog system to improve Inter-Library Loan performance above what was available under the old system.

### Director's Report

1. David Patterson reported on library collection issues
  - a. Signage
    - i. All shelf signage is up. Templates are in place to ensure rapid replacement in the future.
  - b. Shelf Reading
    - i. The shelf reading process moving forward. As part of the shelf reading process, all adult and large print fiction titles are being shelved by author and title.
  - c. Central Oregonian Error
    - i. All lost copies replaced at no cost to the library
2. David Patterson reported on library staffing issues
  - a. New Position – Children's Librarian
    - i. Applications have been closed, the finalists have been selected (by David, Patti Norris, and Michelle Blomquist) and Interviews are scheduled for the last week in January.
  - b. Staff Meeting
    - i. The Last staff meeting held on December 30<sup>th</sup>.
    - ii. The Next staff meeting scheduled on January 28<sup>th</sup>
    - iii. Staff meetings are scheduled regularly for the 4<sup>th</sup> Thursday of the month at 8am.
  - c. Staff Training
    - i. David is trying to schedule catalog searching training with Softlink for January.
    - ii. Valerie asked if this training could then be offered by staff to the public.
      1. David said that it was a possibility, but previous public trainings have not been well attended. He is creating a series of single page pathfinders to help customers and wishes to see if that meets the public need before dedicating additional staff time to public training sessions.
      2. Patti Norris suggested converting pathfinder training aids (once completed) into online tutorial which could be accessed through the website.
  - d. Staff Workload
    - i. Public Services Workload has increased an average of 31.6% from 2008 (with 44% increased for November & December).
    - ii. Public Services Workload has increased an average of 40% from 2007 (with a 50% increased for November & December).
    - iii. On the recommendation of the HR Director, and the direction of the court, David requested that the board identify and recommend operational reductions to the court to address the increased workload.
      1. David has created a new library opening procedure that should save approximately six staff hours per week to be redirected to support operating hour's activities.
      2. Board member identified several possible targets for operating reductions.
        - a. Reduce or discontinue Library Bookmobile service;

- b. Closing the library earlier on Monday-Wednesday;
- c. Opening the library later Monday-Friday;
- d. Closing the library on Saturday;
- e. Closing the library on Friday; and
- f. Closing the library to the public ½ day on Fridays.

**\*ACTION ITEM\* – That the library close to the public ½ day on Fridays for an indefinite period. This operating change would be reviewed after 60 days to determine if the reduction is adequate to address the staff workload issue.**

- Motion by Patti Norris
  - Seconded by David Wise
  - Approved unanimously
3. David Patterson reported on library IT issues
- a. Firewall
    - i. The new firewall has been purchased. Total cost = \$760.00
  - b. Liberty - Remaining Technical Issues
    - i. All remaining technical issues from the conversion appear to have been corrected.
    - ii. The library is still waiting for receipt printing (new estimate, mid-January).
    - iii. With system email capabilities functioning, response/repair times for record related glitches have been dramatically reduced.
    - iv. David is still working with AccTech and Softlink to address the slower performance rate of Liberty. A phone conference with Softlink is scheduled for Friday at 10am to discuss any remaining configuration changes possible, and necessary hardware upgrades to improving performance. The court has instructed David to spend the money needed on hardware to improve the performance.
4. David Patterson reported on library contribution and donations for November
- a. Total contributions for December were \$346.20.
  - b. Total Expenses for December were \$20.00.
  - c. The Ready to Read Grant from the State Library arrive in December (\$8,935.00).

#### Patron Registration Policy

**\*ACTION ITEM\* – That the library adopt the Registration Policy as presented.**

- Motion by Martha Richitelli
- Seconded by Valerie Schnoor
- Approved unanimously

#### Rules for Internet Use Policy

**\*ACTION ITEM\* – That the library adopt the Rules for Internet Use Policy with minor typographical corrections.**

- Motion by Patti Norris
- Seconded by Valerie Schnoor
- Approved unanimously

David updated the board on a winter morning movie matinee

- A volunteer has been secured to run the program. David hopes to have training completed and program in place before the end of the month.

Jim Carpenter announced that the board would enter an executive session pursuant to ORS192.660 (2)(b) to consider complaints or charges against an employee.

- David requested the issue be addressed in open session
- Jim expressed his concerns regarding interactions between the board, the library director, and the court in regards to the Assistant Director/Children's Librarian
  - David brought to the board his plan to hire an Assistant Director/Children's Librarian. The board took no action related to this position at that time. Outside of that meeting Jim asked the board members if they would consider dropping the Assistant Librarian and just hiring a Children's Librarian (Jim had learned since then from County Counsel that those discussions would need to be held within a public meeting). Jim notified David in an email of the board's wishes and told him that item would be taken off the court's agenda. David was at the court session, and presented what Jim felt was a recommendation for the Assistant Director/Children's Librarian position. Jim felt that David's actions were intended to either willfully disobey board's directions, or that he was following what was on the court agenda.
  - David explained that he understood the board's wishes and had no intent to disregard them. He attended the meeting because he needed to address the creation of the Bi-lingual storyteller position. When he saw that the Assistant Director/Children's Librarian position was on the agenda, he immediately brought Jim's email (and the board's wishes) to the County Counsel's attention. David said that he expressed his willingness to the court to go

with the board's wishes and when court members asked for an explanation, David provided a narrative of what led to that point (the request for the position from staff member, Judge McCabe's initial approval of the position, and the board's discussion of the position at the board meeting). David did not intend this to be a justification for the position, but an explanation to the court of what led to the position being on the court's agenda. David expressed his apologies to the board for any unintentional misunderstanding.

The meeting was adjourned at 9:50pm.