

# Crook County Library Board of Trustees

## ***November 12, 2009 Meeting Minutes***

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

- Board members in attendance: Jim Carpenter, Patti Norris, David Wise and Martha Richitelli, and Valerie Schnoor.
- Staff member in attendance: David Patterson, Cindy York
- Guests in attendance: Tim Pilcher (from the Friends of the Library)

October meeting minutes approved.

- Motion to approve by Patti Norris
- Seconded by Jim Carpenter
- Approved unanimously

Director's Report

1. David Patterson reported on library collection issues
  - a. Overall collection circulation for October 2009 is up 35.95% over October 2008 (Adult circulation up 44%, Young Adult circulation up 33.06%, and Juvenile circulation up 20.77%).
  - b. David has determined how to make the circulation statistics report provide more detailed data. He hopes to have it functioning by January.
  - c. David provided a statistical report on Library2Go (the libraries new downloadable audiobook service). Downloadable audiobook circulation has increased 107.4% in the last quarter and 14.28% in the last month.
  - d. Request for Reconsideration of Library Materials – House of Night Series, by P.C. Cast & Kristin Cast
    - i. David conducted a complete review of the title Chosen (House of Night #3) and advised that the maturity of the content was consistent with other titles in the Young Adult collection and recommended the series be retained in the collection.

**\*ACTION ITEM – That the series House of Night, by P.C. Cast and Kristin Cast be retained in the collection.**

- Motion by Patti Norris
  - Seconded by Valerie Schnoor
  - Approved unanimously
2. David Patterson reported on library staffing issues
    - a. Update on Pandemic Plan Status: Phase #1 – The library should be back to full operations effective Monday, 11/16/2009.
    - b. Will schedule training once build 6.1 is complete.
    - c. Due to vacations, and illness, the library did not have a staff meeting in the last month. They will have one in December.
    - d. David has scheduled a staff holiday party for December 13<sup>th</sup> at his house (Trustees and Court will be invited).
    - e. David will be on vacation starting next Thursday. He will be back on November 30<sup>th</sup>.
  3. David Patterson reported on library IT issues
    - a. Firewall
      - i. The Netgear firewall should be delivered tomorrow and AccTech plans on coming with it to configure and install it.
    - b. Filtering
      - i. In order to get our filters functioning correctly, AccTech will need to move the new Netgear firewall into a new switch port.
    - c. Liberty

- i. Receipt printing still not functional (the receipt printer capabilities will be put in SP10, hopefully by the end of the month. Build 6.1 now has an anticipated release of first quarter of 2010).
    - ii. Reserves getting better. Reserves placed after the last update are working correctly. All but three of the records locked due to corrupt reserve records have been cleared (those three are being worked on now). The clerks who manage our reserves feel that it looks like once the old reserves are gone (pre-update reserves) we will be able to phase out paper tracking.
  - d. Bitmobile
    - i. David has learned of the possibility of acquiring the OSU Bitmobile for the library. He is putting a preliminary proposal together and will be meeting with representatives from OSU next month. If successful this would allow the library to:
      - 1. expand its public computing services to outlying areas of Crook County;
      - 2. improve access to free computer literacy instruction; and
      - 3. improve access to higher education opportunities throughout Crook County.
  - e. Thin Client Network
    - i. David is working with AccTech and Steve Dougill on a proposal to convert our public access computers to a thin-client network. This would be a grant funded project. If successful, the ongoing hardware, maintenance, and energy consumption costs of our public access computers would be reduced by over 60%.
- 4. David Patterson reported on library Contributions Report for October
  - a. Starting balance for October: \$25,667.17
  - b. Balance as of November 12: \$27,696.92
  - c. Grant from the Crook County Cultural Coalition of \$1,775 to fund a Community Read.
  - d. Gifts from Kiwanis Club, Friends of the Library of \$500 each for bilingual collection development. With a library commitment to supplement bilingual collection development of \$500 and the grant of \$1,000 from the Oregon Community Foundation the library now has committed \$2,500 for a Bilingual Story-time program.

**\*ACTION ITEM – To request the Crook County Court authorize the addition of a grant funded, part-time, temporary, Bi-lingual Storyteller to work 1 ½ hours per week for the calendar year 2010.**

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

#### Registration Policy

- The board discussed changes to the Registration Policy.
  - Increase the age for Adult membership from 16 to 18.
  - Authorize the Library Director to increase lending limits for organizations on a case by case basis.
  - Clarify wording regarding identification requirements.
- David will make these changes and provide copies of the new draft to the board for review.

#### Internet Use Policy

- The board discussed changes to the Internet Use Policy.
  - Increase age authorized to request removal of Internet filters.
  - Authorization for issuing guest passes for persons without library cards.
  - Allow for a permanent ban from the library for library Internet access used in violation of the law.
- David will make these changes and provide copies of the new draft to the board for review.

Cindy York provided a report to the board on the library's debt collection efforts.

Public Complaint Policy

- Tabled until the December meeting.

Due Process Policy

- On the suggestion of the Crook County Counsel, David will work with Brian Branch (to draft a new Due Process Policy for the library. David will submit it to the board for review and approval when complete.

Tim reported to the board on changes to the Friends of the Library board.

The meeting was adjourned at 8:55pm.