

Crook County Library Board of Trustees

June 11, 2009 Meeting Minutes

Meeting called to order at 6:30pm by Jim Carpenter

- Board members in attendance: Jim Carpenter, David Wise, Patti Norris, Lara Polen and Martha Richitelli.
- Staff member in attendance: David Patterson
- Guests in attendance: Steve Bucknum (from the Friends of the Library),

May meeting minutes approved with minor corrections

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

David Patterson brought a request to the Trustees from Jim Haggerty to place a penny collection jar in the library to support the efforts of Greg Mortenson (“Three Cups of Tea”) to build schools in Afghanistan

- The Trustees felt that
 - This would violate the library’s meeting room policy prohibiting the use of library property to raise money (“*No group or person may charge an attendance fee for meetings or workshops held on the Library grounds or make requests for voluntary donations*”)
 - All fund raising requests to the library should be forwarded to the Friends of the Library

David Patterson provided a progress report on the new Integrated Library System

- The startup issues that have been corrected are:
 - System slowdowns and restarts
 - Functional problems with title searching
 - Functional problems with renewals
- The startup issues still being addressed are:
 - Functional problems with reserves
 - Current loan titles do not display in OPAC Borrowers display.
- Conversion issues continuing to be addressed from the Follett conversion are:
 - All patron barcodes need to be updated in Liberty
 - All T-type item barcode need to be rescanned into Liberty to function properly
- Catalog records issues to be addressed:
 - Catalog records lack standardized author authority control
 - Catalog records lack standardized subject authority control
 - Catalog serial record lack standardized structural components
- The startup issues and conversion issues should be addressed within the 6 month system conversion window.
- The catalog record issues will requires re-cataloging entire collection need to be considered a long-term project.
- The different groups David is working with to address the various issues:
 - Softlink (Liberty functional and operational issues)
 - AccTech (server, workstation, and network issues)
 - CybraryN (public workstation authentication)
- Issues raised by library patrons concern are:
 - Difficulty searching catalog
 - Short-term corrections include title index update (completed)
 - Long-term corrections include authority control standardization
 - Longer lines at the circulation desk
 - As staff become more comfortable with Liberty, their efficiency will increase
 - Increased lines are also due to increased library usage

- Items showing available in catalog not on shelf
 - This is due to the T-type item barcode conversion issues
- Time delays in receiving reserved items
 - Liberty reserve module still experiencing functional problems
 - Staff has implemented a manual work around to ensure that collection reserve services continue to function, but this work around does take more time
- Difficulty accessing catalog offsite
 - The access to Liberty offsite was interrupted due to the library's moving of Internet access from BendTel to Crestview Cable
 - The conversion is complete and offsite access has been re-established
- Difficulty logging onto public computers
 - The conversion to Liberty has required a reconfiguration of CybraryN to utilize Liberty Borrower CSV export
 - Still waiting for CybraryN vendor and county IT contractor to complete reconfiguration
 - Staff has implemented a work around by issuing all computer users guest passes
- In order to ensure that the library is doing all it can to support the staff and the public in their efforts to utilize the Liberty system, the Trustees made the following recommendations to David:
 - Have Margo Ashcraft and Neva Caudle place how-to sheets at each circulation station for most basic Liberty circulation procedures
 - Have Faith Duncan mentor staff members who are experiencing the greatest difficulty utilizing Liberty's circulation system
 - Have David complete a staff meeting before the next Trustee meeting to address staff concerns related to Liberty usage

David Patterson provided a progress report on the Teen Room Project

- Air return vent install complete
- Accent carpets have been delivered
- Trim work completed
- Laptop storage shelves installed
- Laptop configuration in process
- Final shelving for "graphic novel wall" still to be completed

Patti Norris suggested scheduling the grand opening of the Teen Room to coincide with a Teen Late Night program in order to demonstrate the Teen Room in action.

David Patterson reported on staffing changes

- Aimee Bunt (24hr/wk) has resigned her position due to her family moving to Medford
- Judge McCabe is looking to fill the position in-house
- As part of the overall county budget reduction, each staff member will be required to take one (unpaid) furlough day per quarter (4 days total for fiscal year).
- Oregon Emergency Jobs Program
 - The county is applying to the state for a variety of temporary positions through 2 possible full-time 12 week ID Clerk positions for Summer

Jim Carpenter provided an update on Board term expiration dates

- Patti Norris, June 30, 2009 (Patti's position has been renewed for another term. Her new term will end on June 30, 2013.)
- Jim Carpenter, June 20, 2010
- Lara Polen, June 30, 2011
- Martha Richitelli, June 30, 2011
- David Wise, June 30, 2012

Election of Officers 2009-2010

***ACTION ITEM – That Jim Carpenter be named Chairperson and Martha Richitelli Vice Chairperson for the 2009-2010 fiscal year.**

- Motion to approve by Patti Norris
- Seconded by Lara Polen
- Approved unanimously

The meeting was adjourned at 8:54pm.