

CROOK COUNTY LIBRARY BOARD OF TRUSTEES

Meeting Minutes

DATE: JANUARY 14, 2016

LOCATION: 175 NW MEADOW LAKES DRIVE, PRINEVILLE OR

TIME START: 5:40PM

TIME END: 7:45PM

RECORDED BY: JENNIFER KENT

ATTENDANCE

BOARD MEMBERS		STAFF AND GUESTS
David Wise	Chairperson	Camille Wood, Library Director
Jillian Viles	Vice Chair	Andy Parks, Budget Consultant
Becky Bryan	Board member	Cindy York, Circulation Services Manager
Nancy Borneman	Board member	Jennifer Kent, Adult Services Associate II
Gayle Casselman	Board member	Jane Schepke, Adult Services Associate II
		Barratt Miller, Assistant Director
AGENDA	DISCUSSION AND ACTIONS	
1. ESTABLISH QUORUM	The meeting was called to order at 5:40pm	
2. PUBLIC COMMENTS	None.	
3. ANDY PARKS, BUDGET CONSULTANT	<p>Andy Parks gave a presentation entitled Crook County Library Financial Forecasts, 2016-2026. He sought input from trustees and staff at this meeting and then plans to finalize his report and send it along with budget data to the library director.</p> <ul style="list-style-type: none"> Camille will investigate library construction costs per square foot. Andy will follow up with Brian Huber regarding amount of compression in each tax district. <p>Andy left the meeting and trustees and staff took a short break to tour the newly reopened Children's room, and then resumed the meeting.</p>	
4. APPROVE PRIOR MEETING MINUTES	Nancy Borneman moved and Becky Bryan seconded to approve the minutes from the November 12, 2015 meeting and the motion was unanimously adopted.	
5. ASSISTANT DIRECTOR'S REPORT	<ul style="list-style-type: none"> Programs in December included a Giving Tree, Ornament Crafting, Star Wars training for teens, Christmas themed Storytimes, a Facebook series tracking our Monster on a Shelf, and the Holds Hoedown -- an educational raffle to help the patrons learn some of our OPAC's capabilities. Preparations continued for the Oregon Community Foundation Grant application, the renovation of the Children's Library, and the transition to a Smoke Free Campus. Jane Schepke will be replacing Barratt Miller as Assistant Director in late January. Barratt has accepted a new position in Oregon City. Dave Wise thanked Barratt for her excellent service. Mary Ryan and Barratt Miller attended a virtual meeting of the Mock Belpré Award workshop on December 12. The Pura Belpré Award is given to Hispanic American authors and illustrators whose books represent the Latino experience in America. Weeding in the children's collection was completed. The collection is generally healthy. 	
6. CIRCULATION SERVICES REPORT	<ul style="list-style-type: none"> Leona Coleman has completed her Digital Download Training. 2 volunteers and a potential work study candidate are in the process of becoming Certified Shelters. 	

	<ul style="list-style-type: none"> • Cindy York attended the DPL Supervisor’s Meeting on December 16th. No decision was made regarding the proposed Damaged & Incomplete procedures. • Kim Bales attended the final Wellness Committee meeting of her term on December 22nd. • The Holds Hoedown created a 20% increase in CCL patron holds.
<p>7. DIRECTOR’S REPORT</p>	<p>Monthly Report</p> <ul style="list-style-type: none"> • Camille welcomed to Nancy Borneman at her first meeting as an official CCL Board member. • Jane Schepke will step into the Assistant Director’s position on January 25, 2016. The hiring process has begun to hire a Youth Services Associate II to replace the position left vacant. • Beginning in February, Finance employee Shelly Hall will begin working half time at the library, for an undefined period of time. Shelly will be working as a circulation assistant for 20 hours a week. Her salary will not be paid from the library budget at this time. <p>Financial review</p> <ul style="list-style-type: none"> • Gayle Casselman asked for clarification of a charge from Verizon for the “Bookmobile Cell Phone.” Camille explained that the account is still active and will be used for the Little Free Library and other outreach programs. <p>Facilities update</p> <ul style="list-style-type: none"> • Camille shared that the Smoke Free Campus signs have been installed. • Camille congratulated Jennifer Kent on a successful project to re-carpet and repaint the Children’s room. Jennifer expressed thanks to the volunteers, staff, and county staff who assisted. <p>Policy Review</p> <ul style="list-style-type: none"> • <i>Closure Schedule 2016 – DRAFT, revised</i> – Nancy Borneman made a motion and Becky Bryan seconded to approve the document as presented and it was approved unanimously. • <i>Crook County Library and Standards for Oregon Public Libraries</i> – Camille explained that the Oregon Library Association created a set of standards for public libraries in the state, and that she and Barratt compared Crook County Library to the standards. She presented this document to the board for their consideration, and for discussion at a later meeting. <p>District Exploration</p> <ul style="list-style-type: none"> • A special meeting date was selected for the board subcommittee working on the special library district project to meet – January 20, 2016 at 4:00 pm at the library.
<p>8. ADJOURN</p>	<p>There being no further business to come before the board, the meeting was adjourned at 7:45pm.</p>