

CROOK COUNTY LIBRARY BOARD OF TRUSTEES

Meeting Minutes

DATE: JANUARY 13, 2011

LOCATION: 175 NW MEADOW LAKES DRIVE

TIME START: 6:30 PM TIME END: 9:16 PM

RECORDED BY: NEVA CAUDLE

ATTENDANCE

PRINT NAME		ABSENT
Patti Norris	Chair person	
Martha Richitelli	Board member	
David Wise	Board member	ABSENT
Valerie Schnoor	Board member	
Wayne Kee	Board member	
Camille Wood	Library Director	
Julie Handyside	Youth Services Manger	
Tim Pilcher	Pres. Friends of Library	
MaryKay Dahlgreen	Consultant, Oregon State Library	

AGENDA	DISCUSSION & ACTIONS
CALL TO ORDER	The meeting was called to order at 6:30 pm
APPROVE MINUTES	Wayne Kee moved to approve the minutes of the December 9, 2010 meeting and Martha Richitelli seconded; the minutes were unanimously adopted.
BOARD/POLICY ISSUES	<p>a. Strategic Plan review : The existing five year strategic plan will be in effect until July 1, 2011. Tim Pilcher was on the team that designed the plan; he described how the plan was developed using surveys and focus groups. He stated that initially a consultant from LEO was involved in order to get the group started and give direction.</p> <p>b. Consider Strategic Plan update process:</p> <ul style="list-style-type: none"> ▪ MaryKay Dahlgreen complimented Board members on the work put into and progress made on the existing plan. She provided an overview of the methodology used in developing standards for operating public libraries by the Public Library Association. MaryKay described one method of planning that has been used effectively in libraries which involves a straightforward process that can be accomplished in three long meetings. The steps would include: <ol style="list-style-type: none"> 1. The Board decides on a carefully structured group of approximately 20 people who have a clear understanding of what their role is on the committee. The group might include one or two members of the Library Board and one or two members of the Friends of the Library. Other members of the committee could possibly include the city administrator, the superintendent of schools, a member of the Teen Services Advisory Council, a member representing the Commission on Children and Families, and someone from the early childhood development community; members from a local theatre group or art council might represent their groups. The Library Director would serve as administrator. 2. Set a course. List priorities so when a choice needs to be made resources will

go to the primary service responses that have been selected based on the needs of the community.

- Board members asked about other models for strategic planning. MaryKay suggested a hybrid of various plans that might include a general survey that might yield helpful information, and/or a focus group. She stated that the Delphi method is another choice available. MaryKay noted that the staff, the board and the friends should serve as the basis of the planning group and after that there are no rules; it's whatever works for this library and this community.
- Board members unanimously agreed to survey the public as an input into the strategic plan revision.
- A subcommittee consisting of Martha, Valerie and Camille was assigned to develop a survey draft to bring back to the board at the February meeting.
- Due to time constraints, the Board agreed to postpone the review of the last section of the strategic plan until the February meeting.

c. Registration Policy Updates:

Copies of the proposed policy were passed out; changes from the existing policy were highlighted. Specific topics covered:

- clarification that new cards can only be issued to juveniles who are accompanied by a legal guardian
- a proposal that non resident cards should be issued yearly based on the month the patron pays rather than on a fiscal basis as is the current policy
- that the renewal period be decreased from 3 years to 2 years

A motion was made by Valerie Schnoor to approve the revised patron registration policy as presented, seconded by Martha Richitelli and unanimously adopted.

d. New ILS Investigation:

- Camille talked with Jim Schepke, Oregon State Librarian, and Todd Dunkelburg, Director Deschutes Public Library, regarding options for a new ILS. Because it is likely the library's collection would need to be re-barcode, RFID (radio frequency identification) is being explored. It could position the library for greater efficiency, especially for implementing self check out. It is quite likely that DPL will be implementing it very soon.
- Camille shared that the State Library has been encouraging libraries with standalone ILS to collaborate together both for automation and for resource sharing. CCL could apply for LSTA grant funds to help fund CCL partnering with another library for a new ILS which might significantly lower the cost. MaryKay agreed with Camille regarding the State Library's position on resource sharing and added that grant funds are not available for libraries that select a standalone ILS.
- MaryKay outlined the two step process for LSTA applications:
 1. A brief proposal with solid budget information is due mid April. The council meets in May, reviews those short proposals and then makes a recommendation to the State Library Board regarding which proposals to invite for the second part of the process.
 2. The full grant application is due in August. The council meets again in September and makes a recommendation to the board at their October meeting. If approved, the grant is then funded in February.

e. ILS TASK FORCE:

The library management team met and decided to form an ILS Project Task Force to investigate and make a recommendation for a new automation system. The task force

	<p>will include library management team members, the County IT Director, and potentially three community members. Meetings will be held twice a month or on an as-needed basis.</p> <ol style="list-style-type: none"> 1. IT director Steve Dougill and the library management team met on January 6. Steve is looking at the technology infrastructure to determine what needs to be done in preparation for a new ILS. 2. An electrician was in last week with Steve to review the current wiring system; a bid will be submitted for work that needs to be done. 3. April is the deadline for making a decision regarding a new ILS so researching the ILS will be high priority for Camille and the management team. 4. The team is exploring joining the Deschutes and Jefferson ILS or the Sage Consortium. DPL has been responsive but has advised that if CCL joined their ILS, they would need time and extra resources to prepare for the transition and provide maintenance. 5. Camille stated that the library's staff and public computers are at the end of their life cycle and in need of replacement, which the IT department is planning for in the next budget year. 6. Camille recommended that a current or past library board member serve on the ILS task force; Valerie Schnoor volunteered to serve. 7. Board members asked how long the library plans to continue to use the Liberty ILS. Camille advised that the maintenance fees for Liberty cost a little under \$10,000 annually. The library could propose prorating this fee.
<p>YOUTH SERVICES REPORT</p>	<ul style="list-style-type: none"> ▪ Julie passed around a bound advance copy of <i>Happy Jack</i>; as soon as the final copies are available a book signing will be scheduled. ▪ The "Read to the Dogs" program numbers are low but growing. ▪ Monday evening Wee Read attendance has been low and Wednesday morning attendance has been overwhelming, so beginning the week of January 17 the Monday evening program will be moved to the morning. ▪ Jill Bonanno attended a "Reading for Healthy Families" workshop in Baker City the week of January 10. The workshop was paid for primarily through a grant. ▪ An open Teen Library Council meeting will be held on January 27. ▪ 22 kids attended "Late Night" last Thursday.
<p>DIRECTOR'S REPORT</p>	<ul style="list-style-type: none"> ▪ Board members reviewed a copy of the Director's Report for December. ▪ Camille pointed out that the day following the holidays (January 3rd) over 650 people came through library doors; the week following showed over 500 people each day. ▪ Once again Library2Go has shown an increase in usage. Staff members are available to help patrons learn how to use the service. ▪ The expenditure and donation/gift list was passed out and reviewed. ▪ Oregon Library Association membership information was handed out. Camille advised board members that their email addresses have been provided to the OLA and that they will begin receiving information and newsletters.
<p>OTHER</p>	<p>None</p>
<p>ADJOURN</p>	<p>The meeting was adjourned at 9:16 PM.</p>