

CROOK COUNTY LIBRARY BOARD OF TRUSTEES

Meeting Minutes

DATE: MARCH 10, 2011

LOCATION: 175 NW MEADOW LAKES DRIVE

TIME START: 6:30 PM TIME END: 9:10 PM

RECORDED BY: NEVA CAUDLE

ATTENDANCE

PRINT NAME		GUESTS
Patti Norris	Chair person	Camille Wood , Library Director
Martha Richitelli	Board member	Julie Handyside, Youth Services Librarian
David Wise	Board member	
Valerie Schnoor	Board member	
Wayne Kee	Board member	

AGENDA	DISCUSSION AND ACTIONS
CALL TO ORDER	The meeting was called to order at 6:30 pm
1. ESTABLISH QUORUM AND APPROVE PRIOR MEETING MINUTES	A motion was made by Martha Richitelli to approve as presented the minutes of the February 10, 2011 meeting, seconded by Wayne Kee and unanimously adopted.
2. APPROVE PRIOR MEETING MINUTES	A motion was made by Valerie Schnoor to approve as presented the minutes of the special meeting held on March 2, 2011. The motion was seconded by Martha Richitelli and unanimously adopted.
3. YOUTH SERVICES REPORT	<ul style="list-style-type: none"> • Happy Jack special book signing will be Saturday, March 5, 2011. • The Youth Services team attended a Children’s Services Division meeting at the DPL. • The Friends of the Library donated \$5,000.00 to the Summer Reading Program: \$3,000.00 for the teens and \$2,000.00 to supplement the Ready to Read Grant for younger children.
4. DIRECTORS REPORT	<ul style="list-style-type: none"> • The new online learning platform, LibraryExpress, will be promoted in April. • Google donated laptop computers to Crook County Middle School for students. The school district has asked to install a wireless router in the library in order for students to be able to access the school district network at the library. The district will pay for all costs involved for installation and maintenance of the wireless router. <p>David Wise made a motion to support the school district’s installation of a wireless router for the Chrome laptop computer use in the library by middle school students; the motion was seconded by Valerie Schnoor and unanimously adopted.</p> <ul style="list-style-type: none"> • Movies with an “R” rating will be moved from behind the front counter to the regular movie collection. Parents will have the opportunity to decide the level of access their minor child has to the movie collection for checkout; the default will be “no access” until the parent has made this decision. • The bookmobile will be participating in the Easter egg hunt event at the park.

	<ul style="list-style-type: none"> • Today, the video conferencing equipment was set up in the Broughton room and it interfered with wireless access in the main library. Until the issue is resolved, no room reservations will be made for events requiring video conferencing.
<p>5. ILS DISCUSSION UPDATES</p>	<ul style="list-style-type: none"> • Copies of the updated ILS Project budget were passed out. • Patti and Camille reported on the brief visit they made to the Deschutes Public Library Board meeting to make the request that Crook County Library partner with DPL for an ILS system and courier service. • Board members discussed the support DPL will be able to provide to CCL both during and after establishing this partnership. • Included in the ILS Project budget is a temporary part-time staff person to assist with migration activities. • Board members discussed items that should be taken under consideration in preparing the contract between CCL and DPL.
<p>6. REVIEW 2011-12 BUDGET PROPOSAL</p>	<p>Board members reviewed copies of the 2011-12 Library Budget proposal</p> <ul style="list-style-type: none"> • Patti suggested that the technology section of the cover letter address the concept of Deschutes taking on all of the library technology. • County treasurer Kathy Gray has given permission for account fund codes and names to be changed in order to better track expenditures. • One part time staff member is currently being paid four hours per week through a grant fund; the balance of hours worked are being paid through the regular library budget. To make things easier, Kathy Gray approved the grant funded four hours to be folded into the regular library budget, and the grant funds to be used for children’s library programs – the programs for youth budget has been reduced to offset the change. • New line items have been added differentiating between youth and adult materials making it easier to track expenditures; also for resource sharing and for publicity & promotion. • Camille has requested additional staffing in the form of a reclassification of a current staff member from part time to full time. <p>Wayne Kee made a motion to approve the budget proposal as presented, with the exception that it include the change recommended by Patti that the cover letter address the concept of Deschutes taking on all of the library technology; the motion was seconded by Valerie Schnoor and unanimously carried.</p>
<p>7. BOARD/POLICY ISSUES</p>	<p>A. Proposed changes to Patron Behavior Policy (renamed Patron Code of Conduct):</p> <ul style="list-style-type: none"> • County Counsel has reviewed the proposed policy and recommended that the policy list a specific age at which children must be attended by a parent or guardian. • Board members reviewed and discussed the proposed policy. <p>David Wise moved to approve the Patron Code of Conduct as presented, with the wording “8 and under” to replace “young people” as recommended by County Counsel; Wayne Kee seconded and the motion carried unanimously.</p> <p>B. Update on patron survey:</p> <ul style="list-style-type: none"> • Amended survey copies were handed out to board members and reviewed. <p>Martha Richitelli made a motion to approve the latest draft of the survey as presented; the motion was seconded by Valerie Schnoor and unanimously adopted.</p>

	C. Finish Strategic Plan Review <ul style="list-style-type: none">• Board members completed the review of the existing plan noting goals met. Revisions will be addressed at a future meeting.
8. ADJOURN	The meeting was adjourned at 9:10 PM.