

CROOK COUNTY LIBRARY BOARD OF TRUSTEES

Meeting Minutes

DATE: MAY 12, 2011

LOCATION: 175 NW MEADOW LAKES DRIVE, PRINEVILLE, OR

TIME START: 6:30 PM TIME END: 8:30 PM

RECORDED BY: NEVA CAUDLE

ATTENDANCE LOG

BOARD MEMBERS		GUESTS
Patti Norris	Chair person	Amanda Fischer
Martha Richitelli	Board member	Erin Miller
David Wise	Excused	Steve Miller
Valerie Schnoor	Board member	Joanne Fenderson
Wayne Kee	Board member	
LIBRARY STAFF		
Camille Wood	Library director	
Julie Handyside	Youth services librarian	
AGENDA	ACTIONS	
1. ESTABLISH QUORUM AND WELCOME GUESTS	The meeting was called to order at 6:30 pm	
2. PUBLIC COMMENTS	Four community residents attended to express their concerns about reductions in the library's outreach programs for fall 2011. The board listened carefully to their comments and thanked them for their input. Julie was able to answer some of their questions and correct a few misconceptions about the outreach service.	
3. APPROVE PRIOR MEETING MINUTES	A motion was made by Martha Richitelli to approve the minutes of the April 14, 2011 meeting, seconded by Wayne Kee and unanimously adopted as presented.	
4. BUDGET/FIANCIAL REVIEW	<ul style="list-style-type: none"> The expenditures and donations lists were reviewed by board members. Camille shared that she has been informed that the county budget for next year faces a significant reduction in funding. In addition, the county is expecting a 15% increase in health benefits premiums. Each county department has been asked to reduce their budget, including the library. This reduction will quite likely affect the extent to which the library can provide services next fiscal year. Progression of the ILS Project was discussed, including sustainability. Camille reminded board members that joining with DPL will require ongoing annual maintenance fees that should be considered when planning the migration to a new ILS. Patti noted that, for anyone who wishes to attend, a county budget public meeting is usually held before the June 30 approval deadline. The current fee schedule for the library was reviewed. The board endorsed a fee reduction for replacement patron cards from \$2.50 to \$1.00. Camille will submit this request to the County Court for approval. 	

5. YOUTH SERVICES REPORT	<p>a. Summer Reading Preview: The summer reading program is scheduled June 20 through the end of July. There will be three programs: birth & up, 7-12 years, and 7th grade and up.</p> <p>b. Fall Outreach Plan: 3rd through 8th grade book talks will be the core focus of the fall outreach program. The entire youth services team will be involved in order to provide more flexible scheduling and variety in book genres.</p>
6. DIRECTOR'S REPORT	<p>a. Staffing Issues: One full-time staff member is retiring June 30; one full-time staff member is currently on FMLA with no definite return date; one full-time staff member will be on FMLA beginning June 13. Possible areas for reduction in services and hours were discussed.</p> <p>b. Bookmobile: The bookmobile is currently in the shop for generator repair. Due to the vehicle repair problems, in addition to the staffing issues, bookmobile outreach has been reduced to one day per week and some scheduled bookmobile stops have been cut.</p> <p>c. Incident: The police investigated a report regarding a library user who was in the library in violation of his probation. The officer identified the violator and instructed him not to return to the library. Staff was advised by the police officer to call the police department if the individual is seen on the premises.</p>
7. SURVEY ADMINISTRATION	<p>Given the current financial situation, a recommendation was made and approved by acclamation to postpone the patron survey for the time being. The survey will be addressed again at the October meeting.</p>
8. BOARD COMPOSITION	<p>Qualifications were clarified for filling two positions on the board that will be vacated the end of June. Martha Richitelli and Valerie Schnoor have indicated that they do not intend to apply for reappointment to the library board when their terms are completed. Board members discussed getting the word out to community members who might be interested in serving. Camille will ask Margo Ashcraft, Public Services Manager, to include the information in the library newspaper column. Camille will also let Colleen Ferguson, Crook County Court Secretary, know of the upcoming vacancies.</p>
9. OTHER	<p>Guest Erin Miller expressed an interest in learning more about the library financial situation. Patti extended an invitation to guests to make an appointment with Camille for more information on the library financial process or other library functions.</p>
10. ADJOURN	<p>There being no further business to come before the board, the meeting was adjourned at 8:30 PM.</p>