

# CROOK COUNTY LIBRARY BOARD OF TRUSTEES

## Meeting Minutes

**DATE: JUNE 16, 2011**

**LOCATION: 175 NW MEADOW LAKES DRIVE, PRINEVILLE, OR**

**TIME START: 7:20 PM TIME END: 8:25 PM**

**RECORDED BY: CAMILLE WOOD**

### ATTENDANCE

BOARD MEMBERS		GUESTS
Patti Norris	Chair person	Holly Hanes
Martha Richitelli	Board member	
David Wise	Board member	
Valerie Schnoor	Board member	
Wayne Kee	Board member	
LIBRARY STAFF		
Camille Wood	Library director	
AGENDA	ACTIONS	
1. ESTABLISH QUORUM AND WELCOME GUESTS	The meeting was called to order at 7:20 pm. Patti Norris welcomed guest Holly Hanes, library trustee applicant.	
2. PUBLIC COMMENTS	None.	
3. APPROVE PRIOR MEETING MINUTES	A motion was made by Valerie Schnoor to approve the minutes of the May 12, 2011 meeting, seconded by Martha Richitelli and unanimously adopted as presented.	
4. BUDGET/FINANCIAL REVIEW	<ul style="list-style-type: none"> <li>Expenditure and Gifts/Donations report. Camille mentioned that from now on she will be bringing copies of all the invoices to the board meetings in case trustees have questions about a particular invoice. Under Gifts/Donations a \$1,000 mini-grant was received from the Shirley Whiting Foundation through the Lutheran Church. Jill Bonanno applied for and received the grant to support Wee Read storytime activities and the children's room.</li> <li>Budget hearing. Camille reported that she attended and that no public comments were received and the Court did not make any changes to the budget. The budget will be considered for adoption on June 29<sup>th</sup>.</li> </ul>	
5. YOUTH SERVICES REPORT	Camille reported that flyers for the Summer Reading program are available and now include a last minute change to the schedule. Kids were starting to sign up on Saturday. Margo Ashcraft's column next week will highlight the summer reading program.	
6. DIRECTOR'S REPORT	<ul style="list-style-type: none"> <li>The Public Services Manager position has been opened. In addition to the newspaper ads, announcements will also be sent</li> </ul>	

out to the Oregon Library discussion list and online websites for library job postings.

- Sharon Gowen's final paycheck and vacation payout has been made out of this fiscal year. Sharon's position will be changed to be the same as the other associate positions, and as a full time position it will be opened to current part time library staff. Once a part time employee is selected for the full time position, we will lose the part time position as agreed upon during the fy2012 budget process. The opening of the position should occur next week.
- Publicity will be going out soon regarding the library furlough days – one Friday a month starting in July. Camille passed out a copy of a Functional Overview which identifies the number and variety of tasks staff perform and the gap between the overall hours needed and the number of staff hours available.
- The bookmobile has been fixed, but due to staff shortages it will not be utilized until August at the earliest.
- A library memorial fund for Sharon Gowen has been set up and two donations have already been received. Funds received will be used to purchase items for the collection in areas of interest to Sharon and bookplates will be added. Camille passed out flyers explaining the fund and how people can donate to it. Wayne Kee offered to look into designing a book plate for the library for use in identifying memorial gift items.
- Camille reported that at yesterday's County Court meeting Steve Dougill proposed to include the library in the opportunity to receive high speed Internet access through Bend Broadband at a reduced rate for a 5 year contract period. Camille spoke in support of Steve's proposal and it was approved by the Court. Implementation will probably coincide with the library's migration to Millennium.
- Budget Year End: Camille informed the board that the library will be returning an estimated \$16,000 to the County's general fund as all general fund departments had been asked to do by the County Treasurer.
- Potential library trustees: Kenneth Maki and Holly Hanes have submitted applications to the County for appointment to the library board. Judge McCabe suggested that they attend this board meeting if possible and that the library board send him their thoughts on these candidates. Camille provided library staff with copies of the applications and reported that the feedback she received from them was positive. Holly Hanes was in attendance and talked about her support for library services and interest giving back to the community. Martha Richitelli moved to recommend to the County Court the applications of Holly Hanes and Ken Maki as new library trustees, Valerie Schnoor seconded and the motion passed unanimously.

#### 7. OTHER

- Wayne Kee reported that he heard from a patron who did not like the new location of the magazine and paperback exchange.
- Patti Norris expressed her thanks to both Martha Richitelli and

	<p>Valerie Schnoor for their service on the board.</p> <ul style="list-style-type: none"><li>• Patti Norris asked if the Court was willing to fund additional maintenance costs for a new ILS and Camille reported that commissioners had been informed that ongoing maintenance costs would be higher but that they had given no guarantees about how those costs would be funded in future budget years.</li></ul>
8. ADJOURN	There being no further business to come before the board, the meeting was adjourned at 8:25 PM.