

CROOK COUNTY LIBRARY BOARD OF TRUSTEES

Monthly Meeting

DATE: AUGUST 11, 2011

LOCATION: 175 NW MEADOW LAKES DRIVE, PRINEVILLE, OR

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

RECORDED BY: NEVA CAUDLE

ATTENDANCE

TRUSTEES		STAFF & GUESTS
Patti Norris	Chairperson	Camille Wood, Library Director
David Wise	Vice chair	Julie Handyside, Youth Services Librarian
Wayne Kee	Board member	Cindy York, Circulation Services Manager
Ken Maki	Board member	
Holly Hanes	Board member	

AGENDA	DISCUSSION AND ACTION
1. ESTABLISH QUORUM AND WELCOME GUESTS	The meeting was called to order at 6:30 pm
2. PUBLIC COMMENTS	None
3. APPROVE PRIOR MEETING MINUTES	A motion was made by Ken Maki to approve as presented the minutes of the July 14, 2011 meeting, seconded by Wayne Kee and unanimously adopted.
4. YOUTH SERVICES REPORT	a. Julie Handyside handed out copies of the Summer Reading Program report. She noted that the program was very successful, but that attendance was lower than last year, possibly due to a reduction in programs and a decrease in city and county overall population. Julie gave a brief overview of the program activities, listened to trustee's feedback, and answered questions.
5. DIRECTOR'S REPORT	<p>a. Staffing Update:</p> <ul style="list-style-type: none"> i. Public Services Manager position – 4 phone interviews were held; 2 onsite interviews are being scheduled. ii. Neva, Public Services Associate, will take on duties of volunteer coordination & collection development. iii. The hiring process has been initiated to fill the part-time Youth Services Associate position vacated by Jill Bonanno. <p>b. ILS Project Update:</p> <ul style="list-style-type: none"> i. Camille met with Todd Dunkelburg, DPL Director, to review contract details. He will make revisions and send a draft for CCL review.

- ii. In addition to the CCL library director, the project team will likely include the county IT director, one CCL staffer and DPL director and staff. The first meeting should take place in September.
- iii. Camille passed out a document comparing circulation policies of DPL and CCL. She advised the Board that for consistency and efficiency CCL will adopt DPL policies with regard to circulation, as was discussed during exploratory meetings. She emphasized that other CCL policies, including those governing who is eligible for a CCL card will not be impacted. Trustees discussed how these changes might affect CCL patrons.

c. Bookmobile Status/Plan

- i. Cindy explained that due to continued staffing limitations, bookmobile service cancelled for the month of August. Service will resume on a reduced schedule beginning the first week of September. Cindy presented a fy 2011/2012 plan of once a week service for the board to review. Trustees reviewed the two options offered and endorsed Cindy's recommendation.
- ii. The bookmobile will be staffed at the County Fair Friday and Saturday.
- iii. Wayne Kee questioned the need for two people to staff the Bookmobile; Camille explained that safety considerations dictate two staff be present.

d. Budget information, expenditures, and donations were reviewed. Wayne Kee suggested the library reconsider the decision to cancel the subscription to the Wall Street Journal; Camille explained that it was cancelled due to low readership and high cost. She mentioned that the library would consider subscribing again if funds were donated for that purpose.

e. Camille presented an annual report compiling information and statistics from each monthly report for the period of July 1, 2010 to June 30, 2011. She mentioned that the Oregon State Library statistical report is due in October.

f. Installation of new public computers is beginning. The plan is to install new computers over a period of time starting in late August. Staff workstations will be upgraded after this with a mix of new and upgraded hardware that will include Windows 2010.

g. Camille reminded board members that it is time for her annual performance review with the county court and offered to send board members copies of the evaluation. She suggested the Board may want to review her performance as well. She handed out copies of the Crook County Library Director's job description and gave the chair some examples of library director performance appraisals to use as models for review if they wish.

Wayne Kee made a motion that the Board conduct a performance appraisal of the Director, seconded by David Wise and unanimously adopted.

Patti will review the appraisal tools and choose the one that will work for the group. The performance review will be held in executive session at 5:00 pm, just prior to the regular board meeting on September 8. A copy will be

	<p>forwarded to the county court members. Patti offered Camille the option to be present during the review.</p> <p>h. Facility</p> <ul style="list-style-type: none"> i. The maintenance department is currently trying to solve a problem with the front doors which are difficult to lock and unlock. ii. The Broughton room carpet will be cleaned this month and stained squares will be replaced. iii. Yesterday, maintenance staff cleaned the exterior of the building. They are also working on fixing the clock tower clocks. <p>i. Collection Agency: Cindy explained the Library's collection process and fee structure and handed out copies of the collection report from Transworld Systems. Ken Maki suggested Cindy contact Transworld requesting clarification on several questions trustees had about the report and Cindy agreed to do so.</p> <p>J. The 2012 OLA conference will be held in Bend offering a unique opportunity for interested trustees and staff to attend. Camille is part of the conference planning committee and will be working with Todd Dunkelberg to coordinate the conference programming.</p>
6. REGISTRATION POLICY REVIEW RE: CARDS FOR TEMPORARY RESIDENTS	<p>Trustees discussed the possibility of offering a courtesy card to people temporarily residing in Crook County without a permanent address in order to provide a mechanism for limited library privileges without paying a fee. The Board reviewed the purpose of temporary cards, resident cards and out of county cards currently being used.</p> <p>Wayne Kee made a motion that the issue of free courtesy cards be left to the discretion of the director; motion failed due to lack of a second.</p> <p>Trustees asked if DPL has a similar policy and Cindy offered to investigate. The discussion of the patron registration policy was tabled and will be addressed at the September meeting.</p>
7. OTHER	<p>The director reported to the Board of Trustees the details of an incident that occurred in the library that day where the police were called. Trustees discussed security issues and asked that deterrent measures be considered in the teen room and restrooms. Julie will take the lead in following up on options.</p>
8. ADJOURN	<p>There being no further business to come before the board, the meeting was adjourned at 9:30 PM.</p>