

# CROOK COUNTY LIBRARY BOARD OF TRUSTEES

## Monthly Meeting

**DATE: SEPTEMBER 8, 2011**

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

**TIME START: 6:45 PM    TIME END: 8:43 PM**

**RECORDED BY: NEVA CAUDLE**

### ATTENDANCE

PRINT NAME		STAFF AND GUESTS
Patti Norris	Chair person	Camille Wood - Library Director
David Wise	Excused	Dallas Burns – present through Agenda item #5
Wayne Kee	Board member	
Holly Hanes	Excused	
Ken Maki	Board member	

AGENDA	ACTIONS
1. Establish quorum and welcome guests	The meeting was called to order at 6:45 pm.
2. Public Comments	Mr. Dallas Burns expressed his appreciation for use of the library and indicated his desire that the library offer a courtesy card to people like him who reside in Crook County without a permanent address. Dallas accepted Patti’s invitation to stay for the discussion of the subject later in the agenda.
3. Approve prior meeting minutes	<b>A motion was made by Ken Maki to approve as presented the minutes of the August 11, 2011 meeting, seconded by Wayne Kee and unanimously adopted.</b>
4. Director’s Report	<p><b>a. Staffing Update:</b></p> <p>Public Services Manager. The search team, consisting of Camille Wood, Julie Handyside and Michelle Blomquist, completed onsite interviews with the top two candidates applying for the position; an offer was extended to the successful candidate. The candidate regretfully declined the position due to an unforeseen family complication. The search team recommended closing the search without hiring. After deliberating various options with the management team to meet the library’s staffing needs, it was decided to open a full time Public Services Associate position and with savings in the personnel budget, to also hire two part time Library Shelves, one permanent and one temporary. Camille will move forward with the hiring process as soon as possible.</p> <p>Youth Services Associate. 21 applications were received for the position. Julie will continue the application review process when she returns from vacation on September 13 and interviews will be scheduled.</p> <p><b>b. Public Internet use issues and policy.</b> Crestview Cable manager Tony Ashcraft advised Camille that there was a violation of downloading proprietary material using the library’s Internet connection. Camille immediately alerted the county IT supervisor who took measures to prevent future violations. In addition, Camille drafted a new Internet Use Policy and distributed copies to trustees to consider for</p>

	<p>adoption at the next meeting.</p> <p>c. <b>Storytime Workshop.</b> The workshop, which will offer story reading techniques to interested community parents, caregivers or volunteers, has been scheduled for October 18<sup>th</sup>.</p> <p>d. <b>Monthly Report.</b> Copies of the monthly report were distributed and reviewed.</p> <p>e. <b>Volunteer Policy.</b> Copies of the new library volunteer applications were handed out. Prior to this meeting a draft of the newly created library volunteer policy (meant to augment the county policy) was emailed to trustees for consideration at the October meeting. Camille shared the news that Tim Pilcher and Linda Evans are resigning as Friends of the Library book sale coordinators. The board would like to acknowledge their contributions.</p> <p>f. <b>SNAP Program Outreach.</b> Camille informed the board that on the first Monday of every month an OSU Extension office representative will be present in the library foyer to offer interested residents information and assistance for SNAP (formerly the food stamp program).</p>
<p>5. Registration policy review re: cards for temporary residents</p>	<p>Board members discussed the matter of providing a free library card to people residing in Crook County without a permanent address. Prior to this meeting Camille provided a draft change to the current library policy and emailed to the trustees a copy of Deschutes Public Library transitional card policy.</p> <p><b>Wayne Kee made a motion that the draft policy be revised to incorporate elements from the DPL transitional card. The motion was seconded by Ken Maki and unanimously adopted.</b></p> <p>Camille will contact County Court for clarification on how to proceed with implementing the new card type.</p>
<p>6. Director review and goal setting</p>	<p>The Board provided Camille with a copy of her annual performance review. Patti said the Board is very pleased with her performance and they hope she will continue in a similar fashion for many years to come. Camille thanked the board for the time and thought they put into the review.</p>
<p>7. Other</p>	<p>None</p>
<p>ADJOURN</p>	<p>There being no further business to come before the board, the meeting was adjourned at 8:43 PM.</p>