

CROOK COUNTY LIBRARY BOARD OF TRUSTEES

Monthly Meeting

DATE: OCTOBER 13, 2011

LOCATION: 175 NW MEADOW LAKES DRIVE, PRINEVILLE, OR

TIME START: 6:30 PM TIME END: 9:55 PM

RECORDED BY: NEVA CAUDLE

ATTENDANCE

TRUSTEES		STAFF AND GUESTS
Patti Norris	Chair person	Camille Wood - Library Director
David Wise	Vice chair	Julie Handyside – Youth Services Librarian
Wayne Kee	Board member	Cindy York – Circulation Services Manager
Holly Hanes	Board member	Elizabeth Martin – Youth Services Associate
Ken Maki	Board member	Neva Caudle – Public Services Associate

AGENDA	ACTIONS
1. ESTABLISH QUORUM	The meeting was called to order at 6:30 pm.
2. PUBLIC COMMENTS	None
3. APPROVE MINUTES	A motion was made by Ken Maki to approve the minutes of the September 8, 2011 meeting, seconded by Wayne Kee and unanimously adopted.
4. POLICY UPDATES AND REVIEW	<p>Volunteer Policy and Volunteer Program Review</p> <ul style="list-style-type: none"> • Board members reviewed and discussed the newly developed Library Volunteer Policy with input from Camille and volunteer coordinator, Neva Caudle. The policy is meant to supplement the existing Crook County Volunteer manual, specifically in areas relating to library practice. It is intended to clarify volunteer roles and responsibilities in the library and to ensure continuity over time and from staff to staff. • Butte Enterprises, Inc., a local office technology company, and ICON Time Systems of Beaverton, joined together to donate a time clock for library use in tracking volunteer hours. The system helps to generate monthly reports required by the county, significantly reducing the amount of time staff was devoting to preparing the reports manually. <p>David Wise made a motion to approve the Library Volunteer Policy as written, seconded by Ken Maki and unanimously adopted.</p> <p>Internet Use Policy</p> <ul style="list-style-type: none"> • Prior to this meeting, Camille emailed a draft of the updated Internet policy to Board members for review. • Camille informed the Board that County IT Director, Steve Dougill, has recommended an addition to the policy. She also noted that county staff are in the process of updating the county-wide policy.

	<ul style="list-style-type: none"> Trustees made two recommendations for changes: Age of consent for internet use should be changed from 17 to 18 years of age; ID presented for Internet use should specify “government issued ID”. Since there are still a number of unresolved questions regarding how the policy would be integrated with changes being considered by the county as a whole; the policy review will be tabled until the November meeting. <p>Bequests Recently, donations have been made to the library with conditions attached for holding and/or displaying of the materials. Because there are no official guidelines in place for receiving gifts, trustees ask if Camille will develop a policy for handling bequests; Camille agreed.</p> <p>Survey/Strategic Plan Camille recommends postponing the survey and updating the strategic plan until March since many local residents may be out of the area for the winter and, therefore, not available to participate. In addition, focus in the library at this time is dedicated to finalizing the pending ILS issues, and selecting and training new employees to fill open positions.</p>
<p>5. YOUTH SERVICES REPORT</p>	<p>Julie Handyside reported on Youth Services activities:</p> <ul style="list-style-type: none"> The November Teen Late Night hosted a Halloween party with piñatas and a costume contest. December Teen Late Night will feature Karaoke; the machine was purchased with funds provided by Friends of the Library. A story time workshop will be held on October 18 from 5:30-7:00 pm in the Broughton room. The program has been advertised in the Roundup and on Facebook; flyers have been sent out to elementary schools and emails have been sent to individuals who expressed concern about reduced outreach story times. The workshop will offer training for individuals, parents and teachers who are interested in developing story telling skills.
<p>6. DIRECTOR’S REPORT</p>	<p>a. Staffing Update</p> <ul style="list-style-type: none"> Elizabeth Martin has been hired to fill the part-time Youth Services Associate position. Liz introduced herself to the Trustees and talked about her educational background and experience working with children. She will be handling special projects for youth services and assisting with story times. 21 applications for the Public Services Associate position were received and scored by the hiring team. Interviews will begin next week. 50+ applications were received for the two part-time shelver positions. The hiring team is currently scoring the applications. <p>b. ILS Contract review/project update: County counsel Dave Gordon reviewed the ILS contract for partnering with the Deschutes Public Library System; a copy was provided for trustees to review. Upon review Trustees agreed that aligning CCL circulation policies with those of DPL did not pose a problem. They expressed concern about some wording that might appear to commit the library to future financial obligations. Patti asked how CCL’s materials expenditures per capita compare with other public libraries in the</p>

	<p>state. Camille said she will provide that data to Trustees. Camille shared that DPL is planning to switch to Sierra, a new ILS product from Innovative Interfaces that uses open source to build on the Millennium product. It is recommended that CCL migrate to the Millennium product before the switch to Sierra. Wayne Kee wondered if approval of the county court was needed before the board approved the contract. Camille explained that ideally the board would endorse a contract first. The County Court would approve and sign it, and it would be sent to DPL for their board to approve and sign. Camille agreed to send a copy of the contract to Todd, DPL’s director which will include the comments and concerns noted by County Counsel and the Trustees. Camille reminded Trustees that the Liberty maintenance fee will need to be renewed in December. Discussion of the contract will resume at the November meeting.</p> <p>c. Halloween celebration</p> <ul style="list-style-type: none"> • On Halloween, Oct. 31st, staff and patrons are encouraged to don costumes. • Treats for both children and adults will be handed out at the front desk. • Scary books and movies are on display. • There will be a special Halloween story time in the kid’s room from 3:30-4:30, followed by pumpkin decorating. <p>d. Financial review</p> <ul style="list-style-type: none"> • Expenditures for the month were reviewed. • Camille reported on her attendance at a County budget meeting as and a County benefits meeting. <p>e. Patron registration policy change – review</p> <ul style="list-style-type: none"> • Camille asked board members if anyone had questions about the wording of the document that was approved last month; there were none.
7. OTHER	<p>f. Camille asked if there were questions regarding the annual statistics or monthly report; Ken asked what happens with the fines and fees the library collects – Camille explained that the monies go into the County general fund.</p> <p>g. The Bookmobile has resumed service after being off road during the summer. Bookmobile service has been reduced to 1 day a week and several stops have been eliminated.</p> <p>h. The Public Services Team has created a “Staff Picks” display to highlight older titles in the collection.</p> <p>i. Trustees signed a certificate of appreciation for the years of service to the Friends and the Library by Tim Pilcher and Linda Evans. They will be stepping down from processing donated books and materials for sale online and at Friends book sales. Patti suggested the certificate be presented at the Friends meeting next week, and Ken Maki offered to do the honors.</p> <p>The November Crook County Library Board of Trustees meeting will be held on Wednesday, November 9th at 6:30.</p>
8. ADJOURN	<p>There being no further business to come before the board, the meeting was adjourned at 9:55 PM.</p>