

# CROOK COUNTY LIBRARY BOARD OF TRUSTEES

## Meeting Minutes

**DATE: JULY 14, 2011**

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

**TIME START: 6:30 PM TIME END: 9:16 PM**

**RECORDED BY: CAMILLE WOOD**

### ATTENDANCE

BOARD MEMBERS		GUESTS
Patti Norris	Chair person	
Wayne Kee	Board member	
Ken Maki	Board member	
Holly Hanes	Board member	
David Wise	Excused	
LIBRARY STAFF		
Camille Wood	Library director	
Cindy York	Circulation Services manager	

AGENDA	ACTIONS
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 Wayne Kee to approve the minutes of the June 16, 2011 meeting, seconded by Patti Norris and unanimously adopted as presented.
4. WELCOME NEW TRUSTEES	Patti welcomed new trustees Holly Hanes and Ken Maki.
5. SELECT BOARD CHAIR AND VICE-CHAIR	Patti requested nominations for board chair and vice-chair for the year. Ken Maki moved to nominate Patti Norris and Wayne Kee seconded the motion, the motion passed unanimously. Wayne Kee nominated Dave Wise as vice-chair and Patti Norris seconded, the motion passed unanimously.
6. BOARD ORIENTATION	Camille passed out packets of information to the two new trustees including library policies and budget, and information on trustee responsibilities. She also passed out documents to all trustees including "Libraries: An American Value," and an internal contact list. Patti reviewed the rules for members serving as a public body, such as the library board, including what constitutes public meetings, email communication, and executive sessions. She also reviewed emergency

	meetings, meeting minutes, board committees, and ethics laws.
7. YOUTH SERVICES REPORT	Camille reported that the summer reading program has been going well. As of July 12, a total of 283 youth have signed up: 133 up to 7 years old, 118 from 7-12, and 32 teens. Wayne expressed an interest in knowing what teens are reading. Ken asked whether teens are using eReaders. Patti asked if there is an equivalent to AR levels for teen books and in the catalog record. Wayne asked if the library promoted specific books.
8. DIRECTOR'S REPORT	<ul style="list-style-type: none"> <li>• Camille passed out a copy of the revised monthly report that included financial data made available from the Finance department today. Ken asked why circulation appeared to be declining. Camille explained that circulation over the past 9 years climbed until about 2005, but then began declining. She speculated that factors might include less money for new materials, a reduction in county and city population, some patron dissatisfaction with the Liberty system, and staff cutbacks.</li> <li>• The Public Services Manager position has closed and 9 applications have been received. Camille, Julie Handyside, and Michelle Blomquist will be on the selection team. An initial phone interview will be conducted. Camille expects the process to be completed by the end of August.</li> <li>• Camille reported that the in-house full time position for Circulation Associate was recently filled by Renee Simpson. She will be reporting to Cindy York.</li> <li>• Camille distributed copies of a budget history of the library for the past five years. She answered Wayne's question that the ILS Project budget was approved.</li> <li>• Camille said she will email out a revised expenditure list now that Finance has issued their report. Camille pointed out that she has provided three separate reports for trustees – expenditures from the general fund, from the donation fund, and from the grant fund. Trustees asked questions about specific invoices.</li> <li>• Camille reported that to date \$420.00 has been donated to the Sharon Gowen Memorial Fund, which will be spent on purchasing materials for the library collection.</li> <li>• The Friends book sale brought in over \$1,800.00.</li> <li>• Camille asked trustees to indicate how they can be contacted by the public.</li> <li>• Camille suggested that the library board conduct an annual review of the library director in September.</li> </ul>
9. BOOKMOBILE	Cindy York gave information to trustees about the bookmobile - recent repairs and that routes were cancelled this summer due to a reduction in staffing. Bookmobile service was initiated in January 2004 and has been providing an average of two stops per week. With budget cuts this year, the stops will be consolidated into one day a week, with the hope that staffing will allow routes to begin again in August or September. In 2009/2010 checkouts averaged 595 per month, and this

	year averaged 453, partly due to some route cancellations. Cindy reviewed the various stops that are made in the county.
10. COLLECTION AGENCY	<p>Cindy reported on how and when patrons are sent to the collection bureau. Patrons are restricted when items are 30 days overdue. At 60 days overdue, if the items total \$50.00 or more, patrons are sent to the collection agency used by the library – Transworld. At that time they are charged a \$10.00 fee to cover the fee charged by the collection agency. If items are returned, the library pays 50% of the cost to the agency. If the patron pays for the items, the agency sends the library 50% of the payment. Three patrons are at the first level, 35 patrons at the second level,</p> <p>Both Wayne and Ken asked for information on the value of the items that have been unreturned. [Following this discussion Cindy York left the meeting.]</p>
11. ILS CONTRACT REVIEW	<p>Trustees discussed their review of the ILS Contract between Deschutes and Jefferson County and made the following comments: a) Patti asked, can CCL commit to collection development at the level specified in this contract, and Camille answered that according to her research we can, b) Patti pointed out that as described in the contract CCL will need to align circulation policies with DPL's, c) Patti also noted that we need to be sure that we understand what DPL's specifications will be for maintaining a LAN, d) Patti mentioned that we should ensure that self-check is included as a module available to CCL, and e) Holly and Patti wondered if there should be some language covering what the relationship would be if Jefferson left the ILS. Camille mentioned that we may want to specify that CCL receive budget information on a time frame relating to the county's budget process and that we specify that if CCL wishes to extract its data that this includes MARC records as well as holdings records. She also noted that training may need to be more clearly defined. Trustees asked about whether DPL will be responsible for equipment purchases for CCL and Camille said that the library is scheduled to receive new public and staff computers this budget year, which IT Director Steve Dougill is already moving forward on. Camille outlined that before the contract would be finalized it would be reviewed by the library board, Steve Dougill, and County Counsel, before being submitted to the County Court for approval. The contract will also need to be approved by the DPL board.</p>
12. REGISTRATION POLICY REVIEW	Postponed until the August meeting.
13. OTHER	Camille took photos of new library trustees.
14. ADJOURN	There being no further business to come before the board, the meeting was adjourned at 9:16 PM.