

# CROOK COUNTY LIBRARY BOARD OF TRUSTEES

## Meeting Minutes

DATE: AUGUST 11, 2016

LOCATION: 175 NW MEADOW LAKES DRIVE, PRINEVILLE OR

TIME START: 6:32PM

TIME END: 7:58PM

RECORDED BY: JENNIFER KENT

## ATTENDANCE

BOARD MEMBERS		STAFF AND GUESTS
Olivia Mitchell	Board Member	Buzzy Nielsen, Library Director
Nancy Borneman	Board Member	Jane Scheppke, Assistant Director
Becky Bryan	Vice Chair	Cindy York, Circulation Services Manager
Gayle Casselman	Board Member	Jennifer Kent, Adult Services Associate II
		Barb Franano, FOL President-elect
AGENDA	DISCUSSION AND ACTIONS	
1. ESTABLISH QUORUM	The meeting was called to order at 6:32pm.	
2. PUBLIC COMMENTS	None.	
3. APPROVE PRIOR MEETING MINUTES	Nancy Borneman moved and Gayle Casselman seconded to approve the minutes from the July 14, 2016, regular meeting, and the motion was unanimously adopted.	
4. CIRCULATION SERVICES REPORT	<ul style="list-style-type: none"> <li>On July 6, 2016, Renee was recognized for more than five years of excellent service to the county.</li> <li>Cindy attended the DPL Supervisor's meeting on July 20, 2016.</li> <li>The statistics for July showed a marked decrease in the number of laptop checkouts. Vacationing regular patrons may be the cause.</li> </ul>	
5. ASSISTANT DIRECTOR'S REPORT	<ul style="list-style-type: none"> <li>The Out and About Adult Summer Reading Programs were very well received.</li> <li>The complete SRP report will be available at the next Board meeting, but first impressions are that teens are completing the reading logs in greater numbers and some of the more unusual programs (for example: 19<sup>th</sup> Century Games by the HDM and Myth Busting) were well attended.</li> </ul>	
6. DIRECTOR'S REPORT	<p>Monthly Report</p> <ul style="list-style-type: none"> <li>Jane prepared and presented the Director's report. The July financials are expected later this month from the Finance Department.</li> <li>Facilities Update: Darl has found no major issues with the building. Thanks to him our library and grounds are looking great.</li> </ul> <p>Policy Review</p> <ul style="list-style-type: none"> <li>Strategic Plan Audit Review: Becky Bryan asked for Buzzy's opinion of the plan and any changes he might suggest. At the end of the discussion Nancy Borneman moved to accept the audit review as presented with regular reviews to be scheduled at a later date. Gayle Casselman seconded and all agreed.</li> <li>Policy Review: Gayle Casselman moved to approve the <i>Privacy Policy</i> with the punctuation correction suggested by Nancy Borneman. Nancy Borneman seconded and all agreed.</li> <li>Policy Review: After a brief discussion and minor wording changes Becky Bryan motioned to accept the proposed and agreed changes to the <i>Patron Registration Policy</i>.</li> </ul>	

	<p>The motion was seconded by Gayle Cassleman and approved by all.</p> <ul style="list-style-type: none"> <li>• Policy Review: Buzzy suggested that the staff be given a chance to discuss the <i>Code of Conduct for Library Staff</i> before it is adopted by the Board.</li> <li>• Olivia Mitchell moved to approve the <i>Children’s Programming Volunteer Job Description</i>. Nancy seconded and all approved.</li> </ul>
7. OTHER	<ul style="list-style-type: none"> <li>• Becky asked Buzzy to discuss his thoughts on the possible Library District. Some points covered were the importance of outreach, getting all of the financial information on operating costs and when to plan the community education component of such a campaign.</li> <li>• Board membership – Officer elections: Nancy Borneman nominated Becky Bryan for Library Board Chairperson. Olivia Mitchell seconded and all agreed. Gayle Casselman nominated Nancy Borneman for Library Board Vice Chairperson, Olivia Mitchell seconded and all agreed. There was a brief discussion about recruitment for the empty Board seat.</li> <li>• Buzzy was welcomed, with applause.</li> </ul>
8. ADJOURN	<p>There being no further business to come before the board, the meeting was adjourned at 7:58pm.</p>