

CROOK COUNTY LIBRARY BOARD OF TRUSTEES

Meeting Minutes DRAFT

DATE: OCTOBER 13, 2016

LOCATION: 175 NW MEADOW LAKES DRIVE, PRINEVILLE OR

TIME START: 5:21PM

TIME END: 6:38PM

RECORDED BY: JENNIFER KENT

ATTENDANCE

BOARD MEMBERS		STAFF AND GUESTS
Becky Bryan	Chairperson	Buzzy Nielsen, Library Director
Nancy Borneman	Vice Chair	Jane Scheppke, Assistant Director
Gayle Casselman	Board member	Cindy York, Circulation Services Manager
Olivia Mitchell	Board member	Jennifer Kent, Adult Services Associate II
ZuAnne Neal	Board candidate	Deb Mafera, FOL President
Pam Looney	Board candidate	
AGENDA		DISCUSSION AND ACTIONS
1. AGENDA CHANGES	No changes.	
2. CONFLICTS/ POTENTIAL CONFLICTS OF INTEREST	None.	
3. PUBLIC COMMENTS	None.	
4. CONSENT TO AGENDA/ APPROVE PRIOR MEETING MINUTES	Olivia Mitchell moved to approve the September 8, 2016, Board Meeting minutes, seconded by Gayle Casselman and approved by unanimous vote.	
5. A. FOL REPORT	Deb Mafera reported that the Friends received many carloads of very nice books from the bookstore in Sisters. Their storage unit is well-stocked with books for this time of year. Deb also announced that she will be relocating; Barb Franano will be replacing her on as FOL President, leaving a FOL Board vacancy.	
5. B. CIRCULATION SERVICES REPORT	Cindy reported on the plethora of meetings and trainings in September. The County has painted a loading zone parking space on the north side of the building; if it is well-accepted the zone will be extended to the west to accommodate delivery vans. For National Library Card Month we replaced 51 cards; our average is 18 per month. Our first Patron Spotlight was on Butch and Betty Apperson avid readers, staunch supporters of our library and crafters of our Little Free Library units.	
5. C. PUBLIC SERVICES REPORT	Jane talked about the success of our new outreach programs, new elementary in-service day special events, and combined storytimes. Becky Bryan asked how we got a better response from the schools this year. Jane explained that we started communicating earlier and that the Barnes Butte staff had settled into their building (new last year).	
5. D. FINANCE	Buzzy stated that our year-to-date spending is on track. He also talked about Mary's idea to	

REPORT	use some of the R2R grant to give a book to each child signing up for the SRP (the children completing the program many not be in the most need of the reading materials). Becky Bryan stated and the Board agreed that a summary of the financial reports would be sufficient, unless a detail was requested about a particular line item.
5. E. DIRECTOR'S REPORT	Buzzy explained why we dropped Zinio, stating that the product design wasn't patron friendly. We are shopping for another digital offering to provide in its place. Rich Turi, Library Architect, will help us write a new facilities plan to keep our beautiful building healthy for many years to come. ZuAnne Neal asked about our advertising outlets. Jane listed them for her, and there was some discussion of new venues being explored. Buzzy spoke briefly about Prineville's application to become a "Blue Zone". Becky Bryan asked about the library's role in a "Blue Zone" designation; Buzzy explained that our smoke/vape free campus, our out-and-about adult programs, and our public meeting rooms are all positive attributes in the Blue Zone designation. We will begin using Google Calendar to book the meeting rooms for 2017; meeting room users will be able to view availability online.
6. POLICY REVIEW	Gifts & Donations Policy: Gayle Casselman moved to accept the policy as amended, Nancy Borneman seconded. The revised policy was adopted unanimously.
7. OLD BUSINESS	Board vacancy: ZuAnne Neal and Pam Looney were introduced and spoke a little about their experiences in Crook County. Debra Mafera reminded the attendees that there is a vacancy on the FOL Board.
8. NEW BUSINESS	Jane shared the finalized SRP report for 2016 and her vision for 2017, specifically the role of outreach in next year's programs and our success meeting the R2R grant objectives.
9. NEXT MEETING AGENDA ITEMS	Buzzy requested a swap in the policies to be reviewed: Social Media will be reviewed next. Becky Bryan asked to discuss the need for a Districting Planning Timeline.
10. BOARD CANDIDATE DISCUSSION	After thanking the candidates for their time the Board dismissed them. It was agreed by all in attendance that both are excellent candidates. Olivia Mitchell verbally resigned from the Library Board and will be applying for the FOL Board. Gayle Casselman moved and Nancy Borneman seconded to accept her resignation. The vote was unanimous. Nancy Borneman moved and Gayle Casselman seconded to recommend both Pam Looney and ZuAnne Neal to the County Court for appointment to the Library Board. That vote was unanimous as well. The Board also noted that a permanent liaison between the FOL and Library Board would be desirable. Olivia may serve this role, since she's already familiar with the Board of Trustees.
10. ADJOURN	There being no further business to come before the Board, the meeting was adjourned at 6:38pm.