

CROOK COUNTY LIBRARY BOARD OF TRUSTEES

Meeting Minutes

DATE: MAY 12, 2016

LOCATION: 175 NW MEADOW LAKES DRIVE, PRINEVILLE OR

TIME START: 6:35PM

TIME END: 8:13PM

RECORDED BY: CINDY YORK

ATTENDANCE

| BOARD MEMBERS | | STAFF AND GUESTS |
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| David Wise | Chairperson | Camille Wood, Director |
| Jillian Viles | Vice Chair | Jane Scheppke, Assistant Director |
| Gayle Casselman | Board member | Cindy York, Circulation Services Manager |
| Nancy Borneman | Board member | Shun Sho Fong, Youth Services Associate II |
| Becky Bryan | Excused | Kathleen Cuddy, FOL representative |
| AGENDA | | DISCUSSION AND ACTIONS |
| 1. ESTABLISH QUORUM | The meeting was called to order at 6:35pm | |
| 2. INTRODUCTIONS | Jane introduced Shun Sho Fong, the new Youth Services Associate II. Shun-Sho worked previously at Council Bluffs Public Library in Iowa, where she was a teen library assistant. She is in the last semester of a library master's degree program at the University of Urbana-Champaign and is expected to earn her MSLIS in May 2016. | |
| 3. PUBLIC COMMENTS | None | |
| 4. APPROVE PRIOR MEETING MINUTES | Nancy Borneman moved and Gayle Casselman seconded to approve the minutes from the April 14, 2016 meeting; the motion was unanimously adopted. | |
| 5. ASSISTANT DIRECTOR'S REPORT | The 2016 Patron Survey report was presented as both a handout and a power point presentation. Noticeable changes from the previous 2012 Patron Survey were highlighted and discussed. To achieve more accurate results, areas of improvement for the next patron survey were also discussed. Jane discussed plans for making the survey results available to the public. | |
| 6. CIRCULATION SERVICES REPORT | <ul style="list-style-type: none">Cindy reported that all staff participated in an AV inspection game and demonstrated their thoroughness in inspecting materials during checkin.Leona Coleman completed shelving training.To fulfill a goal identified in the Strategic Plan, the month of April was devoted to tracking negative patron interactions. The results corroborated a previous survey to show that the majority of negative interactions are unusual situations and not consistent issues related to library policies. It also revealed an overwhelmingly positive relationship between patrons and staff. | |
| 7. DIRECTOR'S REPORT | <ul style="list-style-type: none">Camille reported that the library's fy2017 budget request was approved as requested. In addition, all the fy2017 long-range requests and the library maintenance requests in the maintenance department budget were approved. The budget public hearing will be held on June 1 at a regularly scheduled county court meeting, and Camille asked trustees to attend if they were able. She will send the county court agenda to trustees when it is available.The bookmobile batteries have been replaced. David Wise and Gayle Casselman suggested | |

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| | <p>the library investigate using a battery tender to ensure a full charge.</p> <ul style="list-style-type: none"> • The Meeting Room Policy draft is not yet ready, so Camille requested it be taken up at the next meeting. • Camille reviewed the Library Director onsite interview plan with trustees. |
| 8. OTHER | <ul style="list-style-type: none"> • Camille presented board members with a Thank You card from staff for their support of all staff attending the Oregon Library Association annual conference. Gayle Casselman, Cindy York, and Jane Scheppke share their conference experiences. Gayle enjoyed the exhibits, the general awareness of trends, and the message from one session that “Everyone is Welcome” at libraries. Cindy appreciated the opportunity to network with colleagues and to discuss management issues with fellow supervisors. Jane took the opportunity to touch base with Barratt Miller and expand her knowledge of photography. • Jillian Viles announced that she will be stepping down from her board position effective immediately. She and her husband are relocating to Boardman, Oregon. David Wise indicated his intention to serve on the board until his replacement is found. |
| 9. ADJOURN | <p>There being no further business to come before the board, the meeting was adjourned at 8:13pm</p> |