

# CROOK COUNTY LIBRARY BOARD OF TRUSTEES

## Meeting Minutes

DATE: APRIL 14, 2016

LOCATION: 175 NW MEADOW LAKES DRIVE, PRINEVILLE OR

TIME START: 6:35PM

TIME END: 7:34PM

RECORDED BY: JENNIFER KENT

## ATTENDANCE

BOARD MEMBERS		STAFF AND GUESTS
David Wise	Chairperson	Camille Wood, Library Director
Jillian Viles	Vice Chair	Jane Scheppke, Assistant Director
Becky Bryan	Board member	Cindy York, Circulation Services Manager
Gayle Casselman	Board member	Jennifer Kent, Adult Services Associate II
Nancy Borneman	Board Member	Denise Reinhart, FOL Representative
AGENDA	DISCUSSION AND ACTIONS	
1. ESTABLISH QUORUM	The meeting was called to order at 6:35pm.	
2. PUBLIC COMMENTS	None.	
3. APPROVE PRIOR MEETING MINUTES	Becky Bryan moved and Jillian Viles seconded to approve the minutes from the March 10, 2016 meeting and the motion was unanimously adopted.	
4. ASSISTANT DIRECTOR'S REPORT	<ul style="list-style-type: none"> <li>Mary and Jane reached 517 students by visiting Crooked River Elementary and Powell Butte Charter Schools during a March Outreach push.</li> <li>Story time attendance is rebounding from February's reduced schedule, with a total attendance of 214. The string quartet from the Central Oregon Symphony played to 54 attendees on a Sunday afternoon. 57 teens attended 3 programs.</li> <li>The new Youth Services Associate II, Shun-Sho Fong, will be joining the team on April 29.</li> <li>The 2016 Patron Survey was administered during the first week of April. At an initial count, 249 responses were tallied. Jennifer and Jane will be preparing a report for presentation during a future board meeting.</li> <li>Little Free Library kiosks are projected to be delivered to their host sites in mid-May.</li> </ul>	
5. CIRCULATION SERVICES REPORT	<ul style="list-style-type: none"> <li>Cindy attended the DPL Supervisor's meeting; Renee attended the county safety meeting .</li> <li>The 8 public use laptops have averaged 57 checkouts per month in the last 9 months.</li> </ul>	
6. DIRECTOR'S REPORT	<ul style="list-style-type: none"> <li>Camille encouraged attendance at the Library Budget Presentation, scheduled for 11:30 am, Monday, May 2, 2016 in the County Meeting Room.</li> <li><i>Just Right Cleaning</i> was commissioned to clean the windows in the Broughton room. They have completed the task with beautiful results.</li> <li>Wendels offered to replace a portion of the irrigation system with a commercial grade drip system, and assist with other landscaping improvements, as a donation to the library. Amber will be working on this and other landscaping related items in the coming year.</li> <li>Camille has been assessing the adult collection, both fiction and nonfiction, and has identified items for withdrawal due to physical condition, outdated information, or lack of use. She hopes to complete this project before her retirement, with the help of circulation and roving reference staff.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Regarding continued exploration of the special district exploration, Nancy suggested that it might be wise to wait until a new director is on board before continuing this project. After discussion it was determined that it would be helpful to continue to gather information, and that the projected two year timeline was still realistic.</li> <li>• Camille announced that applications have been received for the position of Library Director and she will be scheduling a meeting next week for the hiring committee to review them.</li> <li>• Representing library trustees, Gayle Casselman and Becky Bryan will be attending the OLA Conference in Bend on April 21. The entire staff will attend on April 22.</li> </ul>
7. BOARD COMMENTS	<ul style="list-style-type: none"> <li>• David Wise reminded the Board to be on the lookout for library trustee candidates; his term expires June 30, 2016.</li> <li>• Nancy expressed appreciation for the library in making the meeting rooms available to all community members, regardless of their beliefs or message, and for generally supporting the Freedom of Speech.</li> </ul>
8. ADJOURN	There being no further business to come before the board, the meeting was adjourned at 7:34pm.