

CROOK COUNTY LIBRARY BOARD OF TRUSTEES

Meeting Minutes

DATE: MARCH 10, 2016

LOCATION: 175 NW MEADOW LAKES DRIVE, PRINEVILLE OR

TIME START: 6:32PM

TIME END: 8:30PM

RECORDED BY: JENNIFER KENT & CINDY YORK

ATTENDANCE

| BOARD MEMBERS | | STAFF AND GUESTS |
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| David Wise | Chairperson | Camille Wood, Library Director |
| Jillian Viles | Vice Chair | Jane Scheppke, Assistant Director |
| Becky Bryan | Board member | Cindy York, Circulation Services Manager |
| Nancy Borneman | Board member | Jennifer Kent, Adult Services Associate II |
| | | Susan Swan, Friends of the Library Representative |
| | | Shelly Hall, Circulation Services Assistant |
| AGENDA | | DISCUSSION AND ACTIONS |
| 1. ESTABLISH QUORUM | The meeting was called to order at 6:32pm. | |
| 2. INTRODUCTIONS | Cindy introduced Shelly Hall, part-time Circulation Services Staff Member. Shelly also works part time in the Treasurer's Office. | |
| 2. PUBLIC COMMENTS | None. | |
| 3. APPROVE PRIOR MEETING MINUTES | Becky Bryan moved and Jillian Viles seconded to approve the minutes from the February 11, 2016 regular meeting and the motion was unanimously adopted. | |
| 4. ASSISTANT DIRECTOR'S REPORT | <ul style="list-style-type: none">Jane announced the end of the skeleton schedule. Storytime attendance is still recovering.Interviews for the Youth Services Associate position are scheduled for next week.The two Little Free library kiosks have been constructed. The next step is creating signage for them prior to installation.Jane requested the trustees approve a library closure for the OLA conference on April 22, 2016. After a brief discussion in support of all staff having continuing education opportunities, Becky Bryan moved and Nancy Borneman seconded that the library be closed on 4/22/16. The motion passed unanimously.David Wise reminded the board that Trustees are welcome to attend the OLA conference, as well. | |
| 5. CIRCULATION SERVICES REPORT | <ul style="list-style-type: none">Cindy shared that Leona is continuing to train in the processing of new materials.The monthly statistics show patron computer usage on the rise again this month. | |
| 6. DIRECTOR'S REPORT | <p>Monthly Report</p> <ul style="list-style-type: none">Camille explained an amendment to the current budget which was an addition to the personnel line to cover Shelly Hall's wages for her library assignment. Also, the report now includes the Donation Fund Balance and the Ready 2 Read Fund Balance for the Board's information.Camille spotlighted Kim Bales, fifth generation Prinevillian, this month.On Camille's request the County has provided each of the 3 managers with a work cell | |

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| | <p>phone.</p> <ul style="list-style-type: none"> • The Circulation Services Manager's job description was revised to reflect all current assignments and the compensation committee reviewed it and assigned the position a Grade 9. The board congratulated Cindy on this change. • Budget Review: The board considered the budget as proposed by the director and the management team. The largest increase in the budget, to pay for the rapidly increasing cost of providing e-books and other digital downloads, spurred a discussion of the challenges of the current digital media model and the benefits of offering digital downloads to patrons. The board supported continuing the library's purchase of digital media services through Deschutes Public Library, but that we also investigate the Library2Go option. The board also requested that Camille ask maintenance supervisor Greg Hinshaw to provide a more aggressive plan for replacement of HVAC elements. Nancy Borneman moved to approve the proposed budget in concept. Becky Bryan seconded Nancy's motion and it was unanimously approved. • Facilities Update: Two panic buttons have been installed and are active. The janitorial position has been expanded from a part time to a full time position. The job opening will be posted soon. • Nancy Borneman and Camille met with County Assessor Brian Huber on March 9. David Wise asked Nancy to follow up with the Assessor to solicit further information on tax compression. There was discussion of including the city of Mitchell in the district. David volunteered to contact the mayor of Mitchell to find out if there is an interest. • Camille officially invited the Trustees to the OLA conference. She handed out an overview and discussed some of the conference sessions trustees might find valuable. |
| 7. OTHER | <ul style="list-style-type: none"> • Camille announced her retirement from the library director position, planned for June 30, 2016. David Wise's term expires at the same time. |
| 8. ADJOURN | <p>There being no further business to come before the board, the meeting was adjourned at 8:30pm.</p> |