

CROOK COUNTY LIBRARY BOARD OF TRUSTEES

Meeting Minutes

DATE: FEBRUARY 11, 2016

LOCATION: 175 NW MEADOW LAKES DRIVE, PRINEVILLE OR

TIME START: 6:29PM

TIME END: 7:45PM

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	<i>Excused</i>	Deb Mafera, Friends President
AGENDA	DISCUSSION AND ACTIONS	
1. ESTABLISH QUORUM	The meeting was called to order at 6:29pm.	
2. PUBLIC COMMENTS	None.	
3. APPROVE PRIOR MEETING MINUTES	Becky Bryan moved and Gayle Casselman seconded to approve the minutes from the January 14, 2016 regular meeting and the motion was unanimously adopted. Becky Bryan moved to approve the January 20, 2015 Special Meeting minutes, seconded by Jillian Viles and approved by unanimous vote.	
4. ASSISTANT DIRECTOR'S REPORT	<ul style="list-style-type: none"> Jane reported that we are receiving positive feedback from the patrons about Children's Room renovation. She noted that volunteers put in 88.67 hours during the month of January, much of that time spent on the renovation. Jane reported that 11 youth programs were attended by 203 children and parents. Teen Late Night was in appreciation of Barratt, topped off with a teen serenade of "For She's a Jolly Good Lady." January's First Friday program, Crafting with the Vintage Cottage, brought in 19 crafters. Jane discussed the marketing of our compressed program scheduled during this time of transition and hiring. She estimated the limited schedule to last at least through March. Camille and Jane reported on the hiring process. 36 applications were received and the hiring committee of Jane, Cindy and Camille have been reviewing them. Phone interviews will begin next week and finalists selected for onsite interviews. 	
5. CIRCULATION SERVICES REPORT	<ul style="list-style-type: none"> Cindy reported that Circulation Team members were critical in the success of the children's room renovation. Cindy noted training done - all staff participated in IT Training and a Government Ethics Training webinar. Some staff attended Darkness to Light training at Barnes Butte school. Leona has begun training on processing new material. Dave asked what response staff had found regarding the Smoke Free Campus implementation. Staff have received positive patron comments, but Cindy reported also several incidents of smoking being discovered in the public restroom. 	
6. DIRECTOR'S	<ul style="list-style-type: none"> Camille credited Jane with making a smooth transition into the Assistant Director position. 	

REPORT	<ul style="list-style-type: none"> • The board noticed that website visits have increased dramatically. Jane explained that a 1-2% portion of website visits are due to web crawler visits, but this tiny amount does not explain the large increase. • Camille asked for Board volunteers to participate in the staff discussion of the fy2017 budget. Becky Bryan and Jillian Viles indicated an interest. Camille will identify two possible dates and email them to find a date that works. • Camille reported that the foyer lighting issue appears to have been resolved, and thanked the Friends for paying half of the cost. • Camille presented the <i>Public Computer and Internet Use Policy</i> with staff revisions. Becky Bryan made a motion to approve the document as presented and Jillian Viles seconded. The motion was unanimously approved. • Camille presented the <i>Patron Registration Policy</i> with staff revisions. After a brief discussion and minor wording changes Becky Bryan moved to accept the revised policy with the changes discussed. The motion was seconded by Gayle Cassleman and unanimously approved. • Camille presented the <i>Volunteer Policy</i> with no staff revisions. Gayle Cassleman moved to approve the document without changes. The motion was seconded by Becky Bryan and unanimously approved. • Camille reported that she has scheduled a meeting with county assessor Brian Huber for March 9, which Nancy Borneman plans to attend on behalf of the board. • The trustees and staff who attended the County Court Work Session in February to discuss a potential library special district shared their impressions and ideas from the meeting.
7. OTHER	<ul style="list-style-type: none"> • David Wise mentioned that his second term as a trustee ends in June 2016.
8. ADJOURN	There being no further business to come before the board, the meeting was adjourned at 7:45pm.