

CROOK COUNTY LIBRARY BOARD OF TRUSTEES

Meeting Minutes for October 13, 2015

DATE: OCTOBER 13, 2015

LOCATION: 175 NW MEADOW LAKES DRIVE, PRINEVILLE OR

TIME START: 5:40 PM

TIME END: 7:55 PM

RECORDED BY: JANE SCHEPPKE

ATTENDANCE

BOARD MEMBERS		STAFF AND GUESTS
David Wise	Chairperson	Camille Wood, Library Director
Jillian Viles	Vice Chair	Barratt Miller, Assistant Director
Becky Bryan	Board member	Cindy York, Circulation Services Manager
		Leona Coleman, Circulation Services Assistant
		Jane Scheppke, Adult Services Associate II
AGENDA		DISCUSSION AND ACTIONS
1. ESTABLISH QUORUM	The meeting was called to order at 5:40 PM.	
2. WELCOME NEW EMPLOYEE	The board welcomed new Circulation Services Assistant, Leona Coleman. Leona started at the library on September 28. She will be in training for 2-3 weeks and will then take up duties at the Checkout Desk and will assist with processing of new library materials.	
3. PUBLIC COMMENTS	None.	
4. APPROVE PRIOR MEETING MINUTES	Becky Bryan moved and Jillian Viles seconded to approve board meeting minutes from September 17, 2015 meeting and the motion was unanimously adopted.	
5. ASSISTANT DIRECTOR'S REPORT	<ul style="list-style-type: none"> Zinio and Rocket Languages launched on September 1. 14 patrons signed up for Zinio in September. Each month a Youth & Adult Services team member will choose a library service to highlight with a Did You Know? lobby display and how-to video. Jenn highlighted Zinio in September. Amber will highlight Rocket Languages this month. Jane purchased low-cost video editing software and is producing two regular video series for the library. Monthly book displays will now highlight staff picks rather than genres. Weeding of the youth and teen collections is nearly complete. Barratt has begun weeding the children's picture book section and will be done later in the month. Children's Easy Readers are now organized using a reading level scale developed by the Wilsonville Public Library. The new scale will make it easier for parents, children, and staff to choose appropriate books for emerging readers. During the month of September, library staff members tracked all reference and directional questions. We answered a total of 816 questions. On September 21, Barratt taught an early literacy class for the Parenting Today program. 30 parents and children attended and each child received a free book. On September 22, Barratt partnered with Mountain Star Relief Nursery and the Health Department to provide a family night for 32 people served by the relief classroom and home visiting program. The <i>Central Oregonian</i> ran an article about the Make It Friday arts program featuring Mary. Barratt presented her Summer Reading report to the board. Highlights of the report 	

	<p>included:</p> <ul style="list-style-type: none"> ○ 775 people registered for the Summer Reading program in 2015 – a 17% increase from last year. 273 people completed the program. ○ 1,738 people attended 37 events during the Summer Reading program. Attendance at adult programs was up 300%. ○ 49 people completed the parent feedback form at the conclusion of the program. 94% of parents reported that their children maintained or improved their literacy skills over the course of the program. 80% of the parents reported that they heard about the program through the library. ○ Seven volunteers provided 62 hours of volunteer service during the program. ○ Engagement with the library's Facebook page increased 37% in June alone.
6. CIRCULATION SERVICES REPORT	<ul style="list-style-type: none"> • On October 8, 88% of all checkouts and renewals took place at the self-check stations. Average self-check use is about 74%. • Cindy attended the first Damages and Incompletes Action Team (DIAT) meeting. The group, which includes representatives from Deschutes, Jefferson, and Crook county libraries, is meeting to standardize policies regarding missing and damaged items. • Cindy posed the question whether people preferred the term “patron” or “customer” to describe library users. Deschutes generally refers to its user base as “customers.”
7. DIRECTOR'S REPORT	<ul style="list-style-type: none"> • Monthly report: Seth Crawford has been reappointed as the library's liaison to the County Court for the coming year. Camille highlighted the contributions of Adult Services Associate Amber Smith. <ul style="list-style-type: none"> ○ In addition to the monthly report, Camille presented the board with five years of statistics taken from the annual report to the Oregon State Library. In general, usage statistics have risen over the past five years while FTE and operating budget levels have remained flat. • Financial review: The Don and Peg Davison estate bequeathed \$10,000 to the library. A plaque has been placed near the biography section to honor their contribution. Expenditures for September were higher than average, largely due to one-time annual fees paid to Deschutes for courier and digital download services. • Facilities update: Exterior painting began on October 12 and is expected to be completed by the end of the week. The 2nd reading of the Tobacco-Free Property Ordinance passed the County Court; there will be a 90-day waiting period before the policy becomes active in January. The door counter is still malfunctioning and giving inaccurate statistics. • Policy review: <ul style="list-style-type: none"> ○ <i>E-Reader Loan Policy.</i> After considering a request from a member of the public in September, the board opted to retain the existing E-Reader Loan Policy as is. No vote taken. ○ <i>Patron Code of Conduct.</i> Barratt presented a revised Patron Code of Conduct document to the Board. The revised policy defines parameters with regard to unaccompanied children under the age of 13 and adds a section defining how the children's and teen rooms may be used by the public. Becky Bryan moved to adopt the revised policy as written, Jillian Viles seconded, and the policy was unanimously adopted. • District exploration update: Camille has a scheduled meeting in Newport, and she and Cindy will be traveling to Hood River to discuss their experiences with the districting process.
8. OTHER	Barratt and Camille attended the first County Strategic Plan workshop on October 9.
10. ADJOURN	There being no further business to come before the board, the meeting was adjourned at 7:55 PM.