

CROOK COUNTY LIBRARY BOARD OF TRUSTEES

Meeting Minutes

DATE: SEPTEMBER 17, 2015

LOCATION: 175 NW MEADOW LAKES DRIVE, PRINEVILLE OR

TIME START: 5:08 PM

TIME END: 6:05 PM

RECORDED BY: MARY E RYAN

ATTENDANCE

PRINT NAME	STAFF AND GUESTS
David Wise	Chairperson
Jillian Viles	Vice Chair, excused
Becky Bryan	Board member
Gayle Casselman	Board member
	Camille Wood, Library Director
	Cindy York, Circulation Services Manager
	Mary Ryan, Youth Services Associate
	Jennifer Kent, Adult Services Associate
AGENDA	DISCUSSION AND ACTIONS
1. ESTABLISH QUORUM	The meeting was called to order at 5:08 PM
2. PUBLIC COMMENTS	None.
3. APPROVE PRIOR MEETING MINUTES	Gayle Casselman moved and Becky Bryan seconded to approve the August board meeting minutes; the motion was unanimously adopted. Becky Bryan moved and Gayle Casselman seconded to approve the August Executive Session minutes; the motion was unanimously adopted.
4. ASSISTANT DIRECTOR'S REPORT	<ul style="list-style-type: none"> • Barratt announced the rollout of two new services for patrons on September 1: Zinio online magazines and Rocket Languages. • Barratt reported that she attended the OLA Board Retreat and her first OLA Board Meeting as CSD Chair. Jennifer Kent attended her first Conference committee meeting in Bend.
5. CIRCULATION SERVICES REPORT	<ul style="list-style-type: none"> • Cindy reported that she attended the DPL Supervisors Meeting in Bend and that both she and Camille attended a quarterly Tri-County Meeting. At that meeting, some of the items discussed were a change to the length of time items will remain on the hold shelf and the likelihood that telephone notifications will be discontinued in the near future. • Due to the Kiwanis Summer School Field Trip new patron registrations leapt up to 154.
6. DIRECTOR'S REPORT	<p>A. Monthly report:</p> <ul style="list-style-type: none"> • Camille stated that funding was available if trustees wanted to participate in upcoming training events. She invited the trustees to mark their calendars for the OLA conference to be held in April 2016 in Bend. • DPL has decided to provide Staff Day alternating years and therefore CCL will be open on Columbus Day this year. • A Darkness to Light child sexual abuse prevention training for library staff is also open to trustees or Friends board members. • Judge McCabe authorized the library to complete the hiring process for the circulation services assistant. There has been no further information from the county on the budget; Camille has advised staff to continue to be conservative with expenses.

	<p>B. Financial Review:</p> <ul style="list-style-type: none"> The HVAC unit replaced in July cost \$4,535, substantially increasing the maintenance department expense this month. <p>C. Facilities Update:</p> <ul style="list-style-type: none"> Two more LED soffit lights were installed. The landscaping project funded by the Friends will be postponed from this fall to spring of 2016. Amber Smith is organizing this project. Two panic buttons will be installed in the near future. <p>D. Policy Review:</p> <ul style="list-style-type: none"> The Tobacco Free Property change to library policy requires a change to the County ordinance. The first reading of the ordinance was held on September 16, 2015. There were no public comments and it passed with a vote of 2 to 1. The second reading will occur in October. If it is approved at that time, it will go into effect in January 2016. Camille set up a meeting with Kris Williams in November for further planning, and Kris is tentatively scheduled to do staff training in December. The board reviewed and discussed the Public Art and Exhibits Policy, drafted by Jennifer Kent and reviewed by the county legal department. Gayle Casselman moved and Becky Bryan seconded to approve the Public Art and Exhibits Policy as presented. The motion was unanimously adopted. <p>E. District Exploration:</p> <ul style="list-style-type: none"> There were no updates at this time.
7. OTHER	<ul style="list-style-type: none"> A communication was received by library trustees from a patron requesting her fine be waived. The issue was discussed and Chairperson David Wise offered to respond to the patron's request.
8. ADJOURN	<ul style="list-style-type: none"> The meeting was adjourned at 6:05 PM.