

CROOK COUNTY LIBRARY BOARD OF TRUSTEES

Meeting Minutes

DATE: AUGUST 13, 2015

LOCATION: 175 NW MEADOW LAKES DRIVE, PRINEVILLE OR

TIME START: 6:33 PM

TIME END: 8:06 PM

RECORDED BY: MARY E RYAN

ATTENDANCE

NAME		STAFF AND GUESTS
David Wise	Chairperson	Camille Wood, Library Director
Jillian Viles	Vice Chair	Cindy York, Circulation Services Manager
Becky Bryan	Board member	Barratt Miller, Assistant Director
Gayle Casselman	Board member	Mary Ryan, Youth Services Associate
		Deb Mafera, Friends of the Library
AGENDA	DISCUSSION AND ACTIONS	
1. ESTABLISH QUORUM	The meeting was called to order at 6:33 PM	
2. PUBLIC COMMENTS	None.	
3. APPROVE PRIOR MEETING MINUTES	Gayle Casselman moved and Jillian Viles seconded to approve board meeting minutes from 07.09.15 and the motion was unanimously adopted.	
4. ASSISTANT DIRECTOR'S REPORT	<ul style="list-style-type: none">Barratt reported that the Summer Reading Program for 2015 had officially ended August 11th. Preliminary reports show a 35% completion rate increase and excellent feedback was received from the parent surveys. Barratt will have a full report at the next meeting.The Reading for Success grant proposal before the State Legislature, which would have provided state grant funding for the Teen Summer Reading program, was not approved. There will be no changes in the funding received by CCL and the application for 2016 has been submitted.	
5. CIRCULATION SERVICES REPORT	<ul style="list-style-type: none">Cindy reported that there was a near record high in new patrons in July with 134. She stated that August was on track to potentially be even higher.	
6. DIRECTOR'S REPORT	<p>A. Monthly report:</p> <p>Camille asked if there were any questions regarding the report, and hearing none, brought to the board's attention recent developments in the county budget.</p> <ul style="list-style-type: none">At the County Department Head meeting the long range financial stability of the County was discussed. Forecasts predicted a severe shortfall by 2020. Several options to correct this were discussed, and Judge Mike McCabe asked county department heads to submit a plan to the treasurer before 8/24/15 for a 5% reduction in the current year's budget. This amounts to approximately \$35,000 for the library budget.Camille met with staff immediately to go over viable options to reduce the budget and prepared a Budget Reduction Plan. The Plan included rate increases and cuts to line items such as programming supplies, staff training, and collection development; but the target could not be reached without reducing personnel costs, so the plan also included suspension of hiring for the currently vacant part-time library assistant position.	

	<ul style="list-style-type: none"> It was noted that the County may not actually enact these cuts, but that a plan was required to be presented to the County. Becky Bryan moved and Gayle Cassleman seconded to authorize the director is to submit a budget reduction plan substantially as discussed, with board approval for a corresponding reduction in library hours should the part-time position lose funding. The motion was unanimously adopted. David Wise indicated that there may be a need for a special session to fine tune the actual implementation of the plan depending on the actions of the County. <p>B. Financial Review:</p> <ul style="list-style-type: none"> After the year-end financial reports were received from the Finance department, there were no changes to the June financial report. The July financial reports were presented; no questions were asked. <p>C. Facilities Update:</p> <ul style="list-style-type: none"> A new AC unit was installed to replace the unit that had quit functioning. South door counter was returned from repair and re-installed. It is being tested for accuracy. Dennis is pressure washing the entire outside of the building in stages. Staff Konica copier should be delivered in a week. The County is again looking at installing a panic button at the library this fall. Camille has been very interested in having the County follow through with this project especially with the apparent rise in situations in which patrons demonstrate volatile behavior. <p>D. Policy Review:</p> <ul style="list-style-type: none"> Discussion was held regarding the Outreach Audit presented at the last board meeting in which the staff recommendation was to deliver outreach service to outlying communities via book exchange kiosks. Barratt reported that most bookmobile stops, with the exception of one, were willing to host these kiosks. Gayle Cassleman moved and Becky Bryan seconded a motion to accept the Crook County Library Outreach Audit staff recommendations as written with the specification to retain ownership of the bookmobile for no less than two years. The motion was unanimously adopted. It was also noted that County policy allows reimbursement of volunteers for mileage should they be willing to volunteer to work with library staff to maintain the program. The Tobacco Free Property policy change will go before the County Court at approximately 9:20 am on August 19, 2015. Kris Williams, county health educator, suggested a slight change in wording, to read: "The use of tobacco and vaping/smoking products is prohibited everywhere on library grounds." Becky Bryan moved and Jillian Viles seconded to accept this proposed change to the Patron Code of Conduct. The motion was unanimously adopted. <p>E. District Exploration: There were no updates at this time.</p>
7. OTHER	<ul style="list-style-type: none"> There will be two opportunities for Trustee training. On October 24, 2015, Tigard Public Library will host Library Strategies for Fund Raising. Also, the Center for Non-Profit Stewardship will host Board Training here in Prineville. Camille shared a letter from a woman that had concerns about how the High Desert Museum passes are checked out. Camille has responded with an explanation of the policy.
8. ADJOURN	<ul style="list-style-type: none"> There being no further business to come before the board, the meeting was adjourned at 8:06 PM.