

CROOK COUNTY LIBRARY BOARD OF TRUSTEES

Meeting Minutes

DATE: JULY 9, 2015

LOCATION: 175 NW MEADOW LAKES DRIVE, PRINEVILLE OR

TIME START: 6:38 PM

TIME END: 8:56 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	Mary Ryan, Youth Services Associate
Gayle Casselman	Board member	Kris Williams, guest
AGENDA	DISCUSSION AND ACTIONS	
1. ESTABLISH QUORUM	The meeting was called to order at 6:38 PM	
2. PUBLIC COMMENTS	None.	
3. APPROVE PRIOR MEETING MINUTES	Gayle Casselman moved and Becky Bryan seconded to approve board meeting minutes from 06.11.15 and the motion was unanimously adopted.	
4. GUEST SPEAKER	Kris Williams from the County Health Department presented information on becoming a tobacco-free campus. After a discussion on the options available to incorporate this into current policy, the board felt it was important to follow with other Oregon libraries, including Deschutes Public, as well as other County agencies, such as the Health Department and Mosaic Medical, and become a tobacco-free campus. Gayle Casselman moved we proceed with adopting a tobacco-free campus policy within the existing patron code of conduct. Becky Bryan seconded and the motion was unanimously adopted. The Health Department does have some funding for the required signage. The board asked Camille to talk with our county court liaison, Seth Crawford, to seek his advice on next steps to receive county affirmation of the board's decision.	
5. ASSISTANT DIRECTOR'S REPORT	<ul style="list-style-type: none">In the absence of the Assistant Director, Camille highlighted information from the Youth and Adult services report most notably that the Summer Reading Program registration exceeded last year's by 13% and the attendance so far this year was up 44%!Jane Scheppke has been spearheading new marketing initiatives and the library Facebook page has reached over 600 likes.There were over 250 people in attendance for the Kids SRP Kickoff and the Adult SRP Kickoff Picnic drew a crowd of over 150. Bend'N Strings performed at the picnic thanks to a generous patron donation.	
6. CIRCULATION SERVICES REPORT	<ul style="list-style-type: none">Cindy reported that both new shelvees have completed their training and are now fully trained in all duties, including courier and paging list.Kim Bales participated in the County Health Fair on behalf of the Library.There was an afterhours work party to clean and reorganize the staff area to enhance workflow and provide Cindy a more private work space.	

	<ul style="list-style-type: none"> Cindy highlighted one of her team members, Renee Parrott, who just celebrated her 5th anniversary at the library. Renee grew up and still lives in Prineville where she and her husband, Brian, enjoy tinkering in their yard.
7. DIRECTOR'S REPORT	<p>A. Monthly report:</p> <ul style="list-style-type: none"> Camille commended the staff and board for all their work with policy development this past fiscal year. Three policies were updated and five new policies were created. <p>B. Financial Review:</p> <ul style="list-style-type: none"> Camille reported that financial data will not be available until later in the month, as the finance department works to complete year-end reports. Camille promised to send out financial reports as soon as information is made available. After reviewing services, three telephone lines were eliminated. Even though e-rate reimburses the library for 80% of the cost, this will still help reduce this budget line. Contract services line item has been added to the budget. This is for contracted cleaning should the library janitor be unavailable. <p>C. Facilities Update:</p> <ul style="list-style-type: none"> A restricted patron was making multiple phone calls to staff asking to be reinstated. When the calls became excessive the police were notified. He then violated his restriction by entering the library building. Police were notified and a formal complaint was filed. During the reorganization of the staff area, Dennis removed a built-in cabinet, He is in the process of repairing the wall and then he will repaint it. The south door counter was sent in for repair. <p>D. Policy Review:</p> <ul style="list-style-type: none"> An outreach audit was conducted by Barratt Miller and her team. The findings were presented to the board for review and for consideration at the August board meeting. One of the changes recommended by staff is to discontinue bookmobile service and replace it with book exchanges in outlying areas and digital media training sessions. There was extensive discussion on the proposal and Camille asked trustees to send their questions to Barratt or herself prior to the August meeting. The board reviewed the Strategic Plan Audit for 2015. A discussion was held about roving reference expectations and goals. It was noted that the funding received for the long-term budget consultant could help meet strategic plan objectives. <p>E. District Exploration:</p> <ul style="list-style-type: none"> There were no updates at this time.
8. OTHER	<p>A. Election of board chairperson and vice chair</p> <ul style="list-style-type: none"> Becky Bryan made a motion to nominate Dave Wise as Chairperson that was seconded by Gayle Casselman. Dave Wise accepted the nomination and motion was unanimously approved. Dave Wise made a motion to nominate Jillian Viles as Vice Chair that was seconded by Becky Bryan. Jillian Viles accepted the nomination and the motion was unanimously approved. <p>B. Library Director review</p> <ul style="list-style-type: none"> Dave Wise will contact the other trustees to establish a time for Camille's review. Becky Bryan asked if the staff would be involved with the process. Dave Wise indicated that he would attempt to include staff comments in some way. <p>C. Comments from Gayle Casselman</p> <ul style="list-style-type: none"> During the Crooked River Round-up, a woman struck up a conversation about her recent move to Prineville and had stated to Gayle that one of the prime factors for her decision to move here was the library. The woman was unaware at the time that Gayle was a trustee and continued to make very positive statements about CCL's quality of service, materials, and staff.
9. ADJOURN	There being no further business, the meeting was adjourned at 8:56 pm.