

CROOK COUNTY LIBRARY BOARD OF TRUSTEES

Meeting Minutes DRAFT

DATE: JULY 14, 2016

LOCATION: 175 NW MEADOW LAKES DRIVE, PRINEVILLE OR

TIME START: 6:27PM

TIME END: 7:44PM

RECORDED BY: CINDY YORK

ATTENDANCE

BOARD MEMBERS		STAFF AND GUESTS
Becky Bryan	Chairperson	Jane Scheppke, Assistant Director
Gayle Casselman	Board Member	Cindy York, Circulation Services Manager
Nancy Borneman	Board member	Carrie Gordon, FOL member
AGENDA	DISCUSSION AND ACTIONS	
1. ESTABLISH QUORUM	The meeting was called to order at 6:27pm.	
2. PUBLIC COMMENTS	None.	
3. APPROVE PRIOR MEETING MINUTES	Nancy Borneman moved and Gayle Casselman seconded to approve the minutes from the June 9 th , 2016 meeting and the motion was unanimously adopted.	
4. CIRCULATION SERVICES REPORT	Cindy gave a brief overview of the report drawing attention to the new maintenance shed installed in the overflow parking lot as well as the high number of withdrawn items. With the end of the weeding project, the number of withdrawn items will drop significantly. There was an omission: on June 6 th the Sierra system was updated.	
5. DIRECTOR'S REPORT	<p>Monthly Report</p> <ul style="list-style-type: none"> An overview of the monthly activity statistics was presented along with year-end activity information comparing the past four years. Zinio usage is down while computer sessions have increased. Investigate whether or not to continue with Zinio subscription no earlier than October. Suggested promotional pushes for it and Rocket Languages to organizations such as Rotary, Soroptomists, Kiwanis, etc. Consider including promotional pushes in future strategic plans. Discussed <i>Little Free Library</i> program and possible inclusion of Brothers School as a site. No way to accurately track number of patron visits at this time <p>Financial Review</p> <ul style="list-style-type: none"> No information from Finance Dept. to date <p>Facilities Update</p> <ul style="list-style-type: none"> Discussed new maintenance shed, front planter beautification project, and the status of the entire library grounds under Darl's care. <p>Policy Review</p> <ul style="list-style-type: none"> Strategic Plan Audit-opted to hold off until Director is in place. Nancy Borneman suggested audit at a separate meeting, not a board meeting. Privacy Policy-Under <i>Disclosure</i> paragraph, Nancy proposed changing wording to include "written" consent and to retain those consent forms for a specified length of time. Changes tabled until Jane can check records retention and language. 	

6. YOUTH & ADULT SERVICES REPORT	Jane discussed retirement party for Camille and all the unusual things that have happened to the building and technology since Camille left. SRP has modest amount of involvement but everyone who is coming to programs is having fun. Discussed library involvement in the schools. Carrie Gordon suggested tailoring any outreach presentation to fit the school's "storyline" (example given was Oregon Trail). With the financial assistance of the Friends of the Library, the renovation project for the children's room is now fully funded. Multipurpose furniture can be ordered and renovation completion is scheduled for early/mid August.
7. OTHER	<p>Upcoming Maintenance</p> <ul style="list-style-type: none"> • IT dept. notified Jane of the need to update our Pharos system. Pharos manages our public printing and time management software. Our version is obsolete with no further updates or support. Approx. quote \$1,500 with a projected upgrade date of 2nd or 3rd week in August. Nancy Borneman made a motion to spend whatever money amount for IT to upgrade Pharos and Becky Bryan seconded. • Electrical system was inspected by Cooper Electric when the bank of lights above the "NEW" adult area went out. The recommendation was to replace the electrical relay system as soon as possible as it is currently jury-rigged to stay on at all times. Nancy Borneman suggested we contact county maintenance and let them know situation. Becky Bryan recommended sending a letter.
8. ADJOURN	There being no further business to come before the board, the meeting was adjourned at 7:44pm