

CROOK COUNTY LIBRARY BOARD OF TRUSTEES

Meeting Minutes DRAFT

DATE: SEPTEMBER 8, 2016

LOCATION: 175 NW MEADOW LAKES DRIVE, PRINEVILLE OR

QUORUM EST: 6:35PM

ADJOURNED: 8:05PM

RECORDED BY: JENNIFER KENT

ATTENDANCE

BOARD MEMBERS		STAFF AND GUESTS
Becky Bryan	Chairperson	Buzzy Nielsen, Library Director
Nancy Borneman	Vice Chair	Jane Scheppke, Assistant Director
Gayle Casselman	Board member	Cindy York, Circulation Services Manager
		Jennifer Kent, Adult Services Associate II
		Bev Moltzau, FOL Board Member
		Kim Bales, Guest
AGENDA	DISCUSSION AND ACTIONS	
1. AGENDA CHANGES	Buzzy added an action item: Discussion and decision regarding a CCL in-service day to be held on 10/10. Nancy Borneman moved and Gayle Casselman seconded that include this discussion on the agenda. Becky Bryan called for a vote, all approved.	
2. CONFLICTS/ POTENTIAL CONFLICTS OF INTEREST	Buzzy gave a brief description of the purpose of this agenda item. All agreed there were no conflicts on tonight's agenda.	
3. PUBLIC COMMENTS	None.	
3. CONSENT TO AGENDA/ APPROVE PRIOR MEETING MINUTES	Nancy Borneman moved and Gayle Casselman seconded to approve the agenda as amended. The vote to approve was unanimous. Gayle Casselman moved to approve the August 11, 2016 Board Meeting minutes, seconded by Nancy Borneman and approved by unanimous vote.	
4. A. FOL REPORT	Bev Meltzau reported that the Friends' book sales are doing very well, with the 3 rd Saturday sales averaging \$300 a month. A bookstore in Sisters is closing and will be donating a large number of items to the CCL Friends. A "FREE" shelf will be set up across from the paperback exchange to find homes for materials that haven't sold, in an attempt to keep the inventory from overflowing the storage unit. Becky Bryan thought she might have a shelf to donate.	
4. B. CIRCULATION SERVICES REPORT	Cindy reported that Renee Parrott has been looking into ergonomic training for the staff as part of the SAIF program through the county. The Crook County Community Coalition recognized the library for becoming a tobacco free campus with a certificate and BBQ lunch. Crook County has launched its monthly supervisors' training; August's topic was conflict resolution. Leona has started materials repair training and is progressing nicely. Did You Know? The library offers over 100 magazines and 62 are available on Zinio. This launched a discussion of promotion for digital offerings. Buzzy commented that we will be assessing the cost/value/usage of the current mix of digital services.	

<p>4. C. PUBLIC SERVICES REPORT</p>	<p>The Little Free Libraries are circulating in Powell Butte and Juniper Canyon. The bookshelf in the Paulina store is planned for later this month. There are guestbooks available for public comments to help us determine needs.</p> <p>We concluded the Summer Reading Program with a 97 participants at the finale party. One child (having completed both reading logs) took home two grand prizes! Our teens' completion rate was over 40%, a significant improvement over historical numbers. Jane's final report will be available in October. The Ready2Read grant information has been compiled and the grant submitted. The Children's Room is becoming even more active as the interactive toys and play centers are arriving. These toys were purchased with gifts from the FOL, the Shelk Foundation and the Walt & Peggy Morey Fund.</p> <p>Our program schedule is changing. The combined storytime was the first to launch with 17 attendees. The Teen Library Commission will be helping to create a haunted house for the Halloween Family Fest program in October. We are seeking a temporary substitute for the Computer Learning Lab volunteer. The Public Services team is changing the way patron reference needs are met by discontinuing Roving Reference in favor of more backup time with regular reference sweeps of the building. Becky Bryan asked about outcome of the local school meetings. Jane reported that the information and outreach contacts were well worth the visits. Staff are discontinued roving reference, finding that it was helpful neither to staff nor patrons. Instead, reference staff will be filling backup shifts more often and will do regular sweeps of the building to ensure that people are being helped and that nothing is amiss.</p>
<p>4. D. FINANCE REPORT</p>	<p>The financial reports were presented using the functions of our financial software; the board agreed that these reports were acceptable.</p> <p>Buzzy requested some of the carryover funds be used to have the original building architect, Rich Turi, do a facilities evaluation.</p>
<p>4. E. DIRECTOR'S REPORT</p>	<p>Buzzy reported that the new door counter appeared to be working and expects to be able to give reliable patron counts in the near future.</p> <p>Gary Thomas, bronze work artist, offered his labor as a donation to place artwork in the gardens at the library. The board felt the money for the materials would be better spent elsewhere this fiscal year. Buzzy is now a member of the Crook County Rotary and will be a member of the Prineville Kiwanis in October when their membership year begins. Buzzy and the staff are looking for ways to recreate the bookmobile's rural services more cost effectively. In studying our records Buzzy noticed that event attendance dropped considerably from 2009-2011. As our population rebounds we will continue to reassess the community needs.</p> <p>Districting update: Becky Bryan and Nancy Borneman, the Districting Committee, agreed to revive the committee and move forward with the research. It was noted that Parks and Recreation will be requesting the bond for the proposed public pool complex during the same time as our original districting goal.</p>
<p>5. POLICY REVIEW</p>	<p>Staff Development Policy: Becky Bryan called for a vote. The revised policy was adopted unanimously.</p>
<p>6. OLD BUSINESS</p>	<p>We have two potential board members in the application process.</p>
<p>7. NEW BUSINESS</p>	<p>Buzzy has created a Suspected Child Abuse Policy, Eric Blaine (County Legal Department) has reviewed the policy. Nancy Borneman moved to accept the new policy as written, seconded by Gayle Casselman. The policy was adopted with a unanimous vote.</p> <p>Buzzy created a Programing and Outreach Policy. Gayle requested a typo correction then moved to accept the policy as amended. Nancy seconded the motion and all agreed to accept the new policy.</p> <p>Update and discussion regarding the Meeting Room Policy. Solutions to facilitate more varied</p>

	<p>uses are still being sought.</p> <p>Becky Bryan asked about Buzzy’s OLA commitments. He felt that there would be some in state travel every other month and a few out of state trips during his three year presidency cycle.</p> <p>Gayle Casselman noted the positive exposure for Central Oregon.</p> <p>Buzzy requested an in-service day, October 10, 2016. This day will be for staff training and to complete projects that are not easy to do during business hours.</p> <p>The policy review for the 10/13 board meeting will be Donations and Gifts rather than Technology.</p> <p>The board agreed to change the meeting time to 5:15pm starting with the October meeting.</p> <p>Nancy made the “spiffy” motion and Gayle thought it would be “kewl”. All agreed and the time for the Regular Library Board Meetings shall be 5:15pm.</p>
8. ADJOURN	<p>There being no further business to come before the board, the meeting was adjourned at 8:05pm.</p>