



## **MINUTES**

**Oregon Trail Library District  
Board Meeting  
Irrigon Branch  
Zoom Meeting option  
Wednesday November 17, 2021 6:30pm**

### **BOARD MEETING**

**Approved: January 19, 2022 by OTLD Board**

Roll Call: Brenda Profitt

Board members present: in person Jeanette Meyers

Board members present via Zoom: William Kuhn and Brenda Profitt

Board members excused: Anna Browne and Lisa Constantine

Staff members present: Kathy Street

Meeting called to order 6:34pm by Brenda Profitt

### **CONSENT AGENDA**

**Motion to approve 10/27/2021 minutes and October 2021 financials.**

- Motion – Kuhn
- 2<sup>nd</sup> – Meyers
- Vote – Yes – Kuhn, Meyers, and Profitt

### **PUBLIC COMMENT**

Elaine Tronic a member of the State LSTA Board to see if we had any questions about the possibility of a Needs Assessment RFP.

### **NEW BUSINESS**

1. Research on Library Needs Assessment. (Moved in the agenda since we had a member of the public and the conversation had started) Kathy Street had asked other libraries for examples of creating a Library Needs Assessment RFP and examples of cost of Assessment. Elaine Tronic had replied to the original email with some examples of other libraries and a RFP from Morrow County. Street will continue researching and reach out to SDAO. Kuhn asked that examples of RFPs be sent to board members. Street will review papers to see if there is an amortization of the Boardman building before it was purchased.

## OLD BUSINESS

Reviewed Appropriate Library Use Policy, policy will remain as is with no revisions.

## NEW BUSINESS

2. Juneteenth is now a Federal and State of Oregon Holiday.

Motion to approve Juneteenth, June 19<sup>th</sup>, as a paid holiday for Oregon Trail Library District Employees.

- Motion – Kuhn
- 2<sup>nd</sup> – Meyers
- Vote – Yes – Kuhn, Meyers, and Proffitt

3. Reviewed Unattended Children Policy, policy will remain as is with no revisions.
4. Kathy Street presented the Director Report

## Oregon Trail Library District October 2021 Statistics

		Items	people
OTLD- BRD	CHECKOUT	387	59
OTLD- BRD	RENEWAL	89	20
OTLD- HEP	CHECKOUT	237	45
OTLD- HEP	RENEWAL	48	14
OTLD-IR	CHECKOUT	326	62
OTLD-IR	RENEWAL	77	27

Branch	Patrons	Computers	Reference	Child prog	Children
Boardman	295	69	8	4	9
Heppner	175	42	4	4	4
Irrigon	187	31	6	4	0
Totals	657	152	18	12	13

	<i>Boardman</i>	<i>Irrigon</i>	<i>Heppner</i>	<i>OTLD</i>
<b>Magazines</b>	<b>13</b>	<b>0</b>	<b>2</b>	<b>15</b>
<b>Ebooks</b>	79	123	40	242
<b>Audiobooks</b>	56	99	68	223
<b>Totals</b>	148	222	110	480
<b>DPIL</b>				245
<b>Website</b>				
<b>Tumble Books</b>				8

**ADJOURN** Adjourned by Brenda Profitt at 7:25pm

Next Meeting Wednesday, December 15, 2021 6:30pm via Zoom

Minutes submitted by Kathy Street