LAWTON PUBLIC LIBRARY

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Library Board Meeting
January 11, 2012

The Lawton Public Library Board met at 4:00 p.m. at the Lawton Public Library. Notice of the meeting and agenda were posted in accordance with Oklahoma Law.

ROLL CALL

MEMBERS PRESENT: Sally Cote, Susanna Fennema, Susan Kremmer, Pamela Scoggins Bonnell-Mihalis, Patty Neuwirth

MEMBERS ABSENT: None

EX-OFFICIO MEMBERS PRESENT: Marge Williams, SWOGS
Bryan Long, Assistant City Manager and Acting Library Director;
Sharon Thompson, Recording Secretary

EX-OFFICIO MEMBERS ABSENT: None

GUESTS: Judy Neale, Incoming President - Friends of the Library
Allen Faries, Incoming President – SWOGS

CALL TO ORDER:

Bryan asked that the member who had the most Seniority on the Library Board conduct the meeting since the Board is without a Chair person. Sally Cote is the member who has been on the Board the most number of years. She called the meeting to order. Based upon new reading of the By-Laws new information has come to the Boards attention. We will be adding a new order of business on how to elect a new Chair and Co-Chair since the Board is without both of these positions. Pamela made a motion to nominate an acting chair person for today's meeting and have the acting chair elect a nominating committee and bring it to the Board to elect and Chair and Co-chair. Susanna seconded the motion and also members agreed that Sally should be acting chair for today's meeting. Sally asked if anyone would like to serve on the Nominating Committee to elect a Chair person and Co-Chair. Susanna, Patty, and Marge agreed to serve on the Nominating Committee. Susanna will report back to the Board on the recommendations of the Nominating Committee at the February meeting.

Sally asked for approval or corrections of the November 2011 minutes. The minutes were approved as written.

CORRESPONDENCE: None

LIBRARY DIRECTOR'S REPORT:

Sirsi/Dynix - Bryan said that an issue has come up with Sirsi/Dynix, the library's old automation system. They are billing the Library in the amount of $35,000 for two years of maintenance charges. Bryan handed the Board a response letter that he sent to Sirsi/Dynix and is expecting a response from them in five days. He said that we did not have a legally binding contract. Patty asked if they provided any service over the past two years. Bryan said they did provide some type of service, but he feels the amount billed should only be around $1,500. Bryan hopes to have this issue resolved within a few days.

State Aid Grant & Formula - The Library should be receiving the amount of $50,612 for our State Aid this year. Bryan has run the figures and he thinks that we should be receiving at least $22,000 more from the State. He said that we have gone down 30% over a couple of years. He called ODL and they said there were some changes throughout the state that were population changes. Some population changes were from Broken Arrow & Tulsa, so this will cause a reduction in money for us.

Pamela asked if the City Manager has asked the County for more money.

Bryan said that he and Larry went to the County last year and requested more money from them. They received our information but did not agree with our analysis. Bryan reminded the Board that the City maintains a Lobbyist who is Bill Phelps. It is a joint venture between the City and the Chamber of Commerce. Bryan mentioned to Mr. Phelps that we are not a Library system, but we are representing a Library system as per the area we serve.

Pamela asked if the County has a valid contract. Bryan said yes and the City Attorney approved the contract in December 2011. Sharon said the check from the County will be mailed out around the 21st. of January.

Susanna said that our assessments have gone up 5% every year and it seems that the County could afford to pay the Library the amount they owe us. She said we need to have a serious discussion about State Aid funding because it is a very serious issue when you pull out State Aid funding.

Bryan said that all of our Friends of the Library donations and other in-kind Gifts and donations are in the Annual Report and this income goes toward our Maintenance of Effort. Our Maintenance of Effort can not change within a given year more than the overall budget. Our Maintenance of Effort can not go under 2% as per the State Aid rules.

Bryan said with all the budget needs he is working hard on finishing the job description for the Library Director's position.

Pamela asked if he was going to use a Head Hunter for the position. Bryan said that they have made the decision not to use a Head Hunter.

Pamela asked about the salary for the Library Director's position and Bryan said that it is still an issue that he is working on. He did pull the state data on Library Director's salaries and he is going to have a discussion with the City Manager about this issue.

By-Laws/Terms - Bryan said that the authority for the Library Board is set forth in Municipal Code. It starts with the Charter and there is a Library Department that has been designated. It has been established and sets forth the membership and duties. Bryan wanted the Board to be aware the Board meetings are not a Library Director's meeting. He said that the Board is an Advisory Board based upon your expertise and your willingness to serve. The Mayor and City Manager is intrusting the Board to make advisory recommendations to the City Council. Bryan said when we develop an agenda it is the Board's agenda as well as the Library Director's. Bryan pointed out the following Ordinances:

- Item #7 "To advise the City Council or the City Manager and Librarian on vital matters of concern pertaining to the public library".
- Item #8 "Advise and make recommendations to impose fines or suitable penalties for loss of failure to return, or damage to library material".

Bryan noted that any recommendations from Boards should always go through the City Council for approval.

- Code: 10-4-407 Library Book disposition: This is a section of our Code allowing for an offense to exist.

Bryan said that Council would have to site a patron and serve a summons to appear in municipal court. This is something that we are considering and may want to open up an amnesty period first.

Pamela said that the problem with an amnesty period is that patrons would wait to return books until an amnesty period is scheduled every year.

Susanna said that some of the books are essential to the collection and we would want the book returned instead of the patron paying for the book.

Bryan said the Board may want to have a sub-committee take a look at the fees & fines. We would want to have a staff person set in on the meeting with the Board to discuss this issue and check with other libraries on their policies.

Pamela asked about the funds for lost books so that money would be used for replacing the lost books.

Bryan said that progress has been made on the Lost Book & Fines situation. We had a meeting with Finance and a few library staff. We talked about special funds, credit cards, etc. and hopefully this will be resolved soon. He said that the city is thinking about projecting a revenue item and expense item for lost books for the new budget.

By-Laws - Bryan stated that By-Laws are the Library Board's expression on how they would like the meetings to be run. One nice thing that the Board may want in the By-Laws is an "Absence provision" because this can sometimes be a problem. And another issue that the Board may want to consider is "Quorums" or the number of board members who make a quorum.

Pamela said she thinks there needs to be a By-Laws Committee and she would like to serve on this committee. Susanna and Patty said that they also would like to serve. Members agreed. The By-Laws Committee will bring back their recommendations at the next Board meeting. Bryan said that the By-Laws would have to be approved by Council.

Police Reports - Bryan had Police reports for the month of December from the Police Department that he wanted the Board to be aware of. The reports ranged from inappropriate conduct, theft of property, suspicious individuals, etc. Bryan said we are serious about keeping our patrons and staff safe at the Library. He also mentioned that a part-time Police officer comes into the Library about two times a week. In addition to this, four new security lights have been installed on the east end of the building.

Marge stated that SWOGS members have been talking about purchasing a security camera or dummy camera for the side area of the Annex building. Marge also introduced Allan Faries who is going to be the new President of SWOGS. Allan said that they have checked with Radio Shack and it would cost $200 for a security camera. They would need a TV in Genealogy so staff could see what was going on. They would need permission from the Board to proceed. Bryan said that he could work with SWOGS on this issue.

Bryan wanted the Board to also know that the library encountered a drug drop off, and this happened daily. He said we have to be alert what is going on in and around the Library.

Statistics – Sharon handed the Board the statistics for November & December. She noted that some of the statistics in November & December 2010 were the same figures.

Pamela asked why the titles of books were low. Sharon said that the Librarians have been working on Koha and they have not been ordering books. Bryan said that the library started the year with $49,000 for books. Earlier this fiscal year, the City Manager put a freeze on all Capital Outlay expenses for three months. This included purchasing of books because the book account is in Capital Outlay. Bryan said that it was not intended to hold the book account and he finally straightened out the problem with the City Manager. Several Board members said that the book shelves also need to be weeded.

OTHER:

Bryan noted that the motorized scooter is up and running. Pamela thanked Bryan for getting this running again.

Bryan announced that Bill Shoemate is going to be the Council Liaison for the Library Board.

Susanna asked about having someone from the Lawton Constitution come to the Board meetings. Sharon said that Kim McConnell is sent the Board Agenda every month. Susanna said that she would talk to Kim about attending the meetings.

REPORT OF COMMITTEES:

Friends of the Library: Sally reported that 525 boxes are sorted for next year's book sale. Patty invited everyone to the Friends meeting next Monday at 12 noon. A representative from the Heritage Association will be speaking at the meeting. The Friends also need to start working on the Book Sale and securing a place to hold the sale. Bryan asked about using City Hall for the Book Sale and he said you would need

to book it with the Mayor's secretary. Patty said they would discuss the upcoming sale at the Friends meeting on Monday.

Bryan said that the Friends of the Library are designated as a City agent by Code.

<u>SWOGS:</u> Marg made the SWOGS report earlier in meeting but did emphasize again to Bryan that SWOGS is ready to move forward on purchasing the security camera. Marg told Bryan he is welcome to attend the SWOGS meeting. Sharon gave Bryan the e-mail address for Allen Faries so that he could contact him.

Meeting Adjourned.