LAWTON PUBLIC LIBRARY
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Library Board Meeting
February 8, 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: Bryan Long, Assistant City Manager and Acting Library Director;
Sharon Thompson, Recording Secretary
Allen Faries, President Elect, SWOGS
Jenny Breeden, Vice-President, Friends of the Library

EX-OFFICIO MEMBERS ABSENT: None

COUNCIL LIAISON: Bill Shoemate

CALL TO ORDER:

Sally asked for approval or corrections of the January 2012 minutes. Pamela noted the following changes to be made: #1. On page 1 (middle of first paragraph) change the word "elect" to "appoint"....a nominating committee. #2. On page 3 (middle of page) change the word "set" to "sit" .....in on the meeting. #3. On page 3 (last paragraph) add the statement that the acting chair appointed Pamela as Chair of the By-Laws Committee.

Pamela said at the last meeting Bryan said that the By-Laws would have to be approved by the Council, but Bryan said that statement was wrong and he corrected it at today's meeting.

Allen said that his title is President Elect, not Incoming President of SWOGS.

Minutes were approved by the Board after changes were made.

UNFINISHED BUSINESS:

Nominating Committee Report: Sally asked for a report from Susanna, Chair of Nominating Committee. Susanna said that the committee met and nominated Sally as Chair of the Library Board and Susanna as Vice-Chair of the Library Board. All members approved.

By-Laws Committee Report: Sally asked for a report from Pamela, Chair of the By-Laws Committee. Pamela thanked the Committee for working with her on the By-Laws. Board members were handed a copy of the purposed By-Laws and were asked to review them. Patty asked if Bryan had a chance to confirm that the terms on the Board are for two years. Bryan said that the two year term was an ordinance by Council. Susanna thanked Pamela who gathered all the information for re-doing the By-Laws. Members agreed that the Board needed time to review the purposed By-Laws and they would vote on this at the March board meeting.

Book Sale: Sally reported that 610 boxes of books have been sorted for the upcoming book sale. The sign up sheet for volunteering to help at the book sale has been misplaced. So, Sally needs to start a new list for volunteers. Bryan said that Heather and Afzal are going to help with the set-up this year. Patty said that she can get the Habitat for Humanity Truck again this year. The dates for the Book Sale are March 9, 10, & 11, and it will be held at the old Hollywood Video Store on Cache Road.

LIBRARY DIRECTOR'S REPORT:

Budget - Bryan said that it is time again to start work on the City Budget. He is asking the Library Supervisors to help this year with recommendations that need to be included in the Library budget. On February 17, the supervisors and Sharon will meet with him to discuss these recommendations. Bryan also wants the Library Board to have input about the budget at the next meeting.

Director's Position - Bryan reported that about eight applicants have applied for the Library Director's position so far. We just posted the opening in the Library Journal so we still should be receiving more applicants. Bryan wants to propose that we have two liaisons from the Library Board, the Friends of the Library, and have two Directors from the City to sit in on the Interviews.

Patty asked when the interviews would start. Bryan said he would like to conduct interviews within the next two weeks or early March. The Board agreed that they should decide at this meeting the two Board members who would sit in on the interviews. Susanna and Pamela both expressed an interest and Sue said she would be the alternate.

Patty said that she could be one of the liaisons from the Friends of the Library and she would ask the Friends President, Judy Neale, if she would be interested.

Pamela asked if the City would pay the fee for flying an applicant for an interview if the applicant was out of state. Bryan said that the city can not afford to fly many of them in. He also said that they would probably have two interviews. They are considering phone interviews for those who can't have a face to face interview. Bryan said they can make provisions, but he is not sure how many applicants they can fly in. Patty suggested having a first round of interviews on Polycom or Skype for those who live out of state. Bryan said that they could possibly consider this suggestion. Patty asked what the costs would be that the city would pay to fly in an out of state applicant. Bryan said it would depend where they are flying from, but the city sometimes will pay for the air fare and hotel. Patty said that she could call the Friends of the Library Board and see if they would be willing to pay some of the fees. Bryan said that would be a great idea.

Bryan said he didn't mean to leave SWOGS out of the interviewing process, so he asked Allen if anyone from SWOGS would be interested in participating. Allen said he thought at this time there were plenty of people to conduct the interviews unless

they wanted someone to represent SWOGS. Bryan said he would leave if up to SWOGS to decide.

Bryan said that we could even have a "meet & greet" session and have a tour of the Main and Branch Libraries and City Hall.

Pamela asked if she could bring her own questions to ask during the interviewing process. Bryan said for her to submit the questions to HR so they could determine if the questions were valid questions that could be asked by law.

Sue asked from an HR standpoint would they interview all the applicants that meet the basic qualifications. Bryan answered by saying "not necessarily". Sue asked by an HR standpoint who would be selected. Bryan said they would first screen for eligibility requirements which includes: a Master in Library Science, eight years or more experience in a public library setting, Municipal & public library experience, etc.

<u>Library Staff</u> – Bryan said that we lost one Library Aide employee last month and we have a Clerical Assistant who also gave their resignation last week. Unfortunately, we had to suspend hiring these two positions since we are currently over budget with our Part-time employees. We have over spent in previous months so we are going to run out of money before the fiscal year ends. We anticipated 20 hours a week for some part-time employees, but used more hours than was budgeted. Bryan said that $189,000 was budgeted for part-time employees, but we are going to be over by 15% if we keep spending as we have in previous months.

Susanna asked when these two positions might be filled. Bryan said that it could be a month or two but he would have to calculate the figures to be able to answer her question. Susanna is concerned since the library is already under staffed.

<u>Consultant Visit</u> - A consultant named Mr. Waters met with some of the Library staff a few weeks ago to assess some of our library programs that ODL funds. Dory assisted Mr. Waters with his visit and the library staff talked to him about our needs. Bryan had another commitment and could not meet with Mr. Waters.

<u>E-Rate Forms -</u> The E-Rate forms have been filled so that we will receive discounts on our phone bills. Bryan said it takes a tremendous amount of time to fill the forms out and submit them.

<u>County Check</u> – We have received our semi-annual check from the Councy in the amount of $25,000. Bryan said that he has one commitment from one of the County Commissioner's to increase the yearly amount of money that the county gives to the city. Councilman, Bill Shoemate, said that he lives next door to one Commissioner and he is friends with the other two. He said he would mention the need of more money to them. Bryan said it is very significant that we inform the County of our needs.

<u>Statistics -</u> Bryan asked if we could hold off on reviewing the statistics this month. Sharon said she would have to e-mail the statistics to everyone since she did not have the accurate information because there are problems with conversion of our new system.

<u>Capital Outlay -</u> The Library had to use money out of our Capital Outlay budget to pay $6,600 for the Dynix service. Unfortunately, the money had to be taken from a Microfilm Reader Printer that the Library was going to purchase for the Genealogy Department. The request for a Microfilm Reader Printer will be put back into the new Capital Outlay budget.

Allen said that some of the concerns that SWOGS has are the short-falls that they regularly have to accommodate the Library with. Bryan said that this was a management issue that was not taken care of and had to be solved in an urgent manner. Sharon talked to Paul and he said that the company he had a quote from is no longer in existence so he needed to find another resource for purchasing a new Reader Printer.

Allen said he changed his mind about SWOGS not being involved in the interviewing process and would now like a SWOGS representative to be included. Bryan said he thought this was a wise decision.

<u>Library Hours -</u> Bryan handed out a proposed schedule of Library hours. Bryan has talked about State Aid funding with the Library Board in past meetings and has said that the funds might be costing the Library more in the long run than the money we receive. The requirements of State Aid states that in order to receive State Aid the Library needs to be open 60 hours a week.

Bryan met with the supervisors to come up with their suggestions on Library hour changes. He also called Pat Williams because of a question that Dory brought to his attention about counting the Branch hours.

After talking to Pat, she said that we can take advantage of the Branch hours, but we can't take credit of the hours if they coincide with the Main Library. The State does not give us credit for the staff being at work from 8:00 am – 10:00 am. since we are not serving the public during these hours. Bryan said that we have three different groups that work at the library. We have the 8-5 full-time employees, the part-time employees, and the night shift employees which include full & part-time staff.

Bryan is open to suggestions from the Library Board and said that this proposed schedule is a combination of three schedules from Library staff and supervisors.

Susanna suggested opening the building at 9:00 a.m. and closing at 8:00 p.m.

Most concerns from the Board are closing the Library too early in the evenings and not allowing the public enough hours to use the Library.

Jenny said we might need to do an assessment on the staff's hours and the hours they work.

Pamela said that we would be cutting 13 hours a week by the proposed schedule.

Bryan said the Library would be gaining savings of $100,000. He said that we are talking about State Aid funding and your Maintenance of Effort would not go down.

Pamela said the Library would never see the extra money and the City would use it for something else.

Bill suggested having one Council person come to the Library Board meetings one by one so they can see the Library's needs. Bill said that the Council has heard that the Library has all kinds of money to spend and he is finding out that the Library needs money.

Bryan said that when he met with the supervisors, they said that in the evenings at the Library there is a drop off of attendance after 7:00 p.m. Pamela said 7:00 p.m. in the evening is suppertime and families would come to the Library later in the evening.

Susanna said that the City of Lawton is open at 8:00 a.m. and the Library is a city department and has to follow city rules. This has been pointed out numerous times when we had bad weather and the building still had to be open until 9:00 p.m.

Bryan said that no decision needed to be made at his time, and this will be open for further discussion.

<u>REPORT OF COMMITTEES:</u>

<u>Friends of the Library:</u> **No report was given.**
<u>SWOGS:</u> **No report given.**

Meeting Adjourned.