LAWTON PUBLIC LIBRARY
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Library Board Meeting
March 14, 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

EX-OFFICIO MEMBERS ABSENT: Jenny Breeden, Vice-President, Friends

COUNCIL LIAISON: N/A

CALL TO ORDER:
Sally asked for approval or corrections of the February 8, 2012 minutes. The minutes were approved as written.

LIBRARY DIRECTOR'S REPORT:
Budget - Bryan said that the two big things that he is concentrating on are the Budget and the new Library Director. He asked the Board to provide feedback to him when discussing the budget. The process for the budget is to have input from the staff, bring a proposal to the Library Board, and then present the Library budget to the City Manager and Finance Director. From there, they will make changes if needed and then submit the budget to the City Council.

Bryan said there may be things in the budget that the Board will like and might not like, but the Board has to decide what items are important to the Library.

Pamela asked why the amount for the book budget from the city is lower this time. The figures compared to last year are $85,000 for books and $60,000 proposed for the new budget for books. She said it looks like the Library is going backwards.

Bryan said that we are not going backwards because we are anticipating receiving more money from the state. Bryan said he doesn't care where the money comes from so long as the total presented budget is equivalent or more than last year. So, the combined total from city and state is $115,000 for books instead of $85,000 from last year's budget. Bryan told the Board that the Librarian's are not spending

the book money in the budget we are currently in. He said that Kathy and Sharon are still reminding the Librarian's to get the money spent.

Patty asked if it is because we don't have a Library Director or are there other reasons that the money is not being spent. Bryan said that the Librarians are just not getting orders through. Bryan did tell the Librarians that they better start spending the money or it will be taken away from the Library.

Susanna asked if there is a bottleneck somewhere. Bryan said he was not sure, but there could be several reasons and one could be the problems with the new Koha system. Bryan wishes he had time to be at the Library full time but it is impossible for him to be here on a daily basis.

Pamela asked how much money is set aside for travel and continuing education. Pamela said there is no PLA next year. ALA and OLA are the items mentioned in the new budget. Bryan said there is money in the budget to cover ALA for the new Director and OLA for some Library staff to attend.

<u>Bryan discussed the Capital Outlay Priorities as follows:</u>

1. **Books, Periodicals, Newspapers, Audio, Etc. - $60,000**
2. **9 low-end desktop PC's - $10,800**
3. **1 regular laptop computer (to be used for inventory at public book areas) - $1,500**
4. **Microfilm scanner with carrier, high-end PC, printer & monitor - $13,550**
5. **PC Coin-op payment peripheral system with management software - $4,000**
6. **iPad (for new director) - $840**
7. **New computer desks for the computer lab -$8,000**
8. **Books (State Aid Grant) - $55,000**

Pamela asked Bryan what will happen if we don't receive $55,000 from the State next year. Bryan said he plans to talk to the County about supplementing this money.

Bryan said the total Capital Outlay request is a total of $153,690.

Pamela asked if there is any money for car allowance for the Library Director. Bryan said no, and he doesn't get a car allowance either.

Pamela asked if a cell phone is budgeted for the Library Director. Bryan said yes that it is in the budget.

Alan arrived at this time and Bryan told him about the Capital Outlay requests since the Reader/Printer is a request for the Family History Room.

Bryan said that the Operating Budget was increased by 12.5%. He said that some of the increase is due to programming needs which includes food, printing, & supplies. He wants to show the city that they need to help with the funding for the library programs. He will have to show the city the benefit they will be receiving for funding some of the programming costs. He said it is important as a city to show our contribution to the programs.

Patty said the Friends next meeting is April 16 and it would be nice if Bryan could bring the figures for the amounts the City will be paying for programs. Bryan said he would work on a spreadsheet before the Friends meet again.

Alan said for the past two years there has been a budget short fall and Ancestry.com and Heritage.com had to be paid by SWOGS. Alan wondered if this was included in the budget for next year because it is around $3,500 for one of the on-line programs and almost $7,000 for the other program. He said he would have to check with Paul to be sure of the amount.

Bryan asked where the income for SWOGS comes from. Alan said besides copy machine printing and publications that are sold; that is about all their income. He said that the membership has also decreased. Bryan said that he has to look at priorities and he has to take care of staff first, have Capital Outlay in place, and abide by the direction that the Library Board has given. If this is a priority to the Library Board then Bryan will have to cut something in another area of the budget.

Bryan asked the Board if this is something that is important to add. Pamela said that this is very important for Genealogy. Alan also said that patrons can not afford to purchase this individually. Patty asked if this could be something that the Friends could match. Sharon will check with Kathy to see if these two items are something the Librarians have discussed to pay in the new book budget.

<u>Personnel Requests in Budget-</u> Bryan said there were five Personnel requests in the budget, and two of the five requests were reclassifications. The requests were a full-time Librarian I Cataloger, a Part-time Clerical Assistant in Genealogy, a Full-time Library Computer Technician, reclassifications for the Children's Librarian and the Circulation Coordinator. He feels only one additional personnel request is feasible because he does not want to make a lot of changes without the new Library Director.

The Personnel Requests are:
- A Full-time Librarian I Cataloger – This position would help catalog books & materials along with cataloging books & materials for Genealogy. This will also free up Paul, Librarian II, so he can be a Genealogists instead of a cataloger. Bryan said that the part-time Clerical request for Genealogy will not be submitted, but he will be moving forward with the Full-time Librarian I Cataloger. Pamela asked if this position would have an MLS. Bryan said he did submit this position to the H.R. Director to have an MLS.
- The Full-time Library Computer Technician will be coordinated with a request from the I.T. Department. This position will help with the library computer related problems and free up Jim Maroon, Librarian II, in the Reference Department.
- Reclassifications possibly for: Children's Librarian I to Children's Librarian II and the Circulation Coordinator. These reclassifications will be up to the new Library Director to evaluate.

Patty said that the City Council was upset over our Personnel budget last year. Bryan said that he differs from the statement from the Council that our Librarians are overpaid. This is one reason he also changed the starting pay for the Library Director. He also said that the Library has a lot of long term employees which is a good thing for bringing knowledge to the Library.

Pamela asked where the County money in the budget is. Bryan said it is not showing in the budget figures discussed, but the money goes to the general fund but allocated to the Library.

Library Director Interviews –
Bryan said he was excited with three of the candidates for the Library Director's position and feels all of them would do an outstanding job. Susanna asked if all three candidates are coming back. Bryan was not sure yet, but he said that the dates and times for the second interviews are now being discussed. Pamela asked who the other Department Heads would be for the second interview. Bryan said the Fire Chief, HR Director, and the Finance Director would be asked to participate with the second interviews.

Bryan asked for input from Patty, Susanna, and Pamela since they went through the interviewing process with the candidates. They all agreed on the top three candidates, but two of the candidates stood out above the others. They also said any of the candidates would be excellent to work with.

Patty asked if the candidates would meet with the Library staff. Bryan said once we established when the candidates are coming, he would bring the candidates to the Library. He is thinking it would be the week of March 26 – 30 when the second interview will take place.

Susan asked where the three candidates are coming from. Bryan said one of the candidates is from Wyoming, another is from Florida, and the last one is from Maryland.

Alan thanked Bryan for including SWOGS in the interviewing process. Bryan said we were really glad to have SWOGS there. Alan left the meeting at this time.

Statistics - **Bryan said we would just hand out the statistics and not spend a lot of time on discussing them due to lack of time. Pamela asked if there is still a problem with the cataloging statistics and Koha. Bryan said there is an issue in Koha that is a system bug and Denise is not able to tie collections back to the origin source. Pamela said she was always against an Open Source system and she is very concerned with the Library's problems with Koha. Bryan said we have to still work on some of the problems with Koha. He said that Denise is very distressed with the situation and is working with an employee from Koha. She is also contacting an employee at Chickasha who works with Koha and hopes to have answers soon.**

Susan asked if the Library staff has had to call the Police for anything lately. Sharon said that we have not had any incidents recently which included calling the Police.

Alan came back into the meeting and handed Bryan a figure of $3,200 and told him that the figure he quoted earlier in the meeting was incorrect. The corrected figure is for Heritage.com and Ancestry.com. He said that SWOGS has paid for both of these items for the past two years. He said that Heritage.com can be accessed at home with your library card number and Ancestry.com has to be used at the Library. Bryan said those figures were much better. Alan left the meeting again at this time.

REPORT OF COMMITTEES:
Friends of the Library: **Patty said that the Friends made $17,050.89 at the Book Sale. Sally said that they made $9,000 on Friday. Patty thanked Bryan for letting Afzal help with getting the Trustees and moving books. Susan said that Sally, Ken, and Chris were there all the time and really worked hard. Sally said they had 650 banana boxes full of books. Patty said that the Friends need to purchase more tables because they**

have to borrow tables from different city departments. Patty said that the Elgin Library loaded up boxes of books for their library and they were really excited to receive these. Walters Public Library was supposed to show up to receive books, but they did not.

<u>SWOGS:</u> No report given.

<u>UNFINISHED BUSINESS:</u>

<u>By-Laws –</u> Sally noted that in Article III Section 1 it states that the regular meetings "shall" be held each month. She said we do not have a Board meeting in July & December. Patty said that we can change "shall" to "may". Members agreed.

Sally noted that in Article III Section 2 the month of "July" needs to be a different month since the Board does not meet in July. She said the current ending terms for Board members are in the month of May. She noted that two Board members terms end in 2012 and three board members terms end in 2013. Bryan said the Mayor usually appointments a Board member a few months before the term ending date. After Board discussion it was decided to replace the word "July" to "May". Sally asked for a vote for approval of the new By-Laws as amended. All members agreed. Pamela said that she would re-type the changes and e-mail the updated By-Laws to Sharon. The new By-Laws will then be e-mailed to Board members.

<u>Library Hours –</u> Bryan said that he is leaving the changing of the Library hours for the new Library Director to discuss & consider.

<u>Lost Books</u> - Bryan said we are going to budget an expenditure item it the new year's budget. We will start with $400 for lost books so we will have a fund to purchase the lost books with.

Pamela asked if the Library receives money for gift book donations and also asked where the money is deposited. Sharon said the Library has a Gift & Memorial Fund already in place for this type of donation. Bryan said he asked all the Librarians to go back about ten years into their lost book files and the average cost of lost & paid items was $400. Susanna thought this was a low figure for lost items for a year. Pamela said this is a start for us to move forward in purchasing another book to be put back into our collection.

Pamela asked if she could get a written report from Dick Water's consultant visit at the Library. Bryan said that this was not a report that he was giving the Library; it went to the State Library. Pamela asked if we could receive the report from the State. Bryan said he assumes we can ask to see the report from the State. Mr. Waters told Bryan that there were only a couple of issues he thought could be changed and one was the layout of the Library.

Meeting Adjourned.