
LAWTON PUBLIC LIBRARY

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Library Board Meeting

March 9, 2011

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:

Jim Burpo, Carol Sinnreich, Sally Cote,
Lynn McIntosh,

MEMBERS ABSENT:

Pamela Scoggins Bonnell-Mihalis

EX-OFFICIO MEMBERS PRESENT:

Patty Neuwirth, Friends of the Library;
Marge Williams, SWOGS; David Snider,
Library Director; Sharon Thompson,
Recording Secretary

EX-OFFICIO MEMBERS ABSENT: None

CALL TO ORDER:

Jim called the meeting to order and asked for approval or corrections to the February 16, 2011 minutes. Minutes were approved as printed.

CORRESPONDENCE: None

LIBRARIAN'S REPORT:

State Aid – Last month David informed the Board that we had received the State Aid check in the amount of \$52,127. At the beginning of the fiscal year this past year, the City combined the general fund money along with the State Aid estimates that David had put in the budget. So, we are still spending the State Aid money that the city advanced to us, but they have set up a State Aid fund for the remainder as follows:

#201 – Supplies - \$1,000

#265 – Travel - \$1,800

#264 – Dues & Memberships - \$8,327

#314 – Books - \$41,000

New Integrated Library System - Monday and Tuesday of this week, David, Afzal, Dory, & Jim traveled to Roanoke Public Library, Plano ISD, and Abilene Big Country HQ to look at their Integrated Systems. They looked at Evergreen System and Koha Open Source Systems. Evergreen System is owned by a group and would be bought from them. Koha is an Open Source and anyone can use it and this system seems easier to use. The library staff feels that Koha is the best platform for our library. Now, we will need to write specifications and have them approved by the specifications committee, then we can put out a RFP (Request for Proposal). The Proposal will have to be out for at least 2 weeks before the bids are opened. Our selection will go to the City Council for approval and we can notify the vendor and

encumber the money. Our specifications will be for a server, data extraction & migration, support, training & computers. David mentioned that the Specifications Committee meets once a month but said that Bryan Long is the Committee Chairperson and he can call a meeting any time if needed.

Internet - We have increased our time limit on the Internet usage to one session of 1 ½ hours and a second session of 1 hour. So this will allow an individual to have 2 ½ hours per day of Internet usage. The reason for the change is to accommodate those patrons taking on-line tests or submitting resumes.

Library Staff - Part-time employee, Justine Callas, has taken another job at the Mayor's Office as his secretary. So, David and Dory will be conducting interviews in a few days for the clerical position.

Statistics – David handed out the monthly statistics for February and he said that the zeros showed the programs were cancelled due to bad weather. Additional statistics are: Soulful Stories – 145 in attendance and 650 for the Soulful Stories exhibit
AARP Tax Help – 433 signed in and 152 tax returns completed
Poetry Out loud – 2 contestants with 31 people attending

Current Events -

- Lunch & Learn on 3/15 with Oklahoma Poet Laureate Eddie Wilcoxen
- Golden Girls & Guys on March 17 with performer Justin Witte Jazz
- Let's Talk About It on 4/19 – the Mother Road Book Series
- Chautauqua characters & scholars are: Walt Disney by Dr. William Worley; D.W. Griffith by Dr. Doug Mishler; Paul Robeson by Joseph Bundy; Louella Parsons by Karen Vuranch; W.C. Fields by Hank Finken
- OLA Conference - 3/30-4/1 at Southern Hills Marriot in Tulsa and 5 staff will be attending.
- Safety Awareness & Prevention Program was on March 5 with the following participants: 14 for Identity Theft, 19 for Personal Home Safety, 19 for the Gang Unit, 18 for Special Operations, 5 for Citizen's Corps / Medical Reserve Corps, and 5 for CID/Fingerprinting.

Budget - David will meet with Bryan Long on April 6 to review the Library Budget for the next fiscal year.

Unfinished Business: Chevron Contract - David received an e-mail from Bryan Long to notify David that the city will pay for the sheetrock so that Chevron can begin work on the computer room. This will provide a more efficient climate control work area for the computers.

REPORT OF COMMITTEES:

SWOGS: Marge said that she did not have a report from SWOGS today.

Friends of the Library: Patty reported that the Book Sale is scheduled for April 8-10 and will be at the old Hollywood Video Store on Cache Road. Patty said they still need volunteers for the sale and Sally is working on a schedule. Sharon will make the flyers to hand out and put at the Circulation desk. Patty said that we can use the Habitat for Humanity van. Sally reported that they have sorted 586 boxes of books.

Meeting Adjourned.