
LAWTON PUBLIC LIBRARY

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Library Board Meeting

April 13, 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-Mihalish

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 March 9, 2011 minutes. Minutes were approved as printed.

CORRESPONDENCE: None

LIBRARIAN'S REPORT:

City Budget - David met with the City Manager and the Finance Director last week about the library budget. Last year the City "front loaded" our State Aid money so we could use it during the year as needed. The City will be doing the same for the upcoming fiscal year in the Travel and Dues & Membership accounts. The remaining State Aid money will be appropriated in Supplies and Books after we receive the State Aid check next year.

David asked for \$105,000 for Books, but thinks the city will budget \$87,000. He also asked for 6 new computers and a new Microfilm Reader Printer. The I.T. Department suggests replacing computers that are 6 years old. We budgeted \$10,000 for the Microfilm Reader Printer and \$3,900 for a printer to be used along with the Reader. A printer was needed for the 11 x 17 paper. Carol said to keep asking for big items like computers, etc.

The budget recommendations will go to Council on May 10 and it will be a one day workshop again this year.

Registration of Library Borrowers Policy – Suggestions by Library Board to be made:

1. Delete the wording "by the end of the loan period" under the heading Background, page 1.

2. Delete the wording “for the right” under the heading Procedure, page 1.
3. Delete the wording “short periods of time” and the parenthesis around “and dependents” and “at least six months”, under the heading Expiration Dates of Library Cards, page 2.
4. Change wording of paragraph under Application Requirements, page 1 as follows: “a library card will be issued when the applicant returns with the address verification letter” and remove the wording on page 2 (top of page) “which may be checked out when the applicant returns with the address verification and is issued a library card”.

David said that all the changes will be made and brought back to the next Board meeting.

Board Terms - David said that Jim, Carol, and Lynn’s Library Board Terms are up May 30. Carol had previously mentioned to David that she will not be renewing her Board Terms. Carol said thinks it is time to have a new member take over her seat. Lynn also said he would not be renewing his Board Terms this year. David said to please let Mayor Fitch know and to give him anyone’s name that you think would want to be a Board Member. Patty said she would be willing to be a Board member if needed.

Library Staff – The new part-time Clerical Assistant hired to replace Justine Callas is Tina Somerlott. She started employment on March 21. We also had another library employee resign and her last day was March 25. We have already hired Megan McGee and she will start work on Monday, April 18 if her paperwork clears.

Statistics – David handed out the monthly statistics for March and he said that the On-Line Book Club members are higher. Also, he mentioned that the Automated System has a glitch in it so we do not have statistics for the materials that have been added.

Current Events -

- AARP has finished 756 tax returns
- Golden Girls & Guys on April 21 with performers Phil & Steve Band
- Let’s Talk About It on 4/19 – the Mother Road Book Series. The Route 66 Museum donated a Route 66 mug and plate for door prizes.

Unfinished Business: Chevron Contract - David received a proposed drawing of the computer room that Chevron will be building. A small air conditioner will be installed to keep the computer equipment cool. David needs to contact some contractors for bids before the work can start.

REPORT OF COMMITTEES:

SWOGS: Marge said that the SWOGS meeting is Monday, April 18. She reported that they have been ordering more Genealogy books.

Friends of the Library: Patty reported that the Friends Book Sale was a success with over \$22,000 deposited. Some expenses will have to be deducted before we will have a final figure. Patty and Sally thanked everyone that helped with the Book Sale. Patty announced that the Friends meeting is Monday, April 18 at 12 noon. She also said that the beginning reception for Chautauqua is May 31 at 6:00 p.m. at the Library and the performers will perform at 7:30 p.m. in the library plaza.

Meeting Adjourned.