
LAWTON PUBLIC LIBRARY

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Library Board Meeting

October 12, 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, Sally Cote, Susanna Fennema,
Susan Kremmer, Pamela Scoggins Bonnell-
Mihalis

MEMBERS ABSENT:

None

EX-OFFICIO MEMBERS PRESENT:

Patty Neuwirth, Friends of the Library;
Bryan Long, Assistant City Manager and
Acting Library Director;
Sharon Thompson, Recording Secretary

EX-OFFICIO MEMBERS ABSENT:

Marge Williams, SWOGS

GUESTS:

Gerald Catlett, Building & Grounds
Administrator; Anthony Griffith,
Neighborhood Services Supervisor

CALL TO ORDER:

Jim called the meeting to order and asked for approval or corrections to the September 14, 2011 minutes. Minutes were approved as written.

CORRESPONDENCE: Sharon said that Marge Williams, SWOGS representative is unable to attend the meeting.

Jim handed Bryan a letter he received from the Oklahoma Department of Libraries. The letter states that from our Annual Report the Branch Library did not have Internet services for the public last year and this is one of the requirements for receiving State Aid.

Patty commented that there is Internet at the Branch as of a week or two ago.

Pamela asked how this happened.

Bryan said this is the first he had heard about the Branch not having Internet. He will be working with I.T. to reintegrate the library since the library is a separate entity

now. Bryan thinks it is prudent for us to do this because the library does not have the expertise needed in this area.

LIBRARIAN'S REPORT:

Bryan thanked the Library Board for having him speak at the meeting. Bryan wanted to let the Board know personally how he will be handling the transition phase. He said he has no aspirations of getting a second Master's Degree in Library Sciences because Management is his field.

Financial Overview: Bryan talked to the board about the financial concerns for the Library. He had asked Rick Endicott, Financial Director, to attend the meeting today, but he was unable to attend. Generally speaking Bryan has been the oversight of the Library and HR & was the Director of Community Services until recently. He hasn't been too involved in the library in years past, and he said we have great staff at the library but need clear direction on expectations of management and good discussions between the Library and the City of Lawton. Bryan is stepping in to see the Library succeed. He has heard many concerns about things that have been purchased or not purchased at the Library. For three years he has sit in on budget hearings and this is the first time he has heard these concerns. Many of the operational needs of the library were not even seen at his level. He said this is going to be corrected, but it will take time. There will still be challenges and relationships with the Friends and various other entities. He said that we need to rebuild our relationships and get the Library to a point financially so we can support the needs of the Library.

Strategic Operations Plan:

- **Short Term:** Bryan anticipates being at the Library for several months. He said we have already made progress in cleaning up the library. He asked the Library staff to make a list of what they see are the needs for the Library. On almost every list, the top three needs were cleanliness of the Library, clutter reductions, and operational efficiency. Bryan said we are going to make it a point to excel in this area. So in saying this, we are reaching out to departments in the city and he has invited Gerald Catlett and Tony Griffith to speak to the Board today. Bryan also mentioned that he talked with Crossroads Heartland who has been parking busses in our parking lot on the south side of the building. He found out that they are part of LPS and asked the question as to why LPS does not provide them room to park and why do they not have a contract with the City if they are using our parking facility. He also said they would need to have a lease arrangement with the City and they need to be paying for parking. Any of this revenue should go back to the Library as far as Bryan is concerned. There will be some people that will not like this change but he said we are at a momentum now and we have the willingness and desire to make changes for the Library.
- **Long Term:** Bryan foresees hiring a qualified Library Director in the first quarter of next year. There are resources that we can use when searching for a Director. We can have a work flow analysis and reach out to the experts from Oklahoma Department of Libraries for their help.

Pamela asked if Bryan was considering having a Head Hunter for the search for Library Director. Bryan said he hasn't thought that far into it yet. Pamela asked if it was because David's salary goes so far into next year. Bryan said no because his salary is already covered in the budget process. They have already anticipated the city staff that will retire. Bryan said there is not a detrimental impact on us for hiring a Library Director. Bran said in fact, we will have money built up in our 100

account to help pay for a new Library Director. He might even try to use the extra funding for overtime or toward resources for the Library. Part of this overall strategy is to get active and aggressive now, and he will be moving quickly. He has already changed the entry doors into the Library and if he sees anyone loitering inside the library he is asking them to move on. He does believe in an education for all and public service, but this facility was not designed to be a homeless hangout. He mentioned that he does not approve of the public coming into the Library falling asleep, eating food, or making sexual advances toward the public or staff. It is not acceptable and he is going to be very aggressive in this area. Since Bryan has been Acting Director, the Library has already had two incidents dealing with sexual behavior. Our Library staff has had to endure watching someone with pornographic material on the Internet computers or they have been solicited. Our Maintenance Division has said that there is more activity that is in a sexual nature going on at the Library than there should be.

Partnership Opportunities: Bryan's philosophy of partnership with the Friends of the Library and the Lawton Public Library is to let the Friends be Friends. He said we shouldn't dictate to the Friends the things we would like them to spend their money on. We have used the Friends in past years and it may not be necessarily in the Friends best interest. There are some programs that we are running right now that may not even be Library programs. For instance, the RSVP program with the seniors may not even be needed. Bryan needs the Friends to determine the programs they may want to sponsor.

Pamela said that when she was Library Director, they would write a contract proposal to the Friends and they could vote on it. Bryan said he liked that idea. Patty said that they do send her a list a week before the Friends meeting so they can vote on it at the Friends Board meeting.

Bryan said he has other ideas for the Library which includes the parking lot area to the south of the Library. He said we could make a botanical garden area and have educational programs for the public like Cameron University is doing. This would be available to our Library patrons. So there are a lot of ideas going through his mind but we need leadership. Bryan is trying to set the stage to attract a qualified Librarian who would want to be here.

Guest: Gerald Catlett, Parks & Grounds Administrator, said that he met with Bryan about the Library Building needs and the following is a list of things which has changed:

- The doors entering the building have been switched
- The outside benches have been removed because of smoking issues.
- The tables and chairs have been removed from the lobby
- Wooden benches inside the lobby have been removed
- Clean up of the library is still being done
- The Director's office has been gutted and old shelving units have been taken down
- Carpet tiles throughout the building have been replaced
- The building has been power washed
- Flower beds still need to be cleaned

Gerald said that they will be working with Library staff in cleaning their work areas when needed. Storage space is still needed, but areas need to be cleaned first. Other needs are office space for the Library staff. He mentioned that if we have a professional assessment of the building, he would like to assist with this. Gerald said

he found some money to help with having the Library Professionally cleaned.

Patty said that the Friends have agreed to purchase containers for housing the Gifts books that are donated. Bryan said we want to work jointly with the Friends in this area. He has also instructed the Library staff to cease all requests to the Friends until he can meet with the Friends.

Guest: Tony Griffith, Neighborhood Services, discussed his job duties and how his office can help with the requests from the Library. He reported that in the south parking lot at this time is a junk trailer that is going to be moved by COD tomorrow. His division runs the complete line to the City, so if you have any doubts as to who to call he said to call his office. Tony said he supports this project to clean the Library. Bryan said that any division with the city can get involved if needed. He also called the Sanitation Department to bring the Library larger trash dumpsters.

Bryan said he had a preconceived notion of the Library, but he was so surprised since he has spent time at the Library. When he came, he heard the excitement of the Library staff about making a change and he was overwhelmed. He had no idea what was going on at the Library and probably won't ever feel the full extent. He feels we have the right staff on board for what needs to be accomplished.

Bryan did report that the Library had a laptop computer stolen last week. He said that we even had it bolted down to the table, but it had been pried loose and was still stolen. He also said that technology is changing so much that to have a Librarian on staff be an I.T. Technician and a Librarian is too much on one person. He wants to look at the budget for next year and see how this can be changed.

Bryan again thanked the Library Board for having him at the meeting.

Pamela asked about the Library Book budget. Bryan said that the Capital Outlay items are unfrozen at this time. State Aid was withheld because it is also in Capital Outlay as was the General Funding Capital Outlay. The Library and the entire City's Capital Outlay was frozen as per the direction of the City Manager. The thoughts were that we were saving money for the 1st quarter, because of doubts from the projections the city made. But Bryan said the city is doing pretty well at this time.

Patty asked about the Time Line for bringing in a Library Director. Bryan said it would probably be the 1st quarter of next year. He said that when he has the confidence that the facility is maintained the way it should be, then he will move forward with searching for a Library Director. When hiring someone with the City, the Director would post the position and look through the applications. He will also look at the job description along with the HR Director and they will try to integrate some of these components that will work for us.

Pamela commented about hiring a Head Hunter and Patty said that it will cost money. Bryan agreed and said he had worked with Head Hunters before. Pamela said that a good Head Hunter would be the former library Director of Kansas City. Bryan said we are not opposed in looking for a Head Hunter, it would have to be budgeted or we may use the savings with the Director's position that we have from this year. He also said if the City handles the hiring, then it will be posted in various ways and have a nation wide search. He also needs to have a discussion with the City Manager about the pay scale for a Library Director. Another thing he said that we have not done well is to

make advisory recommendations to the City Council. Pamela said we have been discouraged not to go to the Council. Bryan said the Library Board needs to be more involved and to have their faces in front of Council.

Jim asked about lost books and how to get the money back into our account to replace the lost book. Bryan said that he has already asked Sharon to set up a meeting with the City Finance Director. We have a Gifts & Memorials fund so Bryan will ask to have that money to be accounted for in this fund.

Statistics – The statistics for September were handed out for review. Sharon said that the Internet, Circulation, Adult Book Club and Film Night statistics were not given to her this month.

Bryan said to keep in mind that the fiscal year is July 1 – June 30.

Current Events – Sharon gave the Board the current October calendar and told them there are more calendars at the front desk.

- Golden Girls & Guys is scheduled for October 20:

- Let's Talk About It: Oct. 18 – The first book is "Code of the Wooster" with scholar, Dr. Vivian Thomlinson.

Unfinished Business:

On October 31, Nov. 1 & 2 will be On-site staff training. We are hoping to shut the library down one day on October 31 for staff training. The "Go Live" date will be November 21.

REPORT OF COMMITTEES:

Friends of the Library: Patty thanked everyone who helped at the International Festival. The Friends Treasurer has not given a final figure for the Festival yet, but a rough figure is around \$8,000.

Patty said we will have election of officers at the next meeting. She also said that the Friends have said they would purchase blinds or curtains in the Director's office and the Board room. They thought they would wait to purchase these items and see what Bryan's plans are for the Director's office. Bryan said they may want to reconfigure the office space and also talk to Oklahoma Department of Libraries.

Sally reported that 382 boxes are ready so far for next year's book sale.

Pamela asked about the motorized chair that is not working. Bryan understands that the battery needs to be charged. Pamela said that if it runs down to yellow then it will not charge back up. Bryan said this is a donation worthwhile and patrons were using it. Gerald said he can take it to Equipment Maintenance and check the battery.

SWOGS: No report.

OTHER: Jim asked Sharon to send a Radio Announcement to KCCU about the closing of the Library on October 31 for automation training. She will also send an article to the Lawton Constitution.

Meeting Adjourned.