LAWTON PUBLIC LIBRARY

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Library Board Meeting
November 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, Sally Cote, Susanna Fennema, Susan Kremmer, Pamela Scoggins Bonnell-Mihalis

MEMBERS ABSENT: None

EX-OFFICIO MEMBERS PRESENT: Patty Neuwirth, Friends of the Library; Marge Williams, SWOGS Bryan Long, Assistant City Manager and Acting Library Director; Sharon Thompson, Recording Secretary

EX-OFFICIO MEMBERS ABSENT: None

GUESTS: Jim Maroon, Librarian II

CALL TO ORDER:
Jim called the meeting to order and asked for approval or corrections to the October 12, 2011 minutes. Minutes were approved as written.

CORRESPONDENCE: The response letter from Oklahoma Department of Libraries will be discussed in the Library Director's report.

LIBRARY DIRECTOR'S REPORT:
Sharon handed out the response letter that was mailed to Oklahoma Department of Libraries. The letter explained the reason the Library did not have Internet service for the public at the Branch library last year. Bryan said that he does not ever want to send letters such as this but feels the timing which this occurred might have saved the Library in some respect. He told the Board that he received a call from Susan McVey, Director of ODL, and she stated that the Library was in violation for the eligibility to receive State Aid. He said that he asked Sharon to pull 5 years of back Annual Reports to see what was submitted about the Branch library and Internet service. He said that for the last two years it was reported to ODL that we were not providing Internet service. Ms. McVey proposed that the Library would be on a probation status for 1 year and Pat Williams, Consultant, will monitor the Library for this year. Ms. McVey will formalize this decision that we agreed to in writing.

Bryan said that Pat Williams met with him to discuss the State Aid rules and regulations and will send him information that he might use in dealing with Libraries. He also said that the Library Board is a required element. Pat will be sending Bryan updated information on amended By-laws, etc.

Bryan said that the funding formula for our Library is 41 cents for County residents and 41 cents for each citizen in Lawton. But, there had been no funding increase in forty years.

Pamela said that when they have Legislation Day that the Library Board should be there. Patty said she is on their Legislative committee. Bryan said that the Board may want to formalize a recommendation to the City Council. Patty said we need to get with our Representatives to watch the upcoming Bills. Bryan said that we made some significant headway with ODL and they want to see us succeed, and they will help us in any way. Patty said that Bill Young is their PR person and he could help us if needed.

Jim asked how long the probation period would be. Bryan said the probation period would be for one year and we can not violate the grant. Pat will also be monitoring the Library during this probation period.

Patty suggested that when new Board members come on the Board, that we give each member a notebook. In this notebook would be the requirements from the City Council for this group, requirements from ODL, and any other information that might be helpful. Bryan said that would be a good start for new Board members.

<u>County Contract -</u>
We will be receiving $50,000 from the County this year in two installments. Bryan has asked the city legal department to look at the contract to provide their review and comments. The County pays us for providing Library service to County residents. We will get signatures from legal and the County and then it will go to the city council. Bryan said this is one reason we want to work with Pat Williams on the formula for State Aid and see if we can receive more money from the County.

<u>Automation –</u>
Jim Maroon, Librarian II, spoke to the Library Board on the new Automation system. He said that we have had our automation training and Bywater has extracted our Dynix data from the system. They are working to make our Dynix data work with the Koha System. They have uploaded the information we have so we can access the system for practice purposes. We will have more flexibility and we will be able to run reports. Jim said Koha is an all Windows base system and Dynix was text base. He said the patrons can even leave comments and place holds. They also can place purchase requests or suggestions of books to purchase. We are getting an automation module which means that a patron can see the books that have been ordered. The patrons can then place holds on any of these books that are on order.

Pamela asked if they have worked with Dynix before. Jim said yes that they have worked with Dynix, but our system is so old that a lot of things are not as we need them to be.

Jim said that we have a team of Librarians that meet almost every day to go over the preferences for the system. They give the company feedback of the decisions to see if it can be changed in the system. After it is all decided, they will set up our system on a

Saturday night and download our system on a Sunday. The system should then be ready to be accessed by the public on Monday. Jim thinks that the "go live" date will be later than our first date of November 21. The web site to access the system is: L11.load.bywatersolutions.com. Jim said this is a blank interface right now, but this is one of the things that they are working on. He also said that the cost of the new system is very reasonable.

Statistics –

Sharon handed the Board the statistics for October. She noted that the Items circulated are an estimated figure. Pamela said that the materials added are down from last year. Bryan said that more books are being ordered now that the Capital Outlay money is unfrozen.

Current Events -

A special invitation from Dory was handed out for the Golden Girls and Guys program. This is scheduled for November 17 at 12 noon in the meeting room.

Patty said that on December 13 the Library will have an author visit, reception, panel discussion and book signing by mystery author Carolyn Hart. We have received a grant called "Sisters in Crime". The grant will be spent to purchase books and CD's and for the author visit & reception fees. Patty mentioned that they would probably want to order paperback copies to sell for the author's visit. The Friends would make some profit from the sale of the books.

REPORT OF COMMITTEES:

Friends of the Library: Sally wanted to say thank you to the person who cleaned the storage building and she reported that 462 boxes are ready so far for next year's book sale. Bryan said that Jim Maroon and his part time staff helped to clean out the storage building.

Bryan asked Patty if she received the e-mail from Sharon explaining the copy machine contract with Bennett. He explained that the City has a copy machine contact with Bennett and the Library could receive an updated color machine. The Friends would not need to buy the Library a new machine as planned, but would have to talk to Mr. Bennett about the disposal of the machine, etc. Patty asked Sharon to talk to Mr. Bennett again and see what he is willing to work out with the Friends. Bryan wants to force this type of items to Council.

Patty asked Bryan if he has figured out what he wants to do about the seating area. Bryan wants to get a Librarians perspective on the flow of the library before making major changes to the library.

SWOGS: Marg apologized for not being able to attend last month board meeting. She said that the items she has listened to in the meeting today has been very interesting. She invited Bryan to the SWOGS Board meeting next Thursday at 4:00 p.m. She agrees that each entity within the library needs to work together and hopes we can build something good together.

Susanna commented on how wonderful Paul, Librarian II, is in the Genealogy Department.

Unfinished Business:

Pamela asked if a decision had been made about the fund for the lost & paid books that patrons pay for. Bryan met with the Finance Director and he said that any monies coming into the City that is public funds has to be deposited in the City general fund.

He said that at the Budget hearings they may want to consider setting up a fund designed especially for this purpose.

Pamela asked if any discussion with the City Manager or Human Resources Director regarding the salary that would be advertised for the Library Director position. Bryan said he hadn't had that discussion with the City Manager, but he met with Pat Williams yesterday. He asked her to help with compiling some data on salaries for Library Directors and will be sending other information that will be helpful. Bryan is working on a job description for the Library Director's position. Pamela asked if he has ruled out using a Head Hunter. Bryan said he is still considering all options at this time.

OTHER:

Sharon reminded the Board that there is not a scheduled meeting in December and the next scheduled Board meeting will be in January.

Meeting Adjourned.