

LAWTON PUBLIC LIBRARY BOARD MEETING

Wednesday, May 23, 2012

The Lawton Public Library Board met at 3:00 p.m. at the Lawton Public Library. Notice of the meeting and agenda were posted in accordance with Oklahoma Law.

The meeting was called to order at 3:15 p.m. by Sally Cote, Chair.

ROLL CALL: Sally Cote, Chair; Susanna Fennema, member; Susan Kremmer, member; Judy Neale, President, Friends of the Library; Kristin Herr, Director; Bryan Long, Assistant City Manager; Sharon Thompson, Administrative Assistant; Alan Faries, President Elect, SWOGS (entered meeting at 4:00 p.m.)

MEMBERS ABSENT: Patty Neuwirth, member; Pamela Scoggins Bonnell-Mihalis, member.

A motion was made to approve the minutes for the April 11, 2012 meeting of the Library Board. (Fennema; motion carried).

Sally turned the meeting over to Bryan who introduced Kristin Herr, new Library Director. The Library Board welcomed Kristin and said they are looking forward to working with her.

LIBRARY DIRECTOR'S REPORT:

Kristin said this was her 8th day of work and she is still learning about the functions of the Library and City. She is still in the process of getting her office functional and visiting with library staff.

- Met with Kathy Shepard in Auditing to discuss the Literacy Coalition's funds.
- Meeting tomorrow with IT to discuss computer issues
- Denise Flusche, Librarian II, attended the Amigos webcast on May 9th.
- Kristin and Dory Thomas, Circulation Coordinator, will attend a Chautauqua meeting on June 1 in OKC.
- Meeting Room Policy will be looked at to see if we may need to clarify some issues to be in compliance with policy.
- Director's office is being updated as the north wall has been brocaded and painted. The south windows will be tinted with a darker tint for more privacy.
- The MyiLibrary contract was approved by City Council on May 8th. Library staff are now working on set up and procedures for e-books.
- Clerical Assistant, Bonnie Ahlquist retired, and her last day was May 12. Interviews are being conducted to hire a Clerical Assistant for one vacant position in the Children's Department. Another Clerical Assistant returned to work from being on sick leave for 8 weeks.

Bryan reported on the Preliminary Budget:

- Council is still working on the budget and the next budget meeting is next Wednesday, May 30 at 1:30 p.m.
- There are city wide cuts in Capital Outlay
- Hoping to save 5% to stop all new hires at this time

- Seeking more contribution from the County
- \$1.7 million cut from Public Works
- Proposed Book budget is \$100,000

Sue asked about McMahon Foundation Funding for the library or city. Susanna said that in years past, McMahon Foundation gave the library money for books and automation.

Statistics:

- Sharon handed the Board the statistics for April and noted that the Cataloging information is accurate now.

REPORTS:

Friends of the Library:

- Judy reported that Chautauqua starts on June 18 at City Hall. The Friends will introduce Kristin at this big event.
- Sally reported that 168 boxes of books have been sorted.

SWOGS:

- Allen said that SWOGS just had a meeting on Monday evening and the program was on Heirlooms.

COMMITTEE REPORTS:

Nominating Committee:

- Sue & Patty met as the Nominating Committee and Sue would like to nominate Patty as Chair of the Library Board and Sally as Vice-Chair of the Library Board. Sue gave an overview of each candidate and their qualifications for these positions. She has contacted both board members and they have accepted their duties on the Board if voted in. (Fennema; motion carried).

UNFINISHED BUSINESS:

- Bryan reported that Sally had been reappointed to the Library Board, and Pamela was not re-appointed to the Library Board.
- The Mayor has appointed Eunice Edison to the Library Board starting June 13. Bryan said that Eunice is happy to serve on the Library Board.

NEW BUSINESS:

None

There being no further business, the Chair declared the meeting adjourned at 4:10 p.m.

Sharon Thompson, Administrative Assistant