

FRIENDS OF THE LIBRARY
Executive Board Meeting Minutes
Wednesday, July 8, 2020

Present: Jenny Breeden (President), Patty Neuwirth (Treasurer), Kristin Herr (Director, Lawton Public Library), Frantzie Couch (Secretary).

Minutes: Minutes for the October Executive Board and General Membership meetings were reviewed and accepted as read.

Treasurer's Report: Treasurer Patty Neuwirth presented the Quarterly Treasurer's Report. The Treasurer's Report will be filed for audit.

Director's Report and Funding Requests: Director Herr requested a total of \$6,263 in funding; her requests were approved unanimously:

a. General Programs and Supplies: \$100 for supplies, refreshments, and printing for children's, teen, and adult programs, and Friends-related supplies such as print cartridges, paper, laminating film, etc. Because the Library was closed to the public for many weeks, the request for this quarter is lower than usual.

b. Promotional Materials. \$300 for additional book bags.

c. Outreach to Teachers and Baby Come Back. \$400 for "socially distanced" XOXO bags for teachers and classroom staff, and for returning customers in support of Library Card Sign Up month.

d. Meeting Room Upgrades. \$4,500 for upgrades for the library meeting room renovation project, including undercabinet refrigerators, microwaves, AV repairs, cameras for security and presentations, and repair of the meeting room dividers.

e. Movie License. \$963 for renewal of the movie license.

f. Library Mural. There was discussion of having a library-themed mural painted on the outside red brick in the parking lot.

Committee Reports:

a. Chautauqua. 2020 Oklahoma Chautauqua (20th Century Visionaries: Catalysts for Change) has been re-scheduled for 2021. Dates for Lawton are June 1-5, 2021. All five 2020 Chautauqua scholars have agreed to perform in 2021, and the previously scheduled 2021 scholars (Surviving the Sixties: Sex, Drugs, and Rock and Roll) have agreed to perform in 2022. Oklahoma Humanities and Arts for All have agreed to leave their grants in place to be used in 2021.

b. Book Sale. The Friends Book Sale will be held over 10 days, Friday, July 24, through Sunday, August 2, in the old White Buffalo restaurant space in Central Mall. Social distancing will be practiced, and face masks are required.

c. Soulful Story. Kristin asked for suggestions for the 2021 Soulful Story program.

Old Business:

a. *StoryWalk®*. Story Walk is in place in Elmer Thomas Park on the walking trail. Kristin plans to apply for two more StoryWalk grants for other locations in Lawton.

b. *Amnesty*. Fines/fees will be waived to mark completion of the library renovation program and Baby Come Back/National Library Card Sign-Up Month.

New Business:

a. *Lawton Community Foundation Grant Request*. Kristin has submitted a grant request for the Digital Memory Center.

b. *Adult Literacy*. Kristin discussed plans to gather community stakeholders for a round table conference on coordinating library Adult Literacy programs with other existing literacy programs in Lawton.

c. *Jacob's Corner Memorial*. Kristin discussed the request of a library patron to donate funds for a reading corner in memory of her son Jacob, who died earlier this year.

Upcoming Events:

a. *Speakers for Friends Meetings*. Vice-president Karen Flowers will arrange for a speaker for the October meeting. Dr. Ed Legako will speak about the Lawton Farmer's Market at the July meeting.

b. *Friends Executive Board Meeting*. The next Executive Board meeting will be held prior to the October 26 General Membership meeting.

President Breeden determined that there was no more business to be conducted. The meeting was adjourned.

Respectfully submitted,
Frantzie Couch, Secretary

FRIENDS OF THE LIBRARY
General Membership Meeting Minutes
Monday, July 27, 2020, City Hall Banquet Room

Present: Jenny Breeden (President), Patty Neuwirth (Treasurer), Kristin Herr (Director, Lawton Public Library), Frantzie Couch (Secretary), James Ayers, Hisako Hampshire, Chris and Ken Horner, Ellouise Love, and Becky Robson.

Speaker: Dr. Ed Legako, president of Lawton Farmer's Market, spoke about plans for the new Farmer's Market facility.

Minutes: Minutes for the January Executive Board and General Membership meetings were reviewed; Patty Neuwirth moved to accept the minutes; Ellouise Love seconded. Minutes were accepted unanimously as read.

Treasurer's Report: Treasurer Patty Neuwirth presented the Quarterly Treasurer's Report. The Treasurer's Report will be filed for audit.

Director's Report and Funding Requests: Director Herr requested a total of \$13,763 in funding. Patty Neuwirth moved to accept the funding requests; Ellouise Love seconded. Funding requests were accepted unanimously.

a. General Programs and Supplies: \$100 for supplies, refreshments, and printing for children's, teen, and adult programs, and Friends-related supplies such as print cartridges, paper, laminating film, etc. Because the Library was closed to the public from March 17 through May 15 in response to COVID-19 restrictions, the request for this quarter is lower than previous requests.

b. Promotional Materials. \$300 for additional book bags.

c. Outreach to Teachers and Baby Come Back. \$400 for "socially distanced" XOXO bags for teachers and classroom staff, and for returning customers in support of Library Card Sign Up month.

d. Meeting Room Upgrades. \$4,500 for upgrades for the library meeting room renovation project, including undercabinet refrigerators, microwaves, AV repairs, cameras for security and presentations, and repair of the meeting room dividers.

e. Movie License. \$963 for renewal of the movie license.

f. Library Mural. \$7,500 for a library-themed mural painted on the outside red brick wall facing the parking lot.

Committee Reports:

a. Chautauqua. 2020 Oklahoma Chautauqua (20th Century Visionaries: Catalysts for Change) has been re-scheduled for 2021. Dates for Lawton are June 1-5, 2021. All five 2020 Chautauqua scholars have agreed to perform in 2021, and the previously scheduled 2021 scholars (Surviving the Sixties: Sex, Drugs, and Rock and Roll) have agreed to perform in 2022. Oklahoma Humanities and Arts for All have agreed to leave their grants in place to be used in 2021.

b. Book Sale. The Friends Book Sale is being held over 10 days, Friday, July 24, through Sunday, August 2, in the old White Buffalo restaurant space in Central Mall. Social distancing is being practiced, and face masks are required.

c. Soulful Story. Kristin asked for suggestions for the 2021 Soulful Story program.

Old Business:

a. StoryWalk®. The StoryWalk® installation is in place in Elmer Thomas Park on the walking trail. Kristin plans to apply for two more Health Literacy grants for StoryWalk® in other locations in Lawton.

b. Amnesty. Fines/fees will be waived to mark completion of the library renovation program and Baby Come Back/National Library Card Sign-Up Month.

New Business:

a. Lawton Community Foundation Grant Request. Kristin has submitted a grant request for the Digital Memory Center.

b. Adult Literacy. Kristin Herr plans to gather community stakeholders for a round table conference on coordinating library Adult Literacy programs with other existing literacy programs in Lawton.

Upcoming Events:

c. Speakers for Friends Meetings. Vice-president Karen Flowers will arrange for a speaker for the October meeting. Kristin Herr suggested the Library's Adult Literacy program would be an appropriate subject.

b. Friends Executive Board Meeting. The next Executive Board meeting will be held prior to the October 26 General Membership meeting.

President Breeden determined that there was no more business to be conducted. The meeting was adjourned.

Respectfully submitted,
Frantzie Couch, Secretary