

FRIENDS OF THE LIBRARY
Executive Board Meeting Minutes
Thursday, January 14, 2021

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

Minutes: Minutes for the October Executive Board meeting were reviewed and accepted as read. No General Membership meeting was held in October 2020 because of COVID-19 restrictions.

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 \$11,417.00 in funding; her requests were approved unanimously:

a. General Programs and Supplies: \$500.00 this quarter. This includes supplies, refreshments and printing for upcoming kid, teen, and adult programs and Friends-related supplies like print cartridges, paper, laminating film, etc.

b. Computer Lab Printer: Up to \$5,400 to replace the 12-year old Lanier PL150dn b&w copier and the Brother MFC-L8900CDW color copier. The Lanier averaged 5,000 b&w copies per month and has made 750,000 copies over its lifetime. The color copier is old as well, and needs to be replaced. Friends pay a monthly maintenance fee which covers upkeep and maintenance. Per-page fees paid by patrons for copying services are received as income by Friends.

c. Coin Machine: Up to \$4,500 for a credit card/coin machine for the computer lab. Credit card capability will support access to copiers for remote copier services.

d. Summer Reading Program Donations: \$117.00 in donations from Library patrons, which Ms. Herr requests to have turned over to the Library to support the Summer Reading Program.

e. Wyatt Memorial: Friends received \$780.00 in donations for use by the Library. Ms. Herr requests to use the donated funds to purchase a new outside handicap-accessible ramp, outside lighting (including a motion sensor light), and new bicycle rack for the branch library.

Committee Reports:

a. Chautauqua. Friends has been designated as an Affiliate Member of Arts for All; the annual Chautauqua program was a major factor in including Friends as an Affiliate Member.

b. Soulful Story. Soulful Story will not be conducted for 2021 due to COVID-19 restrictions.

Old Business:

a. StoryWalk®. StoryWalk® has been well-received. The story on display has been changed. There are plans to install 2 more StoryWalk® installations in Lawton parks.

b. Library Mural. Patty Neuwirth requested that Friends members attend a meeting with City planning committees to appeal rejection of the Friends request to have a library-themed mural painted on the west wall of the Library storage building.

c. Lawton Community Foundation Request. Kristin has submitted a grant request to Lawton Community Foundation for \$20,000 for the Digital Memory Lab project.

New Business:

a. *Yellow Dot.* Yellow Dot is a program to inform emergency workers of medication needs in case of an accident. Jenny Breeden will talk about Yellow Dot at the Friends meeting on October 26. More information is available at <https://okyellowdot.org>.

b. *Children's Book Carts Available.* Three yellow book carts which are not being used in the children's area are available on a first-come, first-served basis. Patty said she would notify Lawton Public Schools.

c. *Annual Fund drive.* Kristin Herr requested up to \$500 for envelopes, printing, and stamps in support of the annual fund drive. The Executive Board approved her request unanimously.

Upcoming Events:

Friends Executive Board Meeting. The next Executive Board meeting will be held prior to the General Membership meeting, scheduled for April 26, 2021.

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
January 2021

Due to COVID-19 pandemic precautions, there was no meeting of the Friends membership in January 2021.

Director Herr's funding requests, as stated below, were submitted for review and approval to Friends members by email on Wednesday, January 20, 2021, requesting a response of YES or NO no later than Monday, January 26, 2021. By Monday, January 26, the responses were as follows: YES - 17, NO - 0.

Director Herr requested a total of \$11,417.00 in funding; her requests were approved unanimously by the Friends Executive Board:

a. General Programs and Supplies: \$500.00 this quarter. This includes supplies, refreshments and printing for upcoming kid, teen, and adult programs and Friends-related supplies like print cartridges, paper, laminating film, etc.

b. Computer Lab Printer: Up to \$5,400 to replace the 12-year old Lanier PL150dn b&w copier and the Brother MFC-L8900CDW color copier. The Lanier averaged 5,000 b&w copies per month and has made 750,000 copies over its lifetime. The color copier is old as well, and needs to be replaced. Friends pay a monthly maintenance fee which covers upkeep and maintenance. Per-page fees paid by patrons for copying services are received as income by Friends.

c. Coin Machine: Up to \$4,500 for a credit card/coin machine for the computer lab. Credit card capability will support access to copiers for remote copier services.

d. Summer Reading Program Donations: \$117.00 in donations from Library patrons, which Ms. Herr requests to have turned over to the Library to support the Summer Reading Program.

e. Wyatt Memorial: Friends received \$780.00 in donations for use by the Library. Ms. Herr requests to use the donated funds to purchase a new outside handicap-accessible ramp, outside lighting (including a motion sensor light), and new bicycle rack for the branch library.

Respectfully submitted,

Frantzie Couch, Secretary