

Lawton Public Library Board Meeting

Wednesday June 3, 2020

The Lawton Public Library Board met at 4:00 pm in the Family History Room at the Main Library.

Notice of the meeting and agenda were posted in accordance with Oklahoma Law.

The meeting was called to order at 4:00 pm by Patty Neuwith, Chair.

Roll Call: Patty Neuwith, Chair; Sue Kremmer, Vice Chair; Frantzie Couch, Member; Ellouise Love, Member; Tom Rine, Member; Jenny Breeden, Friends Representative; Kristen Herr, Library Director; Kathy Hines, Deputy Director (Left at 4:15 pm); Megan Stockton, Administrative Assistant; Randy Warren, City Council Liaison; Bart Hadley, Deputy City Manager (Absent); Rosemarie Borjon, guest.

A motion was made to approve the Library Board minutes for the March 2, 2020 meeting as presented. (Couch/Kremmer)

The customer comments were presented to the Board. There was one comment from a customer praising a staff member for their aid and patience in creating a library card online.

The Financial Report was given. Kristin stated that the last day for requisitions is June 12. She stated that the financials are on track for this time of year. She also stated that the Library is receiving one more grant to use up before the end of the fiscal year.

The Library Director's Report was given. Kristin reported that Kath Hines, Deputy Library Director, Rose Wilson, Programming Coordinator, are both retiring in mid-June. Kristin reported that during the Library closure, staff took in and made over 3,500 phone calls. The Library became the call center for the City during the Emergency Proclamation. The City Manager's Office had all their incoming phone calls forwarded to the Library. Kristin reported that during the closure the Library was able to weed, rearrange areas, renovate the PDC into a CreateSpace, start curbside service, expand digital services, and begin an online summer program. Kristin told the Board about the Library's reopening with a more restrictive initial opening. Lastly, Kristin noted that she now reports to Richard Rogalski, Deputy City Manager.

The Friends of the Library report was given by Frantzie. Frantzie stated that officials canceled Chautauqua this year. The next Friends' meeting will take place in July at City Hall with Dr. Ed Legako as the possible guest speaker. Kristin passed around a flier for the proposed book sale. She stated that she would like it to take place at the mall over a ten-day period.

The Family History/SWOGS report was given. Kristin made the Board aware that SWOGS purchased two new copier machines for the Library.

City Council Agenda Items:

- Randy discussed the budget and how the City cannot be certain how COVID-19 will have affected City revenue since collection is typically two to three months behind.

- In order to combat the possible lack of revenue, the City began furloughing employees, started a hiring freeze, and have been looking into closing some open positions.
- Randy also stated that the City would still slowly move forward with the CIP.
- He reported that the City would reveal the name of the new public safety building soon.

Unfinished Business:

- Kristin updated the Board on the progress of the renovation project. She stated that they are on track to finish by the end of July. She reported that there is some drywall up.
- There was a discussion about the budget for the upcoming fiscal year. The Library is requesting money from the County. The State will likely cut the Library's State Aid. The City is giving the Library no book money.
- The Board discussed the personnel changes in the Library. Kathy and Rose are retiring mid-June. With these two departures, Denise Flusche, Head of Material Data, will supervise the Reference Department and Amber Follett, Head of Genealogy, will supervise the Circulation Department. The lack of personnel will also mean less programs.
- Kristin explained the Library's current grant situation. There are plans to spend the Adult Literacy Grant as soon as it arrives. The Library applied for a Google Digital Grant. The Library has also applied for an ODL Cares Grant and is waiting on its approval. ODL will announce the recipients of the ODL Digital Inclusion Grant on June 5. The Library is wrapping both the Citizenship Grant the Health Literacy Grant. The Storywalk is launching Saturday June 20.

New Business:

- The Board was presented with three new Local Legend bookmarks. These Local Legends included Matte Beal, Heck Thomas, and Quanah Parker.

Comments from the Floor:

- Kristin asked the Board to walk around the Library and see all the changes that occurred during the closure.
- Kristin reminded the Board that they do not meet in July.

The meeting was adjourned at 4:48 pm. /Megan Stockton, Administrative Assistant III