

Lawton Public Library Board Meeting

Wednesday June 2, 2021

The Lawton Public Library Board met at 4:00 pm in Meeting Room 1 at the Main Library.

Notice of the meeting and agenda was posted in accordance with Oklahoma law.

The meeting was called to order at 4:02 pm by Patty Neuwirth, Chair.

Roll Call: Patty Neuwirth, Chair; Sue Kremmer, Vice Chair; Frantzie Couch, Member; Ellouise Love, Member; Tom Rine, Member (Absent); Jenny Breeden, Friends Representative; Kristin Herr, Library Director; Megan Stockton, Administrative Assistant; Randy Warren, City Council Liaison (Absent); Richard Rogalski, Deputy City Manager (Absent)

A motion was made to approve the Library Board minutes for the May 5, 2021 meeting as presented. (Couch/Kremmer)

There were no customer comments or correspondence.

The Financial Report was given. Kristin stated that there was nothing too exciting about the state of the financials. She reminded the Board that the Library can no longer start requisitions and will soon be unable to make purchases until the beginning of the next fiscal year. She also told the Board that the expenditure sheet given to them each month will look different due to the new financial software.

The Library Director's Report was given. Kristin reported that Denise Flusche, the head of the Library's Data and Materials Management Department, retired in May. Kristin stated that the Library will not be replacing her position. She reported that the Library will be changing how things are ordered and processed. Kristin announced that Megan had received the Employee Spotlight award for the City in May. Kristin reported that, due to the February ice storm, a coil broke in the HVAC system. Due to this, the Library has not been properly cooling down. Kristin relayed customer complaints about the heat in the building and the Library Board decided that they would direct Richard to investigate the HVAC issues at the Library.

The Friends of the Library Report was given. Kristin reported that the Friends Executive Board met and are now the governing board for the Lawton Adult Literacy Center (LALC). The Friends will be applying for a grant for LALC in July. Jenny stated that the next Friends meeting would take place in July as well as the next quarterly Literacy roundtable. Frantzie reported on the progress of Chautauqua. She stated that it was a hybrid of virtual and in person this year. Frantzie stated that the numbers were better than she expected. Frantzie also said the media was being very helpful getting out the word.

No SWOGS report was given, but Jenny stated that she had a friend who was very complimentary about the Library's Digital Memory Center.

There was nothing to report about any City Council agenda items.

Unfinished Business:

- An updated list of the Library grants was presented to the Board. Kristin stated that there are various new grants coming up soon.
- The FY22 Budget is close to being approved. Kristin said that the process was quite streamlined this year and that it will be up for approval at the next City Council meeting.
 - Kristin also showed the Board an upcoming Council item that would close out the Library's current grant accounts and create a new one in the new financial software.

New Business:

- An updated Display Policy was presented to the Board with some slight changes in the wording. The Board approved the changes unanimously. (Couch/Love)
- Kristin discussed a section of the Novak report with the Board which stated there should be a business plan for the Branch Library. She stated that the City Manager requested for her to create this plan.
 - The plan was given to the Board to look over and review.
 - The Board gave their approval for the plan.
- Kristen presented the Board with the Lawton Historic Sites Report that was put together by the Library's Family History Department.
 - Council initially requested for a list of the local WPA built structures in the area and then the request expanded to all historic sites.

There were no comments from the floor.

The meeting was adjourned at 4:58 pm. /Megan Stockton, Administrative Assistant III