

Chickasha Public Library Board of Trustees

Board Meeting Minutes

April 18, 2017 6:00pm

Library Meeting Room

In Attendance: Brenda Brown, Christy Clift, Katie Davis, Giselle Durbin, Darleen Harrison, Stuart Meltzer, Betsy Phillips, Luellen Wittenbach, Carla Wasson

Absent: N/A

Also in Attendance: Lillie Huckaby, Angie Lewis (FOL)

Meeting Called to Order: by President Carla Wasson at 6:01p

Introductions: N/A

Consent Docket: Meltzer noted an error in the January 2017 Minutes where he was listed as voting but he did not vote as he was not present during the vote. There was some discussion on the circulation of physical books and media and talk of a campaign to boost it. It was brought to our attention that if there is ever a question on the financials to contact Beth between 7a & 4p. A motion was made by Meltzer, seconded by Davis to accept the consent docket with the adjustment to the minutes. Aye: Brown, Clift, Davis, Durbin, Harrison, Meltzer, Phillips, Wittenbach. Nay: None. Motion passed.

Library Director's Report: Library Director Lillie Huckaby presented her written report to the group.

Highlights included:

- The new city manager starts next Monday. There is talk of cuts all over to meet the budget but no news on the Library yet.
- Discussion of how organized and committed Courtney Mayall continues to be and what an asset she is to the success of the Library
- There were a few employees out this week with minor injuries but all the staff continues to work hard and do a great job for the Library
- Two Friends of the Library Board Members are now regularly volunteering to shelve books

Adoption of FAX Policy: Durbin and Wasson presented the amended policy for review. Discussion was held regarding the need to have the language flow better between policies (i.e. using the term "customer" in all policies versus some saying "customer" and others "patron." Huckaby is going to work on seeing that the wording is the same across the board. A few minor changes were made to the policy to clarify that the cost is the same on all faxes whether sent or received and no international usage is available. A motion was made by Clift and seconded by Davis to accept the policy as amended. Aye: Brown, Clift, Davis, Durbin, Harrison, Meltzer, Phillips, Wittenbach. Nay: None. Motion passed.

Adoption of Internet Policy: Brown and Clift presented the amended policy for review. Changes were made to clarify that the Library is not responsible for damages due to customers using Internet on the Library devices or if they are just using the Library's Wi-Fi. A section was added to specify when the Library can terminate a user's access. After discussing the changes, it was decided to table voting on the policy until the next meeting when we can view a cleaned up version. A motion was made by Clift, seconded by Phillips to table until the next board meeting. Aye: Brown, Clift, Davis, Durbin, Harrison, Meltzer, Phillips, Wittenbach. Nay: None. Motion passed.

Adoption of Bylaws: Phillips and Davis presented their report on the policy. There were two minor changes made, updating the voting to the April meeting versus October and changing the City Code to the correct reference. A motion was made by Wittenbach, seconded by Brown to accept as presented. Aye: Brown, Clift, Davis, Durbin, Harrison, Phillips, Wittenbach. Nay: Meltzer. Motion passed.

Appointment of a Committee to review Meeting Rooms Policy: President Carla Wasson appointed Brown and Wasson to review the policy and present any needed changes at the next board meeting.

Appointment of a Committee to review Material Selection Policy: President Carla Wasson appointed Meltzer and Wittenbach to review the policy and present any needed changes at the next board meeting.

Appointment of a Committee to review Long Range Plan: President Carla Wasson appointed Phillips and Davis to review the plan and present ideas for changes at the next board meeting.

Vote for Officers for the new fiscal year beginning July 2017: The slate of officers was presented by Wasson as follows:

President – Katie Davis

Vice-President – Christy Clift

Secretary – Giselle Durbin

A motion was made by Meltzer, seconded by Wittenbach to accept the slate of officers as presented. Aye: Brown, Clift, Harrison, Meltzer, Phillips, Wittenbach. Nay: None. Abstain: Davis, Durbin. Motion passed.

It was also noted that Harrison is stepping down and this would be her last meeting. Rick Warden is expected to be approved by the City Council to take over her term.

Friends of the Library Report: Angie Lewis presented her report. Highlights included:

- 5th Annual Chocolate Celebration was a success
 - 2 years were better, 2 were worse - \$4200 profit
- Used Book Sale starts Thursday and they still need volunteers
- The annual meeting for FOL will be May 4th at Napoli's at 5:30pm
 - They will be proposing a new slate of officers
- Summer Luncheon's will start in June – Lewis had a handout with specifics and reservation forms

Board Orientation: Edge Initiative Assessment Review and Action Plan – Huckaby went over the tasks that some members had agreed to do in October. We will get these completed and then move on to the next (bigger) step in the process.

New Business: None

Presentations by the Public: None.

Adjournment: A motion was made by Clift seconded by Durbin to adjourn the meeting at 6:58pm. Aye: Brown, Clift, Davis, Durbin, Harrison, Meltzer, Phillips, Wittenbach. Nay: None. Motion passed.