

**Chickasha Public Library Board of Trustees**  
**Board Meeting Minutes**  
**October 17, 2017**                      **6:00pm**  
**Library**

**In Attendance:** Brenda Brown, Christy Clift, Giselle Durbin, Stuart Meltzer, Betsy Phillips, Rick Warden, Luellen Wittenbach

**Absent:** Katie Davis, Carla Wasson

**Also in Attendance:** Lillie Huckaby

**Meeting Called to Order:** by Vice-President Christy Clift at 6:02p

**Presentations by the Public:** None.

**Friends of the Library Report:** FOL President Jyme Tiner was not in attendance, Clift presented some news and Huckaby went over some highlights of what the Friends have been working on via an e-mail from Tiner:

- T-shirts are now for sale in lieu of Fall Used Book Sale
  - usually nets around \$1200, trying several things to make up for
  - no one wanted to do it and not enough book donations coming in
- There will be a Spring Used Book Sale
- 2nd Vintage Book Sale in September generated \$355
- Library Board and FOL shared a table at the Rock Island Arts Festival
- Upcoming events:
  - Books Come Alive 10/27, 6:30-8p
    - tour through stacks with actors portraying characters from classic books, tickets \$3, age 5 and under free
  - Authors Festival, free event, held at same time in meeting room
- Chocolate Celebration will be held on February 13th again at Epworth
  - 1st \$500 Platinum Corporate Sponsor – Rebellion Energy

**Consent Docket:** A motion was made by Meltzer, seconded by Wittenbach to accept the consent docket as presented. Aye: Brown, Durbin, Meltzer, Phillips, Warden, Wittenbach. Nay: None. Motion passed.

**Adoption of Public Relations Policy:** Meltzer and Brown presented the amended policy for review. An addition was made to the end of the policy regarding how the Library will be listed on material for rented events. A motion was made by Warden and seconded by Phillips to accept the policy as amended. Aye: Brown, Durbin, Meltzer, Phillips, Warden, Wittenbach. Nay: None. Motion passed.

**Adoption of Safety Policy:** Clift presented the amended policy for review. An addition was made to Section 5 regarding service animals, and a few other minor changes. It was agreed that the language throughout would be updated to be gender neutral. A motion was made by Phillips, seconded by Brown to accept the policy as amended. Aye: Brown, Durbin, Meltzer, Phillips, Warden, Wittenbach. Nay: None. Motion passed.

**Adoption of Long-Range Plan:** Phillips presented the plan for review. No changes/additions were suggested to the plan that had been presented at the July meeting. A motion was made by Meltzer, seconded by Durbin to accept the plan as presented. Aye: Brown, Durbin, Meltzer, Phillips, Warden, Wittenbach. Nay: None. Motion passed.

**Appointment of a Committee to review Circulation Policy:** Vice-President Christy Clift appointed Phillips and Durbin to review the policy and present any needed changes at the next board meeting.

**Appointment of a Committee to review Operations Policy:** Vice-President Christy Clift appointed Wittenbach and Clift to review the policy and present any needed changes at the next board meeting.

**Appointment of a Committee to review Gift Policy:** Vice-President Christy Clift appointed Brown and Meltzer to review the policy and present any needed changes at the next board meeting.

**Library Director's Report:** Library Director Lillie Huckaby presented her written report from the packet to the group. Highlights and additions included:

- New FOL President Jyme Tiner
- Details on how the Library is already working on implementing the Long-Range Plan
- The Pilot Program for issuing library cards in partnership with the local schools is in the early stages
- Will change to new ILS by November 1st
- Looking at ways to make print management more efficient, possibly the purchase of a coin operated copy machine
- This Friday from 6:00p – 8:00p will have an E-Resources Night to help educate patrons on what is available, including Help Now by Brain Fuze – part of a new tutoring database
- Janitorial services will be changing soon

**New Business:** None. It was briefly discussed at this point that we will again use the newer officer selection schedule which will mean nominating officers in January and voting in April.

**Adjournment:** A motion was made by Phillips seconded by Durbin to adjourn the meeting at 6:41pm. Aye: Brown, Durbin, Meltzer, Phillips, Warden, Wittenbach. Nay: None. Motion passed.