

**Chickasha Public Library Board of Trustees**  
**Board Meeting Minutes**  
**July 18th, 2023**  
**Library Conference Room 6:00pm**

**In attendance:** Abera Alexander, Debra Blaylock, Erin Glass, Miranda Molder, Sharon Storms, Joyce Witte

**Absent:** Annick Bellemain, Brenda Brown

**Also in attendance:** Lillie Huckaby, Library Director & Betsy Phillips, Friends of the Library

**Meeting called to order:** President Joyce Witte called the meeting to order at 6:00pm.

**Presentations by the public:** No public present.

**Friends of the Library Report:**

- Betsy Phillips reports there are 892 Grady County kids enrolled in the Dolly Parton Imagination Library. 91 of our kids have graduated from the program.
- Jana Dabney plans to kickoff fundraising as soon as the weather cools down.
- There was a poorly attended membership meeting held on the 13th.
- The annual book sale will be October 9th - 21st of this year. They need book and box donations. They will be asking for volunteers when the date is closer.
- The 2024 chocolate celebration is scheduled for February 13th at Epworth Methodist Church. She thinks the money will be used towards getting the library a bookmobile.

**Approval of Consent Docket:** A motion was made by Molder to approve and seconded by Glass. Aye: Blaylock, Storms, Witte, and Alexander. Nay: None. Motion passed.

**Adoption of the Operations Policy:** Witte and Molder present with no changes needed at this time. Lillie has requested a Code of Conduct be added to this policy or to be added as its own policy. The decision was made by Witte to move the vote to the end of the meeting under Action Item 18. A motion was made by Glass for approval and seconded by Storms. Aye: Blaylock, Witte, Molder, and Alexander. Nay: None. Motion passed.

**Adoption of the Internet Policy:** Glass presents with no changes needed at this time. A motion was made by Storms to approve and seconded by Alexander. Aye: Blaylock, Storms, Witte, and Molder. Nay: None. Motion passed.

**Adoption of the Public Relations Policy:** Storms and Witte present with no changes needed at this time. A motion was made by Glass to approve and seconded by Molder. Aye: Blaylock, Storms, Witte, and Alexander. Nay: None. Motion passed.

**Adoption of the Gift Policy:** Glass presents with no changes needed at this time. A motion was made by Glass to approve and seconded by Storms. Aye: Blaylock, Witte, Molder and Alexander. Nay: None. Motion passed.

**Adoption of the Library Board Bylaws:** Glass and Blaylock present with no changes needed at this time. A motion was made by Molder to approve and seconded by Alexander. Aye: Blaylock, Storms, Witte, and Glass. Nay: None. Motion passed.

**Adoption of the Long-Range Plan:**

- Glass attempted a meeting with the City Manager and was unable to get in contact with them.
- Lillie made several changes to the Long-Range Plan from the last date of approval.
- Walking through the changes she highlighted that two databases had been removed from the library website, one of them being a coding program for kids. Lillie says at a conference she attended back in March she was given a recommendation for a program called “Fiero.” The program teaches kids how to code through an online program. The Library staff would be trained to be able to help. Alexander mentions the program “Acellus” which has been used by Lincoln School in the past.
- Lillie says all staff are certified except for three new employees. All three employees are currently working towards certification and should be fully certified by the end of the year.
- The bookmobile is a top priority for the Library at this time.
- Alexander motions to approve changes made to the Long-Range Plan. Glass seconded. Aye: Blaylock, Storms, Witte, and Molder. Nay: None. Motion passed.

**Adoption of Circulation Policy:** Molder and Witte present with no changes needed at this time. A motion was made by Storms to approve and seconded by Alexander. Aye: Blaylock, Witte, Molder and Glass. Nay: None. Motion passed.

**Adoption of Meeting Room Policy:** Alexander, Brown, and Bellemain present with no changes needed at this time. A motion was made by Witte to approve and seconded by Glass. Aye: Blaylock, Storms, Molder, and Alexander. Nay: None. Motion passed.

**Appoint Committee to Review Fax Policy:** Witte appointed Molder and Alexander to review the policy.

**Appoint Committee to Review Safety Policy:** Witte appointed Molder and Glass to review the policy.

**Appoint Committee to Review Material Selection Policy:** Witte appointed Brown, Glass, and Alexander to review the policy.

**Appoint Committee to Review Video Conferencing Policy:** Witte appointed Storms and Blaylock to review the policy.

**Discussion of Code of Conduct:** In order to give time for everyone to review the policy and compare with similar libraries it was suggested to table the adoption until the October meeting. An additional meeting is planned for August 29th to discuss the findings of the comparisons from other libraries and the needs of our library staff and patrons.

**Library Director's Report:** Library Director Lillie Huckaby presented her report. Highlights include:

- Summer reading is in full swing and doing great!
- A new circulation desk has been ordered. It was paid for with funds raised by the Friends of the Library through the chocolate celebration.
- When kids meet their reading goals they get to choose a title to be painted by our artists on the outside of the building.
- Drew has done a great job with the kids' programs this year.
- Alexander asks if finding a security officer is possible to help with the homeless population issues the library staff is having. Lillie said she will ask around for options.

**New Business:**

- Lillie requests that if a board member finds themselves unable to attend a meeting that they appoint a proxy so that quorum can be met.
- Alexander suggests a Library Board GroupMe so we can more effectively communicate on the day of meetings if somebody finds themselves in need of a proxy. The group is hesitant but decides that we can try it. If it doesn't work well we will go to a group text message. Members are asked to share their phone numbers with Alexander to set up the GroupMe, which she does promptly following the meeting.

**Adjournment:** Witte called the meeting to an end at 7:20pm. A motion was made by Alexander and seconded by Storms. Aye: Blaylock, Glass, Molder, and Witte. Nay: None. Motion passed.