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| City of Guthrie Library Board Regular Quarterly Meeting |

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| July 16, 2020 | 5:30 p.m. | Zoom Virtual Meeting |

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| Meeting called by | Required by City Ordinance |
| Type of meeting | Advisory Board Quarterly |
| Facilitator | Kathryn Corbett, President |
| Note taker | Jamie Newton, Secretary |
| Attendees | Board Members: Kathryn Corbett, Jamie Newton, Lois Ray, Kevin Kemper, Necie Black. Library Staff: Suzette Chang, Director |

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| OLD BUSINESS |
| 1. Call to Order
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|  | Called to order by Kathryn Corbett at 5:31 p.m. |

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| 1. Welcome New Board Members
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|  | Kathryn Corbett |
| Discussion | Ms. Corbett welcomed new members and asked everyone to introduce themselves. Each person present on the Zoom Meeting took turns introducing themselves and speaking about their reason for joining the board. Ms. Chang gave her background and history with the Guthrie Library. Mr. Kemper posed a question regarding the public availability of the Zoom Meeting format to comply with the Open Meeting Act requirements. Ms. Chang stated the Zoom information was available on the library website and instructions were provided to the public for gaining access. Ms. Chang also spoke of a City Ordinance she believed had been enacted to allow for electronic meetings and provisions for complying with the Open Meeting Act. Mr. Kemper suggested checking with the City Attorney to be sure we were in compliance. Ms. Newton asked Ms. Chang to find out if the City had a Zoom account that could be used to avoid the time restrictions placed on non-paying meetings. Ms. Black offered the use of her account, if needed. |

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| Action Items | Person Responsible | Deadline |
| Ms. Chang will contact the City Manager regarding the City’s ordinance modifications regarding Open Meetings. | Suzette Chang | None |
| Ms. Chang will try to determine if the city has a paid Zoom account for future use, if necessary. | Suzette Chang | None |

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| 1. Roll Call and Establish Quorum
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|  | Kathryn Corbett |
| Discussion | Roll call was unnecessary as everyone was introduced to welcome new board members. All board members were present and Ms. Corbett established quorum. |

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| 1. Election of Officers
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|  | Kathryn Corbett |
| Discussion | Ms. Corbett asked if anyone wanted to assume the Presidency for the board. Ms. Newton asked Ms. Corbett if she wanted to continue her Presidency and she stated she was not opposed. Ms. Newton made a motion for Ms. Corbett to continue as Board President. Motion was seconded by Ms. Ray. Vote was unanimous in favor. Ms. Corbett then asked if anyone wanted to be the Secretary and Ms. Newton volunteered. Ms. Corbett made a motion for Ms. Newton to be the Board Secretary. Motion was seconded. Vote was unanimous in favor. |

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| 1. Approve Previous Meeting Minutes
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|  | Kathryn Corbett |
| Discussion | Ms. Corbett asked if all members had reviewed the minutes from the January 2020 meeting. All affirmed. Ms. Newton made a motion to approve the minutes of the January 2020 meeting. Motion was seconded by Ms. Corbett. Vote was unanimous in favor. |

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| 1. Library as a System / Status
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|  | Kathryn Corbett |
| Discussion | Ms. Corbett reviewed the goal of a Library as a System for the new members. Ms. Newton read the established steps to become a Library as a System. Ms. Corbett proposed to send all the previously obtained information to the new board members for their review. Ms. Corbett proposed a possible Special Meeting to discuss this information and update the new board members. |
| Conclusions | New board members need to receive the information before we can move forward with the exploration of a Library as a System. |

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| Action Items | Person Responsible | Deadline |
| Send all new board members previously obtained and developed information  | Kathryn Corbett | None |

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| 1. Bylaws / Status / Call for Approval
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|  | Kathryn Corbett |
| Discussion | Ms. Corbett plans to send a draft to all board members, since new members have not seen it before. In discussing the month for the Annual Meeting of the board which needs clarified in the bylaws, a question arose regarding the end date of terms (whether the City Ordinance indicated the end of a term as April 30th or May 31st). Ms. Newton reported that the state statute requires an annual meeting be held “immediately after the appointment and qualification of its directors” in order to elect at a minimum a President and Secretary. Ms. Ray proposes keeping the meeting time to the 3rd Thursday of whichever month is chosen, to keep consistent with the regular schedule of meetings. Other members agreed. Ms. Newton spoke of a few other items that needed to be updated for the next draft. Ms. Corbett moved to table the discussion and postpone approval of the bylaws until next meeting. |
| Conclusions | Monthly meeting will be determined by what the City ordinance defines as a term of office for the board members. |

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| Action Items | Person Responsible | Deadline |
| Determine through research and discussions with the City Manager and/or Mayor what the exact term of a board member is. | Suzette Chang | None |

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| NEW BUSINESS |
| 1. Library Staff and Schedule Changes due to COVID-19
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|  | Suzette Chang |
| Discussion | Ms. Chang gave an update regarding the staffing and hours of the Library. The staff was five full-time and two part-time employees prior to the pandemic. The two part-time employees were let go during the shut-down. One has been replaced since the re-opening. The Library has been authorized to be open only 47 hours per week (as opposed to the usually-required 53 hours per week). Hours are 9:00 am to 7:00 p.m. on Monday and Wednesday, and 9:00 a.m. to 6:00 p.m. on Tuesday, Thursday, and Friday. Ms. Chang gave a review of the safety precautions in place for Library staff and patrons. Ms. Chang informed the board that Summer Programs were proceeding with an average of 50-60 participants per day. The Library is also providing free copies of official identification cards to facilitate absentee ballot voting. |

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| 1. Board Members to Attend Programs
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|  | Kathryn Corbett |
| Discussion | Ms. Corbett tabled this discussion for a later date due to the fact that many regular programs of the Library have been cancelled or postponed due to the pandemic. |
| Conclusions | This topic will be discussed when it is more relevant. |

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| 1. Board Members to Serve as Liaisons to Library Staff
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|  | Kathryn Corbett |
| Discussion | Ms. Corbett tabled this discussion for a later date due to reduced activities at the Library due to the pandemic. Mr. Kemper asked if there was anything the Board could do in the meantime to help the Library. Ms. Chang requested sharing of Library Facebook statuses regarding activities and services now available. |
| Conclusions | This topic will be discussed when it is more relevant. |

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| 1. Update Guthrie Library General Policies regarding Logan County/Guthrie employees Receiving GPL cards (with proof of employment)
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|  | Kathryn Corbett |
| Discussion | Ms. Corbett reminded the board of the need to revise the policies of the Library to reflect the new policy of allowing individuals who work in Guthrie and Logan County to receive a free library card. |
| Conclusions | General Library policies need to be updated. |

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| Action Items | Person Responsible | Deadline |
| Update General Library Policy document to include new library card allowances  | Kathryn Corbett | None |

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| 1. Public / Other Comments
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|  | Kathryn Corbett |
| Discussion | Ms. Chang asked board members to be thinking about people or organizations they know who support literacy causes who also might be support for the Library as a System effort. Maybe start a conversation with them about the idea. |

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| 1. Adjournment
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|  | Kathryn Corbett |
|  | Ms. Corbett motioned to adjourn. Motion seconded and meeting adjourned at 6:29 p.m. |