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| City of Guthrie Library Board Special Meeting |

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| August 13, 2020 | 5:30 p.m. | Zoom Virtual Meeting |

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| Meeting called by | Kathryn Corbett |
| Type of meeting | Advisory Board Special Meeting |
| Facilitator | Kathryn Corbett, President |
| Note taker | Jamie Newton, Secretary |
| Attendees | Board Members: Kathryn Corbett, Jamie Newton, Kevin Kemper, Necie Black. Library Staff: Suzette Chang, Director. Guest: Tracy Senat |

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| OLD BUSINESS |
| 1. Call to Order
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|  | Called to order by Kathryn Corbett at 5:33 p.m. |

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| Roll Call and Establish Quorum  |

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|  | Kathryn Corbett |
| Discussion | Mrs. Corbett established quorum at 5:34pm |
| Conclusions |  |

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| Action Items | Person Responsible | Deadline |
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| 1. Approve Previous Meeting Minutes
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|  | Kathryn Corbett |
| Discussion | Mrs. Corbett asked if there were errors in the minutes. No comments made. Mrs. Corbett moved approval. Ms. Black seconded. Unanimous approval. |
| Conclusions |  |

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| Action Items | Person Responsible | Deadline |
|  |  | None |
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| 1. Updated Guthrie Public Library Policy
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|  | Kathryn Corbett |
| Discussion | We are on the agenda for City Council for this Tuesday. Ms. Newton asked for Proof of Employment statement to be added to the new section 5. Agreed by Mrs. Chang and Ms. Corbett. Then discussion of Computer Policy added due to new options on the new computers. They have the ability to talk for individuals with visual impairment. The new time management software allows us to add time constraints to computer users. Mr. Kemper asked about how the library assists people and that it may need to be stated that people with disabilities or needs might be allowed to use the computer longer. Mr. Kemper would like for someone to look into the ADA as it regards libraries and if the ODL has any words or terminology that would be helpful to give the staff flexibility to extend the time for people who need extra time. Ms. Black asked if people who were job searching or applying could ask for extra time up front. |
| Conclusions | More verbage needs to be added and the discussion is tabled for now. |

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| Action Items | Person Responsible | Deadline |
| Looking up ADA in re ODL | Mr. Kemper | None |
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| 1. Library as a System/Status
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|  | Kathryn Corbett |
| Discussion | Ms. Corbett sent packet of information to the new members since last meeting. Discussion of the plan. Guest is introduced: Tracy Senat has been a marketing person for most of her career. Ms. Corbett thought she might have some insights into how to go about the exploration.Mrs. Senat’s presentation: She was asked to look over the documents and information. Ideas for first step: Get some information regarding people in the community that will be paying for the library system (citizens). Ask specific questions, like why do you not have a library card. What do you use your card for (which services). Why would you like to have one if you don’t have one. Mrs. Corbett used internet as an example. What do they do now for library resources. Mrs. Senat says “survey the general population” to see how they feel. Mrs. Corbett pointed out that we had talked about that last fall. We need to gather information about what the service offerings should be. The tool mentioned on the Timeline of the Plan would be toward this objective. Mrs. Senat informed us that it is really common for a group to approach things from where they are coming from as experts. People you are talking to are not at the same level of knowledge. Mrs. Senat suggested going to the local post office in the small communities to be able to gather information. Mrs. Chang gives history of the Metro system. Fee is $70 per year for out of system card as of 2016(?). Guthrie offers fewer services. But the increased fees started the conversation about a Logan County system library in the past. Mrs. Newton suggested we all contribute questions. Mrs. Black asked if we could have a sharable Google doc that we could all contribute to. Mrs. Newton shared about the message she received on Facebook regarding the subject. Mrs. Newton asked Mrs. Senat if we should reach out to the library card holders from other towns first. She said it was a good idea to get the thoughts of those cardholders and their perspective from their community. |
| Conclusions | We need to work on the questions we would like to ask the population. Also think about the basic politics of the subject and what will our answers be when we receive push-back. |

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| Action Items | Person Responsible | Deadline |
| Create Google Doc for board member questions for surveys and polls. | Suzette | 8/17/20 |
| Board Members submit questions. | All | 8/31/20 |

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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 |  |
| Conclusions |  |

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| Action Items | Person Responsible | Deadline |
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| 1. Special Meetings (September and January)
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|  | Kathryn Corbett |
| Discussion | Setting dates in September and January for special meeting to discuss System Library. For  |
| Conclusions | September 17th set for special meeting to focus on questions. Decided January special meeting is not necessary as we will be having a regular meeting. |

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| Action Items | Person Responsible | Deadline |
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| 1. Public Comments
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| Discussion | None |
| Conclusions |  |

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| Action Items | Person Responsible | Deadline |
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| NEW BUSINESS |
| 1. Open Meetings Act
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|  | Kevin Kemper |
| Discussion | Title 25 Open Meetings Act. There has been a long-standing rule that we aren’t supposed to have electronic meetings generally. Even group emails could be considered “a meeting” and could violate the act. Emails should be sent as individual emails instead of group. Regarding the Google Doc, it needs to be a repository for the suggested questions to ask the public in our exploratory phase and any discussions should be reserved for the meeting or exchanged individually. Mrs. Chang asked that we share the meeting notices that are posted on social media. |
| Conclusions | The Board needs to be diligent to comply with the Open Meetings Act especially while moving toward the goal of a System Library so there are no questions or appearances of impropriety. |

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| Action Items | Person Responsible | Deadline |
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| 1. Adjournment
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|  | Kathryn Corbett |
| Discussion | Meeting adjourned by Kathryn at 6:43 p.m. |
| Conclusions |  |

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| Action Items | Person Responsible | Deadline |
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