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| City of Guthrie Library Board Quarterly Meeting |

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| October 15, 2020 | 5:30 p.m. | Zoom Virtual Meeting |

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| Meeting called by | By-laws |
| Type of meeting | Advisory Board Quarterly Meeting |
| Facilitator | Kathryn Corbett, President |
| Note taker | Jamie Newton, Secretary |
| Attendees | Board Members: Kathryn Corbett, Jamie Newton, Kevin Kemper, Necie Black, Lois Ray. Library Staff: Suzette Chang, Director; Becca Pesicka, Adult and Teen Services Librarian. Guest(s): |

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| OLD BUSINESS |
| 1. Call to Order |

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|  | Called to order by Kathryn Corbett at 5:30 p.m. |

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| 1. Roll Call and Establish Quorum |

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|  | Kathryn Corbett |
| Discussion | Mrs. Corbett established quorum at 5:32 p.m. |
| 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 | Ms. Corbett asked for a motion to approve previous meetings. Motion approved, seconded, unanimous approval. |
| Conclusions |  |

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| Action Items | Person Responsible | Deadline |
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| 1. Library as a System/Status |

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|  | Kathryn Corbett |
| Discussion | Ms. Newton reports that Britanny Timmons with the Chamber of Commerce is very excited about the prospect and wants to be on the committee. Ms. Chang reports she spoke to a member of an HOA by Charter Oak and they are very interested. Mr. Kemper says pastor Ronnie Fields is interested in helping with the committee.  Ms. Chang sent out questions that were proposed by the state library people. It is a mixture of our questions and theirs. Do they recommend one round or two? They did not have an opinion. They did not have a suggestion for disseminating the questions.  Perhaps a Google Doc that the link can be sent on FB, and a drawing for a gift card, etc.  Maybe Ms. Chang could do a small column or offering to the Newsleader.  Ms. Chang spoke to previous directors of libraries that became a system and they recommended getting a political consultant. The American Library Association is offering $2.2M in grants for small and rural libraries. As many as 650 libraries could receive 3,000 to cover a range of expenses. Perhaps it could be submitted through the Friends of the Library. There may be some benefits to that.  Ms. Chang, Ms. Pesicka, and Ms. Ford have been working on a marketing plan to begin in January. They are being very strategic and intentional about content and timing. |
| Conclusions | Formation of committee is tabled until next meeting. A grant could be helpful in hiring a marketing/political advisor. |

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| Action Items | Person Responsible | Deadline |
| Contact Karan at Newsleader to find out about a column for library info | Ms. Chang |  |
| Contact Chris Evans about putting our questions on the Guthrie News Page | Jamie |  |
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| 1. Status of Amendment to Policy for Talking Computers |

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|  | Kathryn Corbett |
| Discussion | General Policies reviewed and approved. Motion by Mr. Kemper, Ms. Black second, unanimous approval |
| Conclusions |  |

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| Action Items | Person Responsible | Deadline |
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| 1. Status of Board By-Laws |

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|  | Kathryn Corbett |
| Discussion | Not sure who has the current By-laws so we cannot really decide on them |
| Conclusions | Need to determine the status of the by-laws |

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| Action Items | Person Responsible | Deadline |
| Determine the status | Kate and Jamie |  |
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| 1. Social Media Shares |

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|  | Kathryn Corbett |
| Discussion | Please be looking for social media posts and share them. |
| Conclusions |  |

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| Action Items | Person Responsible | Deadline |
| SHARE SHARE SHARE | Everyone | None |
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| 1. Public Comments |

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|  | Kathryn Corbett |
| Discussion | None |
| Conclusions |  |

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| Action Items | Person Responsible | Deadline |
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| 1. Adjournment |

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|  | Kathryn Corbett |
| Discussion | Motion to adjourn by Jamie. Seconded by nobody. Meeting adjourned at 6:20pm. |
| Conclusions |  |

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| Action Items | Person Responsible | Deadline |
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