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| City of Guthrie Library Board Regular Quarterly Meeting |

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| Date January 21, 2021 | 5:30 p.m. | Guthrie Public Library |

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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, Kevin Kemper. Library Staff: Suzette Chang, Director via Zoom |

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| OLD BUSINESS |
| 1. Call to Order
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|  | Called to order by Kathryn Corbett at 5:37 p.m. |

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| 1. Roll Call and Establish Quorum
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|  | Kathryn Corbett |
| Discussion | Three members attending establishes quorum. |

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| 1. Approve Previous Meeting Minutes
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|  | Kathryn Corbett |
| Discussion | Ms. Corbett moved to approve the minutes from the December 3, 2020 Special Meeting of the board. Ms. Newton seconded. |
| Conclusions |  |

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| Action Items | Person Responsible | Deadline |
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| 1. Status of Library as a System
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|  | Kathryn Corbett |
| Discussion | The $3,000 ALA Grant was awarded to the Friends of the Guthrie Library. Money from this grant must begin to be used no later than July 31, 2021, and must be completely used by February 28, 2022. It will be used to hire people for information-seeking purposes which would include the use of the survey questions we discussed during previous meetings and also the informational sheet being created. The Newsleader will be doing an article about the grant award some time in February. |
| Conclusions |  |

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| Action Items | Person Responsible | Deadline |
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| Discussion | Ms. Newton presented some facts she gathered using the statistic links provided by Ms. Chang for the information sheet. Those present agreed they were the kind of information we needed and to proceed with the development of the information sheet.Mr. Kemper reported a discussion with the city attorney regarding whether or not the Open Meetings Act requirements applied to ad hoc committees. The consensus was that while the requirements didn’t necessarily apply to the committee, it would be prudent to follow the requirements anyway (48 hours’ notice to the public and a specific agenda). Mr. Kemper made a motion to require wearing masks at the committee meetings and Ms. Corbett seconded. |
| Conclusions | Committee of members of the community interested in helping the cause will comply with the Open Meetings Act requirements and will wear masks. |

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| Action Items | Person Responsible | Deadline |
| Create information sheet | Jamie Newton |  |
| Contact potential committee members | Jamie Newton |  |

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| 1. Status of Board By-Laws
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|  | Kathryn Corbett |
| Discussion | The By-Laws that were emailed to the Board by Ms. Corbett on January 11, 2021, and titled “Draft ByLaws.docx” were, in fact, not a draft but the final version. |
| Conclusions | By-Laws are complete. |

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| Action Items | Person Responsible | Deadline |
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| 1. Social Media Shares
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|  | Kathryn Corbett |
| Discussion | SHARE SHARE SHARE!Ms. Chang reported social media statistics regarding the Library’s Facebook page. For example, at the start of 2020, the page had 1,786 followers. By the end of 2020, it had 2,255! She had lots of great information that indicated an increase in interest and the page’s reach into the community. Please contact Ms. Chang if you would like more information. Ms. Chang was asked if the Library pays for boosting posts. If a grant provides for boosting posts, they do; examples being the Summer Reading Program, Let’s Talk About It Oklahoma, etc. The new ALA grant allows for boosting posts regarding the System Library. |
| Conclusions |  |

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| Action Items | Person Responsible | Deadline |
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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 |
|  | Ms. Newton motioned to adjourn. Motion seconded and meeting adjourned at 6:10 p.m. |