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| City of Guthrie Library Board Special Meeting |

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| Date May 20, 2021 | 5:30 p.m. | Guthrie Public Library |

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| Meeting called by | Kathryn Corbett |
| Type of meeting | Special |
| 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 |

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| OLD BUSINESS |
| 1. Call to Order
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|  | Called to order by Kathryn Corbett at 5:43 p.m. |

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| 1. Roll Call and Establish Quorum / Approve Previous Minutes
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|  | Kathryn Corbett |
| Discussion | Quorum established with four members. Motion to approve made by Mr. Kemper, seconded by Ms. Black. Unanimous approval. |

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| 1. Status of Library as a System
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|  | Kathryn Corbett |
| Discussion | Proposal: Slightly behind on the timeline. The grantor is considering extending the deadline to June of next year to utilize the funds. Not decided yet, but reasonable to expect it to happen. |
| Conclusions |  |
| Discussion | Informational Sheet: To be used to garner support from community leaders and individuals and to let them know why the process was started. Ms. Newton asked for additional thoughts and/or ideas. |
| Conclusions | Any additions should be sent by Tuesday so they can be ready for the Chamber Coffee. Ms. Black will try to use Canva to pretty it up. |
| Discussion | Questions Phase 1: Some of the questions are a little too involved for using as a first contact. Mr. Kemper suggested using an “agreement” scale. Also will have a Facebook poll. These questions should be used at Red Brick Nights by the Teen Board volunteers. But the questions should be revised to be more of a generalized questions with easy answers. They will be representing the Friends of the Library. |
| Conclusions | The general questions need to be pulled out for use in the first contact survey |
| Discussion | OSU Student to assist with Phase I and II: Phase II is delving more into the more in depth questions. Students from the Folklore department may be willing to help us analyze the data and answers we receive. |
| Conclusions |  |

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| Action Items | Person Responsible | Deadline |
| Ms. Black is going to work in Canva to make the information sheet more professional | Necie Black | Sunday |
| Ms. Chang is going to pare down the questions | Suzette Chang | Sunday |

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| 1. Chamber Coffee – May 26 at the Library
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|  | Kathryn Corbett |
| Discussion | Volunteers (from the Teen Board) will be walking around and taking names and numbers of people who would be interested in learning more about the Library as a System and taking the survey. Starts at 9:30. |
| Conclusions |  |

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| Action Items | Person Responsible | Deadline |
| Try to attend | All | May 26 |
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| 1. Social Media Shares
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|  | Kathryn Corbett |
| Discussion | Presence on social media has definitely increased. Be sure to share, like, comment on posts. Still trying to discover ways to reach out to men and try to increase their interest. Looking at stocking OK outdoor guides and such. |
| Conclusions |  |

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| Action Items | Person Responsible | Deadline |
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| 1. Public / Other Comments
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|  | Kathryn Corbett |
| Discussion | None |

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| Action Items | Person Responsible | Deadline |
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| 1. Adjournment
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|  | Kathryn Corbett |
|  | Ms. Corbett adjourned at 6:45 p.m. Next meeting will be on July 15, 2021. |