

# MINUTES

Guthrie Public Library

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## I. Call To Order

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Jamie Newton, President, calls quarterly Guthrie Public Library Board to order at 5:30 p.m. Thursday, July 20, 2023.

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## II. Roll call and Establish quorum

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Attending:

Jamie Newton, President

Gracelynn Lorenz, Secretary

Tammy Hulsey Riggs, Member

Cameron Smith, Guthrie Public Library Director of Library Services

Not Present

Robert Easterling, Member

Samantha Stewart, New member

Quorum is established. Introduce new board member, Tammy.

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## III. Minutes April 2023 meeting

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Minutes of April 2023 meeting were reviewed. Tammy Hulsey Riggs approves. Jamie Newton seconds.

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## IV. Director's Report

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### i. Updates

1. Summer reading
  - a. Didn't spend city money. Everything came through grants.
  - b. Rounding success. Great numbers of participation
2. Grant
  - a. Currently using laptops from 2008
  - b. Haven't heard yet if grant accepted to buy new laptops.
3. IMLS/ODL
  - a. Currently gathering data for annual report
  - b. Gathering programming information
  - c. Long range plan has to be on file at ODL. Plan was until 2020.

- d. Library director plans to get us an updated one.
4. City
- a. Roof work completed in May
  - b. New HVAC system installed. Few issues being worked out.
  - c. New phones should be up soon.
  - d. Budget
    - i. Completed preliminary budget.
    - ii. Met with Eddie.
    - iii. Just finished budget retreat where City met with all directors.
    - iv. Fiscal year starts in October.
5. ODL directors meeting
- a. ODL place emphasis on broadband access. All public libraries have 1 gig access.
  - b. Community input
  - c. Legislative report
    - i. All library bills have expired.
    - ii. No changes from expired legislation.
- ii. Recent Programs
1. Summer reading
    - a. 603 signed up. Largest number yet.
    - b. 305,000 minutes read.
    - c. 14,000 prizes/bucket... still have until end of the month.
    - d. 5,000 patron visits during summer reading.
  2. Children's
    - a. Story time
      - i. Big success.
      - ii. Averaging close to 100 people during story time at Mineral Wells Park.
      - iii. Summer feeding coincided with story time.
      - iv. Master gardeners have done wonderfully with story time
  3. Tween
    - a. Lego club
      - i. Lost volunteer.
      - ii. Employees have been able to step up to continue.
    - b. Clown camp
      - i. 18 spots open.
      - ii. All were filled.
    - c. Advisory council
      - i. Picking programs that are next.
  4. Teen
    - a. DND
      - i. About 20 participate
      - ii. Split program
        - 1. One group that's more experienced.
        - 2. One group that is learning.
    - b. Movie night
      - i. Teens and advisory council have chosen movies

- ii. Well attended.
- c. Advisory council
  - i. Next meeting is in August.
- 5. Adult
  - a. Let's talk about it Book Club
  - b. Learn to loom.
    - i. Goal of finishing projects to donate for Halloween.
  - c. Zumba
    - i. Currently at top tier fitness
    - ii. It will move back to library now AC is working.
- iii. Future Programs
  - 1. Cheesecake competition
    - a. Requests for judging
  - 2. Back to School
    - a. Literacy
    - b. School readiness
- iv. Collection
  - 1. Circulation
    - a. Ahead of last year
    - b. Increase library use
    - c. Consistent across the board
  - 2. Weeding
    - a. Staff will start going through media.
    - b. Instead of big push. Do a focused weeding with staff members of focused sections.
    - c. New materials graphs (attached)
      - i. Purchased over the last 12 months.
      - ii. Adults showing that they want new books.
      - iii. Children's area circulation numbers
      - iv. Adult DVDs were heavily weeded. But will be replacing with new
      - v. Working with new publisher to get new stuff in.
      - vi. Overall, state of collection is moving in right direction.
      - vii. Circulating high- juvenile paperbacks, easy fiction and nonfiction and wifi hot spots, board books, easy reader books
      - viii. Circulation expected should be higher- adult fiction. Wants to refresh to offer more. Try to get this number up.
  - 3. Accounts
    - a. Number of accounts is being purged.
      - i. Expected to see downward trend.
      - ii. Have been a good upward trend on the number of active accounts.
      - iii. Of new cards, 70% are adult cards.
      - iv. Geographical breakdown- consistent 75%-80% have a Guthrie address. Waterloo area is 15%. Handful of people from Cashion, Crescent area.

- v. Can't get Libby numbers right now.
- 4. Board changes
  - a. 3 positions on the library board that were set to expire. Neicie Black, Dr. Kevin Kemper and Jamie Newton.
  - b. Jamie's application was submitted.
  - c. Before leaving, Leroy (city manager) suggested that the library board terms should be staggered.

Public Comment: Dr. Kevin Kemper came to the meeting because he thought his term was being continued on the Guthrie Public Library Board. Dr. Kemper expressed frustration that the courtesy wasn't extended to him to let him know he needed to reapply to continue working on the Guthrie Public Library Board. Dr. Kemper said he believes in the library and the mission of the library. He encouraged more communication. Guthrie Public Library Board President Jamie Newton expressed her gratitude for Dr. Kevin Kemper's service and hoped if a position opens up with the board, that Dr. Kemper would apply again.

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## V. Old business

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- a. Exploring a Library as a system
  - i. Action items for Director from April Meeting
    - 1. Come up with ideas about expansion.
      - a. Discussed differences between county system and city system. Funding differences. Board organizational system.
      - b. Director's thoughts would be that Guthrie library could be a hub. Could have tiny branches in Crescent, Coyle, Mulhall/Orlando and near Waterloo Road developments.
    - 2. Before decision can be made about OSU student and research into library changes, Cameron needs to check with Friends of the Library to see what we need to do next with grant funding.
    - 3. Goal is to get with Friends of the GPL and Staff to find out their views about expansion. GPL board members showed interest in showing support in going to next meeting in September.
  - ii. Status of the grant. What's left.
    - 1. Cameron went to last Friends of the Library meeting.
      - a. Discovered that the Imagination Library foundation was going to put up 50% of the expenses to expand into Guthrie.
      - b. But was expensive and 50% of the cost of the program wouldn't have been able to be met with the current funds.
    - 2. Funds for the grant to help GPL board explore library changing from city run to a countywide system were still on the books with the friends of the library.
    - 3. Will table decision about what to do with the OSU student and further research until the next meeting of the Friends of the Library so we can discuss with them.
      - a. They meet the first Saturday of the month starting in September.

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## VI. New Business

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- Board positions

- July is our Annual meeting. So, we elect our officers: Secretary and President.
  - Jamie Newton, GPL board president, nominated Gracelynn Lorenz to serve another term as secretary of the GPL. Tammy Hulsey Riggs seconded. All voted in favor.
  - Jamie Newton was nominated by Gracelynn Lorenz to serve another term as GPL Board President. Tammy Hulsey Riggs seconded the nomination. All voted in favor.
- General policy part iii.D
    - According to how the policy is followed, if a patron wanted to know information about their account no one can give that information out. For example, if someone called to find out if they have a fine on their account or what books are checked out, that question can't be answered by a staff member of the GPL
    - The GPL Board advised the GPL director that to best serve patrons of the library, we should be able to offer information about their own accounts as long as they are verified as the person owning the account.
    - The GPL director will go to the City Attorney just to verify that is the appropriate procedure before making this change.

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## VII. Public Comments

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None.

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## VIII. Meeting adjourned 7:07p.m.

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