

# MINUTES

## Guthrie Public Library

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### I. Call To Order

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Jamie Newton, President of the Guthrie Public Library, calls quarterly Guthrie Public Library Board to order at 5:36 p.m. Thursday, October 19, 2023.

### II. Roll call and Establish quorum

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Attending:

Jamie Newton, President

Gracelynn Lorenz, Secretary

Samantha Stewart, Member

Not Present

Robert Easterling, Member

Tammy Hulseley Riggs, Member

Cameron Smith, Guthrie Public Library Director of Library Services

Quorum is established.

### III. Minutes July 2023 meeting

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Minutes of July 2023 meeting were reviewed. Samantha motion to approve. Jamie seconds. All approved.

Note: Welcome new board member. Samantha works for Guthrie Public Schools. She previously worked at the library for 16 years. We welcome her!

### IV. Director's Report

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#### 1. Library

a. GPL now an official member of ARSL

i. Staff has access to trainings and networking.

ii. Smith attended virtual conference.

b. Building

i. Freed up space on a rack to expand teen graphic novel rack

- ii. Finished shifting adult section
- iii. Pared down audiobook section and expand whole section, so more room for adult fiction
- iv. Helen Holmes plaque and history section more visible and getting more attention.
- v. Moved accessibility computer to a study space
- vi. Big uptick in epic and charter schools using library so setting up study areas for them.
- vii. More trash cans added to help with trash being left out.
- viii. Study spaces will be locked and keys will be available at the front for “check out”
- c. Budget
  - i. Was approved by city council.
  - ii. Charts (included) for where the library spends its budget
  - iii. Increased the budget for electronics and hot spot program
    - 1. We have 7 that work
    - 2. Wants to double that.
    - 3. Goal to go from 2 month wait to 4-6 week wait for hot spot devices.
  - iv. Increase in programming budget
- d. ODL library directors meeting
  - i. Want to get to the highest budget possible
  - ii. Would change amount of state aid (state aid- all databases, online access, audiobooks, dropped learning express, get better security for computers); would increase the formula used.
  - iii. Cameron Smith, our library director, is now the secretary of ODL
  - iv. OK virtual library consortium
    - 1. Share Libby; memorandum was sent for approval to participate for consortium
    - 2. Libby books are shared over communities but GPL also purchases some of the books to be made available
- e. Recent programs
  - i. Eclipse
    - 1. 45 attended
    - 2. Extra staff helped
  - ii. Children’s
    - 1. Story times in different areas
      - a. Police, fire, airport
    - 2. Adult
      - a. Genealogy classes are canceled for now (lack of interest)
        - i. May start again in Spring
        - ii. Will contact Oklahoma Genealogical Society and Oklahoma Historical Society to see if there is interest in growing program.
    - 3. Summer bigger numbers.
      - a. Program attendance usually goes down once school starts and once it starts to get cold.
- f. Collections
  - i. Started monthly maintenance and assigned staff members to do that.
  - ii. Focus currently is on easy reader books
  - iii. Collection composition charts
    - 1. Have too many adult fiction books
      - a. Going through that collection now

- b. Charts should mirror each other.
- iv. Change between August and October list
  - 1. Weeding has helped get rid of teen titles not being checked out
  - 2. Had a lot of free books from the Sequoyah book program
  - 3. Audio books and teen books will be going to Friends of the Library
- v. Library account numbers
  - 1. Currently in our system (chart).
  - 2. We have about 12,000 account numbers
  - 3. Active library card numbers chart and location
- g. Social media
  - i. Pinterest is ended except to be collaboration board
- h. Jamie Newton, GPL board president, commented that all of the information the GPL board director has given to us via email and meetings has been amazing to have.

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## V. Old business

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- 1. Robert Easterling's Board Position
  - a. August 16, power of attorney (Verla Cline) letter to resign due to his health and he no longer lives in Guthrie.
  - b. Have two applicants to empty board position.
  - c. Will have position filled in November (first Tuesday) for a partial term May 2024.
- 2. Exploring a library as a system
  - a. Grant
    - i. \$3,017 from grant
    - ii. 2021 applied transforming libraries grant, study the public understanding of library does and services, municipal grant.
    - iii. Two \$3,000 phases- First \$3,000 is spent
    - iv. Friends group was recipient of the grant.
    - v. Smith, GPL director, went to meeting to see what Friends of the Library wanted to do.
    - vi. Latest information
      - 1. Graduate student was hired and was supposed to do in depth and actionable study. But, student was unable to complete assignment and then there was a change of library directors.
      - 2. Friends are interested in completing project.
      - 3. Way behind schedule on the grant. So, not known if it's too late.
      - 4. Library does not have a known strategic plan currently.
      - 5. Smith plans to contact ODL libraries to see what we need to do next and to ask about the strategic plan.

6. Smith plans to contact ODL to find out stats from Oklahoma with how Guthrie compares to other municipalities
  7. Board agrees that we need more information to continue.
3. General policy part iii. D
    - a. What it is: What information can be given over the phone
    - b. What happened: City attorney approved procedural change to allow information to be given over the phone as long as verification can be made in a fair and reasonable manner.

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## VI. New Business

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No new business.

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## VII. Public Comments

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None.

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VIII. Meeting adjourned 6:53 p.m.

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