

Meeting of the Mitchell Public Library Board of Trustees—Wednesday, February 14, 2018.

The Mitchell Public Library Board of Trustees met on Wednesday, February 14, 2018, at 4:30 p.m. in the Director's Conference Room at the Library. Board Vice-President Sivik called the meeting to order at 4:50 p.m.

Members present: Flemmer, Rice, Sivik, Taylor.

Members absent: Margheim.

Guests: Jessica Pickett, Community Services Director.

Minutes. The minutes of the January 10, 2018 board meeting were read and approved. **M/S/P** Taylor, Rice.

Financial report. The Library Board approved a motion to accept the financial report. This consists of Trustees statements, monthly budget report for library from the City, and monthly city bills. **M/S/P**—Flemmer, Taylor.

Director's report. In addition to the statistical portion of the report, the following information was given to the Library Board.

Micah ben Yehudi has been hired as a part-time employee. He began his duties in January.

A list of library rooms and seating areas have been sent to the City to be included in the naming policy inventory.

Attendance at the Saturday, February 10 Story Time included 30 children ages 2-5, plus babies, older siblings and dads. A very diverse group of people.

The Library staff held their monthly meeting on Wednesday, February 7, at 9:00 a.m. Items discussed were the revisions to the Public Computer Use Policy and the elimination of fines.

This report was approved as given by the Library Board.

Committee reports. None.

Communication and correspondence. A communication was received from the Oklahoma Department of Corrections. They digitize high school yearbooks free of charge. 10 libraries have taken advantage of this program. The entire process takes 4 to 6 weeks. The Library Board approved a motion to take advantage of their service. **M/S/P**—Rice, Flemmer.

Unfinished business. The Library Board approved a motion to remove all fines and fees prior to conversion to Atrium. **M/S/P**—Taylor, Rice.

The Library Board approved a motion to pursue the removal of all fines. This is to start during National Library Week which is the second week in April. **M/S.P**—Taylor, Rice.

The Library Board discussed option on how to notify the public about the elimination of fines. The Director will contact KORN to see if she could get on the radio during National Library Week to announce this plus use this opportunity to highlight the Library's other services. The Library's Facebook page can be used as well as the Library's page on the City website. The local schools could be notified as well.

The amended Library's Public Computer Use Policy was presented to the Board. The minimum time limit is now 1 hour instead of 30 minutes. Patrons may not install or use personal software, alter existing computer settings, or attach any hardware which requires special drivers or software, other than external storage devices. Patrons must sign up at the front desk. The Library Board approved a motion to approve the changes to the policy. **M/S/P**—Rice, Flemmer.

The Library Board also approved a motion to adopt a simplified version of the Public Computer Use Policy for children. **M/S/P**—Rice, Flemmer.

New business. None.

Other business. The topic of adding additional shelving for Early Childhood and Beginner Reader's titles was brought up by the Director. With the addition of the Saturday Story Time, the number of checkouts of these materials has increased. This is an area that needs to be developed. A proposal will be presented at next month's meeting.

It was the consensus of the Library Board that a push must be made to start another Friends of the Library group.

Executive Session. A motion by Rice and second by Taylor was made and approved to move into executive session at 5:40 p.m. The Library Board came out of executive session at 6:25 p.m. with an approval of a motion made by Rice and seconded by Taylor. No action was taken.

Bills. The following bills were approved for payment. AmeriPride Services 62.75; Baker & Taylor 686.92; Blackstone Publishing 204.92; Brown & Saenger 290.22; Center Point 89.28; Demco Inc 157.40; Gale 518.05; Ingram Library Services 454.59; Long Rider Books 1,608.79; Menard's Inc. 1.89; Midwest Alarm Co. Inc. 873.00; Mitchell Telecom 64.95; OCLC Inc. 658.90; Penguin Random House, Inc. 67.50; Reader's Den 59.39; Recorded Books, LLC 5,138.02; Rowman & Littlefield Publishing 41.26; Scholastic Library Publishing 126.75; Springer Customer Service Center 465.36; Thune True Value Hardware 46.96.

There being no further business, the meeting adjourned. The next regularly scheduled meeting is set for Wednesday, March 14, 2018, at 4:30 p.m. in the Director's Conference Room at the Library.

Jackie Hess
Secretary

