

**MINUTES OF THE MITCHELL PUBLIC LIBRARY BOARD OF TRUSTEES,
WEDNESDAY, MARCH 21, 2018.**

The Mitchell Public Library Board of Trustees met on March 21, 2018, at 4:30 p.m. in the Director's Conference Room at the Library. This meeting is a continuation of the March 14, 2018 meeting. Board Vice-President Sivik called the meeting to order at 4:37 p.m.

Members present: Flemmer, Rice, Sivik, Taylor.

Members absent: Margheim.

Guests: Jessica Pickett, Community Services Director.

Minutes. The minutes of the February 14 and March 14, 2018 were approved. **M/S/P-Taylor, Rice.**

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

- The position of Technical Services/Library Assistant is to be filled. Start date is May 21.
- Agendas and minutes from 2015 to the present have been entered into the City's website.
- National Library Week runs from April 8, 2018 to April 14, 2018. Children, teens and adults can register for prizes during the week.
- The Director will be on KORN Radio on Monday, April 9, at 9:45 to talk about the Library and its services and changes to our fine policy.

Financial report. The Library's city budget was discussed. Figures differ from January to February's monthly report. The Director was instructed to investigate.

Committee reports. None.

Communication and correspondence. The Oklahoma Department of Corrections has picked up the boxes of yearbooks from Mitchell Public and Notre Dame high schools. They are to be digitized and returned within 6-8 weeks. The yearbooks will be returned to the Library with CD's.

Active shooter training was held at City Hall on Tuesday, March 13. Major Mike Koster and Brian Larson presented the training. They showed video clips and recordings of some of the mass shootings in the country. Information was also given on tactics that schools use that government entities could emulate to protect themselves when a shooter arrives. Koster and Larson have a set the date of March 27, at 1:00 p.m. at City Hall to assist supervisor and department heads in development an emergency action plan for their respective facilities.

Unfinished business. The Director informed the Library Board that after reviewing the figures, Story Time on every other Saturday will continue. Will notify the public through the Library, newspaper, radio, and Facebook.

Additional shelving for the Children's area was discussed. The Director was instructed to get prices on the additional shelving. The Library Board may decide to purchase some or all of the necessary shelving.

The Library Board discussed the publicity of announcing that the Library will no longer charge fines as of April 8, 2018. The Library will put up posters in the building on March 31st. A poster will be sent to the school district for distribution. A banner will post to Facebook on Sunday, April 1. The official announcement will start with Story Time on Saturday, April 7. Stickers will be created for the children and their siblings and parents to wear. The sticker will say, "Mitchell Public Library Fine Free Forever." Facebook posts are to be created with the Director and will post during National Library Week that runs from April 8-14. Gilly the Goat will advertise it during her weekly segment. The paper will be contacted to do an article to run either before National Library Week or during that week. The Director will speak on KORN radio on Monday, April 9.

With the Library no longer charging fines as of April 8, the process for notification of overdue books was up for discussion. The Library Board deemed no action was necessary as the same process as always used will be continued. There is no change in the due date for borrowed books, only that fines are not being charged. Library staff will continue to call and take the usual steps to remind patrons of overdue books as staff has always done. After the appropriate period of time under current policy, patrons will still be charged the cost to replace an overdue book which has not been returned and is, therefore, deemed to be lost.

Student ID's. Library patrons with student ID's were not able to access the Library's databases and e-resources. 2 of the 3 issues have been resolved. Overdrive had not yet responded to the Library's e-mail for help.

Patron complaint. The issue was brought up for discussion. The complaint was investigated and was by one patron about the behavior of another patron as between the two or them. It was not a complaint about library management, action of any employee, or another "internal" problem. It was discussed that the Library is a place of public accommodation and we do not bar or ban patrons, or otherwise limit their ability to use the library, as a matter of rule or policy if a discussion which disrupts the library begins, the disruptive patron or patrons will be instructed to leave the library. If the disruptive patron or patrons refuses to leave, or engages in threatening or dangerous behavior, library staff will call law enforcement.

New business. Preliminary goals for 2018 were presented to the Library Board. They are to be discussed at the April 2018 meeting.

Budget 2019 was up for discussion. No formal action was taken. The discussion will continue at the April 2018 meeting.

Other business. The Library Board changed their board meeting day to the second Tuesday of each month at 4:30.

Citizen's input. None.

There being no further business, the meeting adjourned at 5:47 p.m. The next regularly scheduled meeting will be held on Tuesday, April 10, 2018, at 4:30 p.m. in the Director's Conference Room at the Library.

Jackie Hess
Secretary