

## **Ardmore Public Library Board of Trustees**

### **ARDMORE PUBLIC LIBRARY**

#### **BOARD MEETING, 5/20/2014**

The Ardmore Public Library Board of Trustees met in a regular session on Tuesday, May 20, 2014, in the Board Room at the Library.

Attending members were Ms. Bonnie Watson, Ms. Lesley Dvorak, Ms. Heather Cooper, Mr. Bob Kerr, and new member Mr. Brett Matherly. Also attending were Daniel Gibbs, Library Director and Kim Barras, Secretary.

Vice-Chair Dvorak called the meeting to order at 4:05 p.m.

Mr. Matherly introduced himself as our newest board member. Brett is the Director of the Arbuckle Area Council, Boy Scouts of America located in Ardmore. Bonnie Watson was presented with an engraved jewelry box in recognition of her eight years of service to the board. Bonnie came on the board to complete an unexpired term after a member resigned in 2006.

Minutes from the meeting held Tuesday, April 15, 2014, were reviewed and a motion to approve was made by Cooper and seconded by Watson. Ayes: Watson, Dvorak, Cooper, Kerr, and Matherly.

Mr. Gibbs reviewed expenditures with the board. Items of note include two months bills for six months of advertising on the radio with KICM. The library sponsors the morning trivia and is included on the prize t-shirts.

### **Director's Report**

Director Gibbs updated the board on the following items:

Over 250 people attended the El dia de los ninos/El dia de los libros (Children's Day/Book Day) held on Saturday, April 26, 2014. Library Literacy Coordinator Elizabeth Negrete planned, organized and conducted the event. Ms. Negrete is working hard to promote literacy services to Ardmore and to plan for classes that she and Librarian Gayle Belcher will teach in the new computer lab. She is also organizing a series of speakers to provide Health Education to the ELL community in cooperation with the New Dimension Literacy Council. It is called H.E.A.L. (Health Education and Literacy) and there will be five classes in June and July, 2014. Ms. Negrete is also gathering information about customer needs to help the library expand its collection of books, DVDs, CDs, and audiobooks in Spanish over the next year. The computers for the lab are here and set up. When wiring is complete the computer lab can be finished. This should happen in May or early June.

Plans for the E.C. Hall Doll Collection are on hold with the recent resignation of the GSHM Museum Director. Mr. Gibbs suggested some interim preservation measures that the library could take by moving the dolls to an area away from the windows.

Librarian Gayle Belcher and Literacy Coordinator Elizabeth Negrete recently attended the Texas Library Association Conference in San Antonio. Ms. Belcher received a grant from the Oklahoma Department of Libraries to attend.

The RFID security system is in operation with exception of the book drop. Wiring to connect the Polaris server and book drop computer will be completed soon

Bobbi McDonald of Corner Greer has created a plan for the flooring project and she is developing pricing estimates so we can decide the scope of the first RFP that will be created. We have selected carpeting that will first be installed in the Charles R. Smith Meeting Room as a trial for the entire public service area. It comes in planks rather than squares with natural variation in pattern that will conceal any future repairs/replacement that may be needed.

The statewide Zinio Consortium is in place. It will be called the Oklahoma Digital Magazine Library and 19 libraries are participating in the initial project. The cost of our participation should be approximately \$3,000 annually and we will pay for it with library state aid funds. We will have 100+ magazine titles for our customers to download and read. They don't need to be returned and they will always be available (no holds necessary). The start date is June 1, 2014.

The library can purchase the 3M Command Center software that adds additional functionality to the RFID security system. It will allow for detailed reports of customer traffic, assists in troubleshooting problems with equipment, and allows the security gates to query the Polaris database to report the titles of items that the gate catches and that are not checked out. It is a one-time purchase of \$3,500 with a small annual maintenance.

### **New Business**

1. Election of Board Officers, The new Chairman for 2014-2015 is Lesley Dvorak and Vice-Chairman is Heather Cooper. A motion to approve was made by Watson and seconded by Matherly. Ayes: Watson, Dvorak, Cooper, Kerr, and Matherly.
2. Consider for Approval the creation of a balance maintenance policy for the Library Capital Improvement Fund. The policy will allow the Library Director to transfer funds from the Ben and Delores Curtis Library Trust Fund to the Library Capital Improvement Fund to maintain a consistent balance. A motion to table until the next board meeting was made by Cooper and seconded by Kerr. Ayes: Watson, Dvorak, Cooper, Kerr, and Matherly.

### **Old Business**

None.

### **Other Business**

None.

There being no further business or discussion, Vice Chair Cooper motioned to adjourn the meeting at 5:05 p.m. and Watson seconded. Ayes: Watson, Dvorak, Cooper, Kerr, and Matherly.

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Lesley Dvorak, Chair

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Daniel Gibbs, Director