

**ARDMORE PUBLIC LIBRARY**  
BOARD MEETING  
320 E St. NW  
Ardmore, Oklahoma 73401  
Tuesday, July 14, 2020, 4:00 PM  
LIBRARY DIRECTOR'S OFFICE

Minutes of the regular Ardmore Public Library Board Meeting held at 4:00 PM, Tuesday, June 9, 2020, Library Director's Office, Ardmore Public Library.

The Ardmore Public Library Board of Trustees met in a regular session on Tuesday, June 9, 2020, in the Library Director's Office. This is the first meeting held since March because of the COVID-19 pandemic.

Chair Kyle Craighead called the meeting to order at 4:09 pm.

Kim Barras called Roll. Board Members present were, Chair Kyle Craighead, Member Whitney Stedman, New member Bonnie Watson. Also attending were Daniel Gibbs, Library Director, Kim Barras, Administrative Assistant, and former board member Brett Matherly.

Approval of Agenda: a motion to approve the agenda was made by Stedman and seconded by Watson. Ayes: Craighead, Stedman, and Watson. Nays: None.

Brett Matherly was present to receive a gift in appreciation of his service on the library board from 2014-2020. He has been replaced on the library board by Bonnie Watson.

Chair and Vice Chair: Vice-Chair Rita Elledge becomes Chair for 2020-2021 and Whitney Stedman has agreed to serve as Vice-Chair for 2020-2021.

Minutes from the last regular meeting held on Tuesday, March 10, 2020 were reviewed and a motion to approve was made by Stedman and seconded by Craighead. Ayes: Craighead, Stedman, and Watson. Nays: None.

Mr. Gibbs reviewed the March, April, and May expenditures with the board. A significant unexpected upcoming expenditure will be the purchase of a new HVAC unit to replace one that has failed for approximately \$25,000.00.

Director Gibbs presented the Director's report:

- The sheet with statistics for patron assistance was provided to board members (attached). The library provided phone, email, and Facebook assistance to 4,729 people while we were closed from March 17, 2020 through June 3, 2020. Also of note was the fact that we still checked out 6,156 physical items in April and May. There were 4,382 eBooks and downloadable audiobooks checked out in April and May.
- A copy of the library's re-opening plan (attached) was shared with board members.
- The various projects that are still in process include a fence on the south side of the library parking lot, concrete repairs in the parking lot and resealing of joints, and new tile in the public restrooms.
- Marcum's is the new landscaping company for the library and they are doing a great job.
- The IT Department has moved library staff from OneNet to the City of Ardmore's Internet connection. The public computers and Wi-Fi will be moved to a new connection before the end of June.
- We have ordered 24 new chairs to replace the ones at the public computers.
- The annual Summer Reading Program has been redesigned and it is being delivered virtually. Parents can pick up kits each week for their children. There are still some in-person events planned for July and there will still be a pool party with prizes for the readers in late summer. The library has purchased the Beanstack service that lets readers earn virtual badges and win prizes.

New Business:

None.

Adjournment:

A motion to adjourn the meeting at 5:16pm was made by Stedman and seconded by Watson.  
Ayes: Craighead, Stedman, and Watson. Nays: None.

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Rita Elledge, Chair

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Daniel Gibbs, Director