

**EASTERN OKLAHOMA DISTRICT LIBRARY SYSTEM
BOARD MINUTES**

July 24, 2018

The Eastern Oklahoma District Library System Board of Trustees met in regular session at the Support Services Building, 14 E. Shawnee, Muskogee, and Muskogee County, Oklahoma. The Agenda was posted in conformance with the Oklahoma Open Meeting Act. Margaret Rigney, Board President called the meeting to order at 1:04 p.m. Roll was called to establish the presence of a quorum.

ROLL CALL

Margaret Rigney, Pres. (City of Checotah)	present
Sandra Abramowicz (City of Hulbert)	absent
Soneeta Ballenger (City of Westville)	present
Fran Bewley (City of Sallisaw)	present
Michael Cargill (City of Stilwell)	absent
Thomas Carment (City of Muskogee)	absent
Harvey Charbonneau (Delaware County)	present
Dana Chouteau (City of Grove)	present
Dan Cott (City of Tahlequah)	absent
Ron Ezell (Muskogee Co.)	present
Chloe Frooninckx (City of Jay)	absent
Maxine Glory (Cherokee Co.)	present
Doug Harvell (City of Muldrow)	present
Peggy Hladik (McIntosh Co.)	present
Janelle McKnight (City of Eufaula)	present
Kaley Noah (City of Haskell)	absent
Gail Peterson (Adair County)	absent
Dwight Phillips (Sequoyah County)	present
Charity Stirling (City of Kansas)	present
Jimmie White (City of Warner)	absent
Vacant (City of Ft. Gibson)	

OTHERS PRESENT

Mary Moroney, Exec. Director
Amanda Spaulding, Business Mgr.

Kathe Smith, Checotah Br. Mgr.
Robin Mooney, Tahlequah Br. Mgr.
Brenda Newnam, Grove Br. Mgr.
Brittany Moore, Eufaula Br. Mgr.

1. Welcome and Roll Call

Maxine Perry was introduced as the new Board Member from Cherokee County. Moroney introduced Brittany Moore as the new Branch Manager for Eufaula.

2. Open Forum – 3-minute limitation per speaker – 9 minutes per topic

McKnight invited everyone to the City of Eufaula's Whole Hawg celebration, July 27 & 28th.

3. Minutes – May 22, 2018

Ballenger moved to approve the minutes. Phillips seconded the motion.

Ayes: Ballenger, Bewley, Charbonneau, Chouteau, Ezell, Glory, Harvell, Hladik, McKnight, Phillips, Stirling and Rigney.

Nays: None.

Motion passed.

4. Financial Report May, 2018

Spaulding reviewed the May Statement of Revenues and Expenditures. She said the June report will be available after the audit is completed. Revenue was up in each county except Muskogee. Total revenue was up from last year and expenditures in Personnel and Materials were up. Expenditures in Operations and Equipment were down from last year. Hladik moved to accept the report. Chouteau seconded the motion.

Ayes: Ballenger, Bewley, Charbonneau, Chouteau, Ezell, Glory, Harvell, Hladik, McKnight, Phillips, Stirling and Rigney.

Nays: None.

Motion passed.

5. Budget Committee

A. Accept Bid for System Banking Services

Hladik moved, from committee, to accept the bid from Firststar Bank. Rigney asked Spaulding to review the bid. Spaulding told the Board that the System periodically bid out banking services to see if there are any ways to save money. The last bid was in 2010. Bids were sent to banks in Muskogee so that the Business office could easily make deposits. Firststar had the lowest fees for the most services and the administration recommended their continued use. Charbonneau asked how credit cards are used in the library and Spaulding explained that large fees and fine are collected with credit cards.

Ayes: Ballenger, Bewley, Charbonneau, Chouteau, Ezell, Glory, Harvell, Hladik, McKnight, Phillips, Stirling and Rigney.

Nays: None.

Motion passed.

6. End of Year Statistics

A. Patron Count and Circulation

B. Programs and Output measures

C. ILL and Technical Services

Moroney told the Board that the number of cardholders was about 20,000 less than last year. She explained that cards expire but names are left in the computer. A push to get patrons to re-register would happen in September, National Library Card Sign-up Month. Print Circulation was down but E-material use was up. She also explained that Tech. Services added 44,315 items this year and 67,639 items were withdrawn from the collection.

7. Approval of updated Employee Conduct Policy

Moroney asked the Board to approve the addition of two items in the Conduct Policy regarding “over-sharing”. She said it was a balancing act when providing good customer service. We want to be friendly, but we don’t need to talk about ourselves, co-workers and internal procedures with the public. Chouteau moved to approve the updates. Ezell seconded the motion.

Ayes: Ballenger, Bewley, Charbonneau, Chouteau, Ezell, Glory, Harvell, Hladik, McKnight, Phillips, Stirling and Rigney.

Nays: None.

Motion passed.

ADJOURNMENT

As there was no further business, the Board adjourned at 1:30 p.m.

The next regularly scheduled Board Meeting will be September 25, 2018 at the Support Services building – 14 E. Shawnee in Muskogee.