

Norman Advisory Board
Minutes of Meeting 8/15/11

Present: Simm Rudnick, Tim Mauldin, Karen Rieger, Aleisha Karjala, Thomas Showman, Leslie Tabor, Nancy Littlejohn, Nancy Rimassa, and Judy Day

Absent: Glynis Edgar, Renee Porter

Excused: Breea Bacon, Jeffrey Wilhite

The meeting was called to order at 4:33 p.m. by Chair Simm Rudnick. Rudnick introduced new board members Thomas Showman, Norman attorney, and Aleisha Karjala, Professor at USAO.

Rudnick asked if there were any changes/additions to the minutes of the previous meeting. Mauldin moved that the minutes be approved as written. Rieger seconded the motion. The motion carried and the minutes were approved.

Norman Branch Highlights:

New Branch Manager, Leslie Tabor introduced herself. She shared highlights of the summer including Mugglefest and the fact that 3200 children had signed up for the Summer Reading Program, 400 more than usual. She mentioned that we had recently hired new staff and she has been getting to know everyone.

The air conditioning hoods that were blown off the roof during the June storm have been replaced and will work with the new HVAC system.

Tabor mentioned the transition to a new computer system Symphony. This system upgrades both the public catalog as well as the staff system. She praised the staff for their adaptation to the new system and asked for any comments from board members.

Rudnick added that Mugglefest was very popular and that the line for Dumbledore (played by Rudnick) never slowed down. He also praised the children's summer reading medal presentation.

The Norman Arts Council approved the cultural festival funding. The dates are as follows: Hispanic Festival – Sept. 18; Holiday Open House – Dec. 2; Black History events – Feb. 12 and 26, 2012; Native American Festival – April 15, 2012. Another important date is the Friends of the Library Book Sale Oct. 14-17.

Mauldin remarked that he appreciated getting to know the new Branch Manager and receiving the amazing circulation and foot traffic statistics.

Nancy Littlejohn, Circulation Manager, showed the group the new book bags made of recyclable materials and purchased by the Public Information Office. Circulation has

been busy with the transition to Symphony. They went 3 ½ days without checking in anything and filled the Lowry Room with materials until the new system was up and going. She praised her staff for emptying the room in a timely fashion.

During the month of July 2011, Computer Training Center staff taught 26 different classes with an attendance of 210. Five exams were proctored and six classes for staff were taught in the CTC. The Computer Training Center offered 186 hours of drop in sessions serving 695 customers. Nancy Rimassa, CTC Manager was especially proud of their outreach efforts to Little Axe and the Women's Resource Center and the resume building classes that help customers find jobs.

Judy Day, Adult Services Manager shared the successes from the Adult Summer Reading Program. Popular programs included The Readers' Extravaganza, Beer making, Cookbook Swap and Shop, Wines of the World, gardening and Science Café. Approximately 250 library patrons entered the Reading Challenge just in June. She commented that the Information Services staff is working hard to learn the new computer system. Information Services must learn Symphony, the staff side as well as E-Library, the public catalog soon to be upgraded to Enterprise.

Old Business

Tabor gave an update on the HVAC system. The City approved a bid May 31st and the entire system will be overhauled including duct cleaning. Work is scheduled to begin in September or October and completed in March or April 2012. At no time will the building be without HVAC service.

A light replacement project is also slated. This project will replace 800+ fixtures with UV lighting that kills germs. The City is aware of the problem with lights and does not have a firm timeline for the upcoming project.

Rieger asked about other projects such as new carpeting or flooring. Tabor replied that the library is hopeful for new flooring, perhaps after the HVAC and lighting projects are completed.

The Friends of the Library are moving to Gray Street to free up space for staff. The Friends have sale shelves in the library that net about \$10,000 per year. To keep them stocked, they need a place to store books for restocking. The Friends will encourage the public to bring their donations to the new location, but know that many will still come to the library and must be stored somewhere. The library has offered the use of one of the closets in the Lowry Room. Rudnick brought up the fact that Lowry is a public meeting room and when large events are held, it might be disruptive to have circulation staff and Friends of the Library coming in to add or remove books. The Friends would like to have a door installed from the hallway in to the closet in order to avoid disrupting meetings. Brenda Hall, City Clerk, received a contractor's bid of \$10,000 to complete the project. She added that the City does not have the money in the budget and does not recommend it. Tabor cited the meeting room policy which states that all meetings in the library must be open to the public. She suggested the Friends and the library work

together to bring about a suitable schedule. The discussion on the door was closed and this project will not move forward.

New Business

Karjala asked about the possibility of compiling packets for new board members. Tabor volunteered to take this on. Showman suggested putting the information on the website including the roster and event dates.

With no further new business, Rieger moved the meeting adjourn. Karjala seconded and the motion was approved.

Respectfully submitted,
Judy Day