

## Norman Public Library Board Minutes

September 18, 2017

The Public Library Board of the City of Norman, Cleveland County, State of Oklahoma, met in Room A/B of the Norman Public Library on the 18<sup>th</sup> day of September, 2017, at 4:30 p.m., and notice and agenda of the meeting were posted at the Norman Public Library at 225 North Webster 24 hours prior to the beginning of the meeting.

Note: bold formatting indicates action items.

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ITEM 1, being:

### **ROLL CALL**

Present: Chairman Mauldin, Vice Chair Kimberling, Bird, Moran, Foote, and Ringus

Absent: McCutcheon, Engle, and Sykes

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ITEM 2, being:

### **INTRODUCTION OF STAFF AND GUESTS**

Library Staff Present: Caroline Dulworth, Central Branch Manager; Mike Pearson, West Branch Manager beginning 10/1/17; Judy Day, Information Services Department Manager; Rosa Cantu, Shelving Supervisor; Nancy Littlejohn, Circulation Manager

Pioneer Staff Present: Lisa Wells, Executive Director

Guests:

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ITEM 3, being:

### **APPROVAL OF JUNE 19, 2017 MEETING MINUTES**

Kimberling made the motion and Ringus seconded to approve the June 19, 2017 meeting minutes. The vote was taken with the following results:

AYE: Chairman Mauldin, Vice Chair Kimberling, Bird, Moran, Foote and Ringus

NAY: None

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ITEM 4, being:

**CONSIDER AND VOTE TO APPROVE/DISAPPROVE/OR TAKE OTHER ACTION  
ON ELECTION OF BOARD OFFICERS**

Vice Chair Kimberling nominated Chairman Mauldin to continue as chairman. Member Bird seconded the nomination. Chairman Mauldin was re-elected by acclimation.

Member Bird nominated Secretary Kimberling to continue as Vice Chair. Member Ringus seconded the nomination. Secretary Kimberling was re-elected by acclimation.

Member Moran nominated Member Bird as Secretary. Member Ringus seconded the nomination. Member Bird was elected by acclimation as Secretary.

Discussion of placing a new board member on the Norman Forward East and Central Libraries AD HOC Advisory Group. Recommendation that Member Bird's name be put forward to join Chairman Mauldin and Vice Chair Kimberling on the Group.

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ITEM 5, being:

**STAFF REPORTS AND UPDATES**

a. Summer Reading Programs: Central & West Branches

Review of events that went on over the summer. The Summer Reading Program "Build a Better World" was a great success. As part of the reward for participants they could choose from selected not for profit entities to receive a donation. The resulting donations were as follows:

Crossroads \$270

Habitat for Humanity \$420

Baby Steps \$540

Wild Care \$600

Second Chance \$1,170

Next year's Summer Reading Program will have a theme of music.

b. Fall Reading Programs & Events: Central & West Branches

Review of upcoming events. Local Author Fair 11/9/17 – Authors from the Pioneer 3 county service area invited to apply and everyone selected will have a table to present. Food For Fines upcoming, will waive \$1 of late fees per can brought in to benefit the Salvation Army Food Panty. Touch a Truck 9/30/17 at the Cleveland County Fair Grounds.

c. Featured upcoming Norman Public Library Programs and Events

Library had applied for health literacy grant which was awarded and as part of the "Eat Smart" program, partnered with Food for Thought and the Cleveland County Health Department, will host 10 cooking demonstrations featuring several local chefs. The events will be split between the Central and West library locations, scheduled based on availability of chefs. The first of the series will be 11/14/17 featuring Healthy Holiday Cooking. On going Children's STEAM programs. Lunch time music at the West library. Guac & Roll event will feature chef Rick Bayliss in a local home, an event benefiting the PLS Foundation, which in turn benefits the library system.

d. Other Updates

Updated statistics for library use show the number of programs consolidated and number of participants increased. Following an incidence in New Mexico, there will be active shooter training for staff across the Pioneer Library System including 8 sessions with a cap of 40 participants per session.

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ITEM 6, being:

**OLD BUSINESS**

Library Construction

Working is progressing at both the East and Central library sites, with the East branch continuing on pace for estimated completion in summer 2018. FlintCo, proud of their safety focus, reports 90 days without an accident for the Central library site. Furniture selection is currently on going for the East site. The white oak tree that was removed from the Central library site has been repurposed and memorialized in to a meeting room table and credenza as well as a slice of the ring preserved as an educational tool. A reminder that any requests for updates on the project should be directed to the City. The construction of the facility is a City project, the library is the operator within the facility.

Percent for Art

Currently working on art selections for the new Central library branch with the committee is looking for monumental piece. Submission period is open online through the Norman Arts Council for artists to submit Request for Quotation (RFQ). The top 3 artists will be notified December 20, 2017 and invited to Norman. Hopefully the artist will be selected by March 2018 and in place in time for the library's opening.

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ITEM 7, being:

**NEW BUSINESS**

Hurricane Harvey & Disaster Planning

As contribution to the Hurricane Harvey relief efforts the Norman Library will allow those affected who have relocated to get a card which will expire in one year. One such benefit to

evacuees is to have computer access to complete FEMA and insurance paperwork and forms. Councilmember Breea Clark has a current effort to place collection boxes at school and city facilities as an outreach from Norman Public Schools to the Aldine Independent School District. Items to be collected include books, beddings, socks, underwear, and towels among others.

Topic of Disaster Planning to be tabled until Caroline Dulworth is in attendance and able to discuss.

#### Meeting Dates for 2018

Chairman Mauldin presented meeting dates for the Norman Library Advisory Board. Usually the meetings are set on the 3<sup>rd</sup> Monday on the 3<sup>rd</sup> month of the quarter, with the exception of Spring Break accommodations. All meetings begin at 4:30 p.m.

December 18, 2017	Norman West Library
March 12, 2018	Norman Central Library
June 18, 2018	Norman East Library Site
September 17, 2018	Norman Central Library
December 17, 2018	Norman West Library

A motion to accept the meeting dates for 2018 was made by Member Bird. It was seconded by Member Ringus.

AYE: Chairman Mauldin, Vice Chair Kimberling, Bird, Moran, Foote and Ringus

NAY: None

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ITEM 8, being:

#### **BOARD COMMENTS**

None

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ITEM 9, being:

#### **COMMENTS FROM THE PUBLIC**

None

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ITEM 10, being:

#### **ADJOURNMENT**

Bird made the motion and Kimberling seconded to adjourn. The vote was taken with the following results:

AYE: Chairman Mauldin, Vice Chair Kimberling, Bird, Moran, Foote and Ringus

NAY: None

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Passed and approved this \_\_\_\_\_ of \_\_\_\_\_, 2017

Tim Mauldin, Chairman