

## Notice of Public Meeting

### **DUNCAN PUBLIC LIBRARY BOARD MEETING**

DATE	TIME	PLACE
April 28, 2020	9:30am	Videoconference ONLY

#### AGENDA

Subject: Library Board Meeting  
Date: April 28, 2020  
Time: 9:30 am  
Place: Zoom Meeting (Duncan Public Library Board Room)

1. Call to Order with flag salute and prayer.
2. Read minutes from February 25, 2020, meeting. Approval.
3. Presentation of library statistics for February and March.
4. Presentation of library claims for February and March. Approval.
5. Director's report
  - a. Genealogy library furniture
  - b. StoryWalk update
  - c. Many companies choosing not to ship or service
  - d. Staffing changes and budget update
  - e. What we've been doing at the library
  - f. SRP, virtual programming, take-home crafts
  - g. Policy thoughts for when re-opening is mandated; stages and safety measures
  - h. Policy manual update
6. Old Business
7. New Business
8. Comments
  - a. By the library staff
  - b. By the library board
  - c. By the public
9. Adjourn

IMPORTANT: This meeting will be conducted via videoconferencing. It will go live 5 minutes before the scheduled meeting time. Join the meeting at the following link:

<https://zoom.us/j/96328486705?pwd=VmVwTC9VdFJ4NkJDUnlodzkyVzY1dz09>

Meeting ID: 963-2848-6705 Password: **3DiCBF**

Filed in the office of the Municipal Clerk at \_\_\_\_\_ on \_\_\_\_\_.

\_\_\_\_\_

The City of Duncan encourages participation from all its citizens. If participation is not possible due to disability, notification to the City Clerk at least 48 hours prior to scheduled meeting is encouraged to make necessary accommodations. The City may waive the 48 hour rule if signing is not a necessary accommodation.

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**Duncan Public Library  
Board of Directors Meeting Minutes  
February 25, 2020  
Location: Duncan Public Library**



***Board Members Present:** Jo Ann Pierce, Tanya Case, John Ray Green, Brendhan Fritts, Geoff Johnson*

***Others Present:** Jan Cole, Director; Amy Ryker, Library Business Manager*

**Call to Order, Flag Salute, Prayer**

- A. Meeting called to order at 9:31 am by John Ray Green.
- B. Flag salute and prayer led by Jan Cole.

**Reading of Previous Minutes**

- A. Minutes for January 28, 2020, meeting were read. John Ray Green moved to approve, Geoff Johnson seconded, Tanya Case and Jo Ann Pierce abstained. All others approved.
- B. Minutes for Special Meeting on February 18, 2020, were read. John Ray Green moved to approve, Brendhan Fritts seconded. All approved.

**Presentation of Library Reports & Claims**

- A. Jan Cole presented the library reports, discussing tax season, online resources, and books coming in. Brendhan Fritts asked about EBSCO databases.
- B. Claims were reviewed. Tanya Case asked for clarification about janitor pay. The janitors were paid \$1,000 monthly in 2019. The PO is closed and placed on claims in January every year with the total amount noted (rather than being noted monthly). Tanya Case also asked about Pippin Bros and Cengage database. Geoff Johnson moved to approve, Brendhan Fritts seconded. All approved.

**Consider Adjourning into Executive Session**

To adjourn into Executive Session pursuant to Title 25, Section 307 B(1) to “Discuss the employment, hiring, appointment, promotion, demotion, disciplining, or resignation of any salaried public officer or employee” as it relates to the employment of a new library director. Geoff Johnson moved to approve, Brendhan Fritts seconded. All approved.

**Consider Reconvening the Regular Meeting of the Duncan Public Library Board**

John Ray Green moved to approve, Brendhan Fritts seconded. All approved.

**Consider Action Taken in Relation to Executive Session**

John Ray Green moved to accept Amy Ryker as the new library director based on the terms outlined in the executive session, subject to final adjustment by the City of Duncan. Geoff Johnson seconded. All agreed.

**Duncan Public Library  
Board of Directors Meeting Minutes  
February 25, 2020  
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**Director's Report**

Jan Cole discussed the following topics:

- A. Roof replacement job is in queue.
- B. Genealogy furniture is ordered.
- C. Preservation supplies have been ordered.
- D. Teen furniture will be ordered.

**Old Business**

Friends of Library annual meeting is March 3, guest speaker Christopher Keller. Genealogy landscaping plans have been set and will be paid for and executed by DETA. Invitations to Jan's retirement party discussed.

**New Business**

Tanya Case wants to eventually discuss thoughts about having a social worker at the library.

**Comments by Staff, Board, or Public**

None.

**Adjournment**

Brendhan Fritts moved to adjourn. John Ray Green seconded. All approved. Adjourned at 10:16 am.

**Duncan Public Library**  
**Claims for February 1 through 29, 2020**  
*Submitted to Library Board, March 24, 2020*

<b>01-11-521100</b>	<b><i>Repair &amp; Maintenance</i></b>	
20-0190	Johnson & Johnson.....	\$1,100.00
	Front door auto opener repairs, replace motor	
20-0640	Duncan Janitorial.....	\$48.90
	Vacuum repair/maintenance	
<b>01-11-521400</b>	<b><i>Materials &amp; Supplies</i></b>	
20-0553	Quill.....	\$743.95
	Ink/toner, bathroom/kitchen supplies	
20-0701	Quill.....	\$295.96
	Paper, manila envelopes, file folders, xacto blades, wipes	
<b>01-11-522800</b>	<b><i>Phone/Internet</i></b>	
20-0820	AT&T.....	\$41.06
	Wireless service, genealogy library	
<b>01-11-523800</b>	<b><i>Postage</i></b>	
20-0911	Southern Box.....	\$10.55
	Interlibrary loan, mail books, Ponca City	
<b>01-11-523900</b>	<b><i>Computers &amp; Technology</i></b>	
20-0796	Amazon.....	\$17.97
	Displayport cable for computer monitor	
<b>01-11-524200</b>	<b><i>Contract Services</i></b>	
20-0683	Oklahoma Pest Services.....	\$100.00
	Quarterly pest services	
20-0703	Channels.....	\$220.00
	Round 1 weedkiller/pre-emergent, lawn care	
<b>01-11-524500</b>	<b><i>Computer Services</i></b>	
20-0674	Image Access.....	\$599.00
	1-yr KIC BookEdge Plus maintenance services	
20-0802	TLC .....	\$12,990.00
	1-yr renewal for catalog/circulation system, etc.	
<b>01-11-524550</b>	<b><i>Databases</i></b>	
20-0648	Mango.....	\$2,814.11
	1-yr renewal Mango languages learning database	
20-0700	OverDrive .....	\$3,000.00

1-yr renewal maintenance/content for OK virtual library

<b>01-11-524800</b>	<b><i>Advertising/Promotion</i></b>	
20-0781	Yellow Pages United.....	\$396.00
	Directory listing for genealogy library	
<b>01-11-527700</b>	<b><i>Training/Materials</i></b>	
20-0780	Amy Ryker.....	\$149.00
	Reimbursement for 1-day seminar, Lawton	
<b>15-11-530049</b>	<b><i>Books</i></b>	
19-7281	Baker & Taylor .....	\$219.22
	Book order (14)	
19-7531	Baker & Taylor .....	\$118.42
	Book order (16 child/YA)	
19-7720	Midwest Tape.....	\$506.04
	DVD order (18)	
20-0045	Cengage .....	\$747.45
	Book order (31)	
20-0263	Ingram.....	\$366.22
	Book order (26)	
20-0560	Center Point.....	\$360.12
	Book order (16)	
20-0623	Midwest Tape.....	\$94.43
	DVD order (7 child/YA)	
20-0675	Cengage .....	\$762.46
	Book order (31)	
<b>15-11-530130</b>	<b><i>Parking Lot</i></b>	
20-0639	Sherwin Williams .....	\$667.75
	Paint and supplies for parking lot restriping	
<b>27-11-530514</b>	<b><i>Educational Grant: Delta Headstart</i></b>	
20-0622	Amazon.....	\$576.35
	Books, manipulatives, backpacks, tags for grant	
20-0661	Amazon.....	\$55.93
	Clear backpacks	

**Duncan Public Library**  
**Claims for March 1 through 31, 2020**  
*Submitted to Library Board, April 28, 2020*

<b>01-11-521100</b>	<b><i>Repair &amp; Maintenance</i></b>	
20-1012	Bishop Electric.....	\$140.00
	Light bulbs for main library	
20-1080	Oklahoma Pest Services.....	\$85.00
	Back building pest services	
<b>01-11-521400</b>	<b><i>Materials &amp; Supplies</i></b>	
19-7495	Hunzicker Brothers.....	\$177.63
	Light bulbs for main library	
20-0838	Amazon.....	\$64.28
	Cart liners, bubble solution, acetone	
20-0905	Demco.....	\$210.60
	Genre labels, dot labels	
20-0906	Rosedrew.....	\$102.64
	24 6-disc DVD cases	
20-0963	Quill.....	\$619.92
	Ink/toner, packing tape, pens	
20-1041	Demco.....	\$92.95
	Label protector sheets	
20-1042	Amazon.....	\$51.00
	CD/DVD double-sided storage sleeves	
20-1056	Amazon.....	\$91.45
	VHS rewinders for genealogy library memory lab	
20-1103	Quill.....	\$327.96
	Toner, paper towels	
20-1104	Amazon.....	\$99.99
	Handheld/extendable portable vacuum	
20-1157	Quill.....	\$407.83
	8 ½ x 11 paper, 4 ½ x 14 paper	
<b>01-11-522800</b>	<b><i>Phone/Internet</i></b>	
20-1283	AT&T.....	\$46.06
	Wireless service, genealogy library	



<b>01-11-524200</b>	<b><i>Contract Services</i></b>	
20-0920	Pippin Brothers.....	\$870.00
	Bi-monthly filter changes, March	
20-1034	Kellogg & Sovereign .....	\$750.00
	E-Rate services FY 2020 Category 2	
<b>01-11-524500</b>	<b><i>Computer Services</i></b>	
20-1078	Envisionware .....	\$1,420.60
	1-yr renewal for Envisionware suite, license, maintenance	
<b>01-11-524800</b>	<b><i>Advertising/Promotion</i></b>	
20-1033	Duncan High School Yearbook.....	\$110.00
	¼ page yearbook ad	
<b>01-11-528200</b>	<b><i>Memberships/Dues</i></b>	
20-1143	Amy Ryker.....	\$42.00
	Reimbursement for OLA/ALA membership	
20-1233	Misty Brodeur .....	\$42.00
	Reimbursement for OLA/ALA membership	
<b>01-11-529300</b>	<b><i>Books, Materials, Subscriptions</i></b>	
20-1094	Pikes Peak Library District.....	\$11.99
	Paying for lost interlibrary loan	
<b>15-11-530049</b>	<b><i>Books</i></b>	
20-0070	Recorded Books .....	\$761.52
	Audiobook order (18)	
20-0411	Oklahoma History Center .....	\$400.00
	Digitized Duncan Banner from microfilm rolls	
20-0637	Midwest Tape.....	\$621.99
	DVD order (26)	
20-0766	Ingram.....	\$408.23
	Book order (25)	
20-0886	Ingram.....	\$319.09
	Book order (21)	
20-0887	Midwest Tape.....	\$178.16
	DVD order (9 child/YA)	
20-0947	Center Point.....	\$360.12
	Book order (16)	
20-0948	Cengage .....	\$734.72
	Book order (31)	

20-1244	Recorded Books .....	\$302.97
	Audiobooks (7)	
<b>15-11-530108</b>	<b><i>Genealogy Library: Microfilm Reader</i></b>	
20-1020	Salina Blueprint & Micrograph.....	\$8,309.99
	Microfilm base, software, accessories, computer	
<b>27-11-530514</b>	<b><i>Educational Grant: Delta Headstart</i></b>	
20-0443	Amazon.....	\$431.61
	Books, manipulatives, backpacks, tags for grant	