

**EASTERN OKLAHOMA DISTRICT LIBRARY SYSTEM
BOARD MINUTES**

July 28, 2020

The Eastern Oklahoma District Library System Board of Trustees met in regular session via Zoom technology. The Agenda was posted in conformance with the Oklahoma Open Meeting Act. Dana Choteau, Board Vice-president called the meeting to order at 1:05 p.m. Roll was called to establish the presence of a quorum.

ROLL CALL

Charity Stirling, Pres. (City of Kansas)	present
Fran Bewley (City of Sallisaw)	absent
Dana Chouteau (City of Grove)	present
Dan Cott (City of Tahlequah)	present
Reggie Cotton (City of Muskogee)	present
Mike Donahue (City of Ft. Gibson)	present
Kaley Evans (City of Haskell)	present
Maxine Glory (Cherokee County)	absent
Doug Harvell (City of Muldrow)	absent
Peggy Hladik (McIntosh County)	present
Brenda Madden (City of Stilwell)	absent
Janelle McKnight (City of Eufaula)	present
Sally Meador (City of Checotah)	absent
Dwight Phillips (Sequoyah County)	absent
Elaine Shetley (City of Jay)	absent
Gary Walker (Delaware County)	present
Rozena Weaver (City of Westville)	present
Dale Wiggins (City of Warner)	present
Vacant (City of Hulbert)	
Vacant (Adair County)	
Vacant (Muskogee County)	

OTHERS PRESENT

Mary Moroney, Exec. Director
Amanda Spaulding, Business Mgr.
James Williamson, I.T. Coordinator

Branch locations were logged
onto the Zoom videoconference.

1. Welcome and Roll Call

Moroney welcomed the Board and thanked them for their patience as everyone got connected to the meeting.

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

3. Minutes – May 19, 2020

Hladik moved to approve the minutes. Cotton seconded the motion.

Ayes: Chouteau, Cott, Cotton, Donahue, Evans, Hladik, McKnight, Walker, Weaver and Wiggins.

Nays: None.

Motion passed.

4. Financial Report May, 2020

Spaulding reminded the Board that the June Statement of Revenues and Expenditures can be reviewed after the audit. For today's meeting she was reviewing the May report. Chouteau moved to accept the report. Evans seconded the motion.

Ayes: Chouteau, Cott, Cotton, Donahue, Evans, Hladik, McKnight, Walker, Weaver, Wiggins and Stirling.

Nays: None.

Motion passed.

Stirling joined the meeting at 1:10 p.m.

5. Covid19 update

A. What's happened? On July 13th, the decision was made to require masks at all EOLS locations. Moroney said it has been an issue for some patrons but we remind them that we can serve them curbside. Chouteau asked if staff could call for help if this request resulted in an overly upset patron and Moroney assured her that all staff have permission to call the police if a patron does not follow our rules. Moroney said some branches have reduced their open hours, meeting rooms were not being used and computer time was limited to 30 minute sessions. She said while the libraries have reduced occupancy and computer time, it was necessary occasionally to allow patrons more time in the building or on the computer.

B. What are the plans going forward?

1. Update Special Closings Policy – Moroney asked the board to review the additions made to the policy. Specifically, if a branch has to close for a health emergency, staff will be paid their normal hours and Managers will be expected to work offsite during the closure. Hladik moved to approve the updated policy. Cott seconded the motion.

Ayes: Chouteau, Cott, Cotton, Donahue, Evans, Hladik, McKnight, Walker, Weaver, Wiggins and Stirling.

Nays: None.

Motion passed.

2. Proposal to move November board meeting from November 17, 2020 to November 10th – Moroney said the Emergency Order allowing Open Meetings to be held virtually is set to expire on November 15, 2020. If we agree to change our meeting date now, we will have the option to have an in-person meeting or a virtual meeting. Stirling moved to approve changing the meeting date in November from the 17th to the 10th. Evans seconded the motion.

Ayes: Chouteau, Cott, Cotton, Donahue, Evans, Hladik, McKnight, Walker, Weaver, Wiggins and Stirling.

Nays: None.

Motion passed.

6. Strategic Plan 2020-2023

A. Information, Learning and Entertainment

1. Increase the number of active patrons

a. Improve data collection and reporting – end of FY20 reports

Moroney reviewed the end of year reports. Circulation of print material was down, which was to be expected since we were closed for six weeks. E-Circulation was up. Moroney said a lot of weeding was accomplished this spring. She asked Tech Services to complete as many of the deletions as possible before June 30th and they completed the task! A large decrease in patrons was the result of cleaning up the database of fines and unused accounts that happened when the no overdue policy was put into effect.

b. Approve “NOW Card” for children’s access to the library

The Circulation Committee is proposing a new card type for patrons, a NOW Card for children ages 6 to 18. The card would be available without a parental signature. A letter would be sent home to let the parents know that a card had been given to their child, but that they would not be responsible for items lost on the card. The library will absorb the cost of two lost items and after that the card will be blocked.

Wiggins moved to approve the new NOW Card. Chouteau seconded the motion.

Ayes: Chouteau, Cott, Cotton, Donahue, Evans, Hladik, McKnight, Walker, Weaver, Wiggins and Stirling.

Nays: None.

Motion passed.

7. Approve Succession Policy

Moroney said she created an Operational plan that will keep the System running if the Executive Director is unable to complete his/her duties for a period of at least 4 weeks. The plan calls for the Business Manager to get the Board President’s name on a bank signature card and that person would sign checks for bills and payroll. The Senior Support Staff would be responsible for their departments (including signing contracts and making purchases) and as a team, they would make decisions about day to day situations that arise. Chouteau moved to approve the Operational Succession Policy. Hladik seconded the motion.

Ayes: Chouteau, Cott, Cotton, Donahue, Evans, Hladik, McKnight, Walker, Weaver, Wiggins and Stirling.

Nays: None.

Motion passed.

Moroney thanked the board members for their work and reminded everyone to stay safe.

ADJOURNMENT

As there was no further business, the Board adjourned at 1:40 p.m.

The next regularly scheduled Board Meeting will be September 22, 2020.