

Minutes of the Coweta Library Board of Directors Meeting
Tuesday, January 28, 2025 at 6:00 PM.

The members of the Coweta Library Board met in regular session on Tuesday, January 28, 2025 at 6:03 PM in the Zondra Morgan Activity Room at the Coweta Public Library, 120 E. Sycamore, Coweta, Oklahoma.

Board Members Present: Meghan Jones, Shawnda Hatfield, Barbara Scruggs, and Sue Coker. Julia Stephens, Library Director was also present.

- I. Call to Order
The meeting was called to order by Meghan Jones at 6:03 PM.
- II. Roll Call
Roll call was taken. Board members were present as shown above.
- III. General Library Board Comments
There were no general comments.
- IV. Consent
 - a. Minutes from the previous meeting.
Motion made by Barbara Scruggs, seconded by Sue Coker to approve the consent item.
- V. Librarian's Report
Julia reported the Coweta Public Library met all eligibility requirements for State Aid as outlined in OAC 405:25-1-3. CPL will receive State Aid in the amount of \$14,194. All State Aid funds must be obligated by July 31, 2025. This funding is already accounted for in the FY25 Library Fund Budget.

A Circulation Clerk has been hired. Megan's start date was December 9, 2024. Currently, staff is attempting to fill the Library Assistant and a Library Clerk position.

New outdoor book return has been installed. The drop box will officially open once proper signage has been put in place. There will be a "No Parking. Library Return Only" sign to designate the former parking spot as no longer a spot for patrons to park. Patrons can pull into the spot to return their books and then back out. There will also be a sign which notifies patrons of the 7:00 AM collection time.

City Manager has prepared a Monthly Progress Report which can be found on the cityofcoweta-ok.gov website.

Library Board Agendas also have a new look due to the new agenda center site.

VI. Administration

a. Long Range Plan 2026-2031

Discussion on desired edits or additions to the Long-Range Plan. Staff is continuing to survey patrons and will continue to build a long-term vision for the library.

b. Proposed FY 26 Budget

Discussion on proposed FY 26 Library budget. Projected figures have not been released by City Hall. Possible Capital Improvement Plan ideas include new flooring to remove the old carpet, new handicap door devices, and new AC unit. Depending on the cost of said items would determine if they qualify for Capital Improvement funds or will need to be included in the library's general fund budget.

c. Summer Reading 2025

Discussion on current ideas and plans for Summer Reading 2025 program, "Color Our World." The program will start Tuesday, May 27th and will end Friday, July 18th. The Youth Services Librarian has begun making decorations and scheduling special program performances. Library team intends on scheduling both the Coweta Fire and Police department as the last special program. Staff is transitioning away from an End of Summer Reading event to a Kick Off party in May. Staff is in discussions with the Coweta Friends of the Library for Summer Reading partnership.

d. Seasonal Events

Discussion on adding special seasonal events to the library's programming schedule. Examples include an event in the spring to promote Summer Reading, Halloween costume contest, smores with fireman, etc.

VII. New Business

(Business which was not foreseen prior to the posting of the agenda.)

There was no new business.

VIII. Adjournment

Motion made by Barbara Scruggs, seconded by Sue Coker to adjourn the meeting at 7:20 PM.