

Montfort & Allie B. Jones Memorial Library
Board of Trustees Meeting Minutes
111 West 7th Ave. Bristow, OK 74010
10:00 a.m., October 8, 2025

1. The meeting was called to order at 10:00 a.m. by Marie Womack, Board President.
 2. Roll Call: Board members Harold Nobles, Marina Symcox, Marie Womack, and Kris Wyatt were present. Members Dana Parrish and Shayla Yoshimoto were absent.
 3. Minutes: The minutes from the September 10, 2025 meeting were presented. Marie Womack made a motion to approve the minutes as drafted. Harold Nobles seconded; motion carried.
 4. Reports:
 - a. Financial Report
 - i. September 2025 invoices totaled \$2,378.54. Marie Womack signed requisitions for books, supplies, cleaning service, and printer services.
 - ii. The library received \$444.09 in cash from fees and fines.
 - iii. \$4,923.77 was spent from the Libraries Transforming Communities Grant, leaving a balance of \$15,076.23.
 - b. The director's report included Administrative Reports, Circulation Statistics, Children's and Youth Services, Adult Service, Community Outreach, and Strategic Plan. The HS JOM coordinator offered ideas on how to update the library's Indigenous programs. A new high schooler joined the library staff. The director held a strategy meeting with BLBI about funding for further technology. BLBI provided funding for library community activities. The director attended the high school college and career fair. In-house circulations increased from last month, while overdrive stats fell.
 5. Old Business:
 6. New Business:
 - a. Appendix 1: The library has an Ingram credit balance of \$1,163.85 in unapplied cash left over from the previous library director. The director plans to use the balance to update the library's board book collection. The board concurred.
 - b. Appendix 2: The director received a letter from ODL requesting a formal letter of explanation as to why the library had a reduction in Maintenance of Effort during 2024-2025, which could lead to a decrease in future state aid. The library director communicated verbally with ODL that the library's decrease in spent budget resulted from not having a director from December 2024 to March 2025. An ODL representative told the director that the loss of a director is a common cause of reduction of MOE. If ODL decides to deny state aid after receiving the director's letter, then the director will initiate a formal appeals process.
 7. Comments from President and Trustees: The next regularly scheduled BOT meeting will be Wednesday, November 12, 2025, at 10:00 a.m. at the library.
 8. Adjourn
- Prepared by Marina Symcox