

**The Montfort & Allie B. Jones Memorial Library
Board of Trustees Meeting Minutes
111 West 7th Ave. Bristow, OK 74010
10:45 a.m., August 15, 2023 (Tuesday)**

1. The meeting was called to order at 10:45 a.m. by Marie Womack, Board Vice President.

2. Roll Call:

The Library Director, Heather Hutto, and Board members Jamie Braden, Jay Krumme, Keith Symcox, Marie Womack, Kris Wyatt and Melissa Holderby appeared at the physical location of the meeting.

3. Minutes:

The minutes from the prior meeting were presented.

Melissa Holderby made a motion to accept the minutes and Jamie Braden seconded; all voted in favor and the motion carried.

4. Reports:

Financial Report:

- a) The financial statement was presented with a note from the City Treasurer that the new budget is not yet in the system.
- b) Claims and Invoices included within the monthly spreadsheet with amounts.
- c) Cash Flow Reports.

Keith Symcox made a motion to accept the financial report and approve the consent items. Melissa Holderby seconded; all voted in favor and the motion carried.

Director's Report:

The Director gave an Administrative Report, Circulation Statistics, Children's and Youth Services, Adult Services, and Community Outreach reports.

5. Unfinished Business

The Witty Ideas bill for the grant advertisement needs to get paid and the City has determined that paying it is a conflict of interest even though it's paid with approved grant funds and not out of the City budget. A plan was discussed to spend the grant funds per the grant guidelines within the timeframe. The Library will request Inc. to pay the Witty Ideas invoice.

6. New Business

The Library director will make an executive summary of the needs for Library staffing for the Mayor and City Councilors as it relates to an additional full-time staff member.

7. Comments from President and Trustees

Our next meeting will be Thursday, September 21, 2023, at 10:45 a.m.

8. Adjourn

Prepared by: Jay Krumme