

This is to certify that in conformity with the Oklahoma Open Meeting Act, public notice of the date, time and place of this meeting was filed with the City Clerk of Durant on the Nth day of MONTH, YEAR and that an agenda of said meeting was posted at the place of such meeting at HH:MM a.m. on the Nth day of MONTH, YEAR.

Cynthia J. Price, City of Durant

MINUTES OF THE MEETING OF DONALD W. REYNOLDS CC & LIBRARY BOARD
April 15, 2026 AT 3:00 PM, Roscoe J. Hatfield
Council Chambers,
300 West Evergreen,
Durant, Oklahoma

CALL TO ORDER

Melissa Brewer called the meeting to order at 3:08 p.m.

ROLL CALL

Board Members present: Gloria Hodge, Jane Hicks, Kaylee Curry, Marion Hill, Melissa Brewer, Phyllis Rustin

Robbee Tonubbee, Library Director, and Jennifer Simpkins, Library Board secretary, also attended the meeting.

ORDER OF BUSINESS

1. Consent Items

To help streamline meetings and allow the focus to be on other items requiring strategic thought, the "Consent Items" portion of the agenda groups the routine, procedural, and self-explanatory non-controversial items together. These items are voted on in a single motion (one vote). However, any Council member requesting further information on a specific item thus removes it from the "Consent Items" section for individual attention and separate vote.

a. Minutes from Jan. 21, 2026

Marion Hill made the motion to approve the meeting minutes from the January 21, 2026, library board meeting. Gloria Hodge seconded the motion. All members agreed, and the motion was passed.

b. 2026 Library Policies & Procedures

Robbee Tonubbee presented updates and changes to Library Policies and Procedures for 2026.

The changes were as follows:

- Page 1: The Statement of Purpose remains the same. All library patrons are entitled to a pleasant and safe library experience.
- Page 2: An addition was made to the Non-Resident clause of the "Registration of Borrowers" section. A \$40 family membership plan was added to out-of-county memberships. The family membership will cover one adult and two child accounts for three years.
- Page 2: People applying for library cards can use online shipping information, such as Amazon or Walmart, to verify residency in Bryan County.
- Page 3: Circulation Period: All materials may be renewed as long as they are not on hold for another patron. Materials may be renewed in person, by phone, through email, or through the MyLibro app.
- Page 3: Waiting List: New materials will only be held for seven days without a second courtesy call.
- Page 3: Lost Library Cards: Patrons may use their photo ID or the MyLibro app to check out materials if they do not have their library card.
- Page 3: Fines remain the same.
- Page 4: Interlibrary Loan Policy: Patrons who have more than one overdue or lost interlibrary loan item will be suspended from the program.
- Page 4: Loss of Library Privileges: Patrons who do not return library materials on time or in good condition **MAY** have their library privileges revoked. Use of their library card will be restored when all materials are returned and fines are paid.
- Page 5: Computer and Internet Policies and Guidelines: Patrons and guests may use a public computer for two hours at a time with unlimited log-ins per day.
- Page 5: Computer and Internet Policies and Guidelines: Nonresidents and other guests may use a public computer by presenting a valid photo ID.
- Page 6: Responsible Ethical Uses of the Internet: Children's computers are white-listed, meaning they only have access to a specific list of pre-approved websites and aren't given free use of a browser.
- Page 7: Use of Machines Policy: Faxing policies and procedures were clarified.
- Page 10: Collection Development Policy: Reconsideration of Policies: Patrons who want the inclusion of a library material in the collection to be reconsidered may submit a request in writing. The librarian and library board will give the written request serious consideration.
- Page 10: Collection Development Policy: Criteria and tools for adult materials: The purchase of adult fiction materials is based on review sources such as Ingram Content Group, Kirkus Reviews, The New York Times Reviews, Goodreads, and other publisher bestseller lists, and also by library patrons.
- Page 11: Collection Development Policy: Criteria and tools for children's materials: The following publications are currently used to evaluate children's books: Ingram Content Group, Sequoyah Committee, Kirkus, Booklist, Library Journal, and Review Collection of the Oklahoma Department of Libraries.
- Page 11: Gifts: Books and other items purchased from gift funds may be identified with suitable plates.
- Page 12: Discarding: Items weeded from the library's shelves may be sold to the

public for a small fee through the library's Friends of the Library group.

- Page 14: Use of vapes added to action library patrons may not do inside the library.
- Page 14: Disciplinary actions: "Upon the infraction, the patron may be suspended from the library for a period of two (2) weeks."
- Page 15: Policy For Disruptive and Unattended Children: When a complaint has been made: "If the disruptive behavior continues, staff may ask the person to leave for the day. If the behavior continues, staff may tell the person or persons they cannot come back for two weeks. If after coming back they are still disruptive, then they cannot come back for six weeks. On the third time, the Police Department will be called, and the patron will be trespassed."
- Page 16: Scheduled program procedures: Sometimes library programs require pre-registration or attract a full-capacity crowd in the community center.
- Page 17: Meeting Room Policy: Payment Guidelines: Usage fees are due in full before using the space.
- Page 18: Meeting Room Policy: Decorations: "Library meeting rooms are available during the following hours, excluding Library holidays. Your program must end at least 15 minutes prior to the closing of the Library in order to give the employees enough time to do security sweeps before closing."
- Page 19: *City Ordinance No. 1679 Prohibits the Use of Tobacco at City Owned or Operated Properties.

After board members reviewed the changes, Gloria Hodge made a motion to accept the new library policies and procedures. Marion Hill and Kaylee Curry seconded the motion. All members agreed, and the motion was passed.

2. Information Items

- a. Monthly Report - Jan. '26
- b. Monthly Report - Feb. '26
- c. Monthly Report - Mar. '26

ADJOURNMENT

Phyllis Rustin made the motion to adjourn the meeting. Gloria Hodge seconded the motion. All members agreed, and the motion was passed.

The meeting was adjourned at 4:30 p.m.