

Bartlesville Public Library
Minutes of the Regular Meeting

On Tuesday, May 14, 2019 at 4:30 PM, the Bartlesville Library Board was called to order in the Board Room-Administrative Services, Bartlesville Public Library, 600 S. Johnstone, Bartlesville, Oklahoma pursuant to the notice filed in the Office of the City Clerk, 401 S. Johnstone, Bartlesville, Oklahoma on May 9, 2019 and posted by 5:00 PM the same day.

MEMBERS PRESENT AT ROLL CALL:

Rob Fries
Tyler Hartzell
Brittany Hess
Rhonda Hudson
Richard Keim
Dallas Lewis
Betsy Martens
Dr. Bruce McGowan
Leigh Sutton

ALSO PRESENT:

Shellie McGill, Library Director
Denise Goff, Operations Manager

Chairman Tyler Hartzell called the meeting to order at 4:30 PM. He welcomed new members Rhonda Hudson, Dallas Lewis, and Dr. Bruce McGowan.

Mr. Keim made a motion to approve the March 12, 2019 Regular Meeting Minutes as presented. Seconded by Ms. Martens. Aye: Fries, Hartzell, Hess, Hudson, Keim, Lewis, Martens, McGowan, Sutton. Nay: 0. Motion Carried.

Ms. McGill began the Director's Report by saying circulation numbers this year are remaining close to numbers at this time last year. Library users and new patron cards are stable and WiFi users are up. The Library may have record-breaking numbers with programming this fiscal year. During spring break, the Library hosted two STEM & Maker children's workshops and *Paint, Pour, & Pizza* for teens. During March and April, there was also the Lego Club meetings and the annual Lego Creation Contest, and a Baking from Scratch workshop for teens. For adults, 85 programs were presented with 1,152 attendees. Literacy Coordinator Karen Kerr-McGraw received a scholarship to attend the Wisconsin Health Literacy Summit. She was able to get valuable information that will help our literacy program. The Local and Family History Department staff will begin craft classes in May. These classes will be held monthly and will coordinate with our new "Creative Corner" that will be completed by mid-June. Teachers and crafters can book the "Corner" for 2 hours and have use of all the supplies and equipment. The Library's Facebook page has a post requesting donations of supplies.

Ms. McGill said the Collection HQ software is loaded and ready. Key staff members will be trained next week. At their meeting on May 3rd, the Library Trust Authority approved the re-appropriation of \$10,000 to be used for the new teen area. The Community Block Party was a huge success. Plans are to increase the size and invite more participants next year. Ms. McGill has looked and selected a library van. She does want to look at one more make and model before making the final decision. The van will be purchased in the new fiscal year.

Ms. McGill met with City Manager Mike Bailey about the request from the Women's Network to rename the Library. He asked for a written request from the organization. Ms. McGill advised them on this. The Women's Network representatives met with the City Manager as well. He asked for a written request and advised

them their next step was for their request to be heard by the Library Board. To date, no written request has been received. Ms. Martens asked if the costs to change the name had been figured. Ms. McGill said she would do that as soon as a written request was delivered.

One of the current topics being discussed in libraries today is fines and whether or not to eliminate them all together. Some libraries are doing away with fines and some are doing "auto-renewal". Ms. McGill would like to try an automatic auto-renewal and give patrons extra time to return materials. Since this does impact City monies, permission was needed from the City Manager. He was agreeable. Some collections will not have automatic renewal. Those would include items on a hold list or items in the Library of Things Collection. Mr. Lewis asked if patrons could be notified when their item(s) is automatically renewed. Ms. McGill thought they could but would check to be for sure. Ms. Martens suggested a trial period for six months. Ms. McGill will develop a policy and have it ready for approval at the meeting in July.

Mr. Fries made a motion to approve the revised Principles of Conduct Policy. The motion was seconded by Mr. Keim. The word corrective was added to the sentence; "Appropriate corrective action will be taken" in Provision #3. Aye: Fries, Hartzell, Hess, Hudson, Keim, Lewis, Martens, McGowan, Sutton. Nay: 0. Motion Carried.

The next item for consideration was the approval of the revised Interlibrary Loan Policy. A change to increase the outstanding balance to \$10.00 to mirror the Circulation Policy was the only change. Mr. Lewis suggested putting (ILL) after Interlibrary Loan in the introductory paragraph. Mr. Fries requested adding "his/her" in the first sentence of #F. Mr. Hartzell asked this policy be presented again at the July meeting for approval.

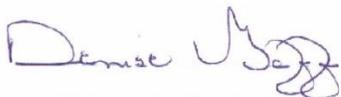
The DVD Players with Headphones Policy and the Safety of Children Policies were presented for annual review. Several wording changes were requested in both policies. Both will be listed on the next meeting agenda for review and approval.

Under Board Comments, Mr. Hartzell told new members there are great differences in this Library since Ms. McGill has arrived. She has truly made a difference. Ms. Hess asked Ms. McGill if she has a staff appreciation event. Ms. McGill said yes every year at Staff Training Day and the Friends of the Library usually gives the staff Chamber Bucks each year.

There were no public comments.

Items for the July 9, 2019 meeting agenda includes the approval of the revised Interlibrary Loan, the DVD Players with Headphones, and the Safety of Children Policies. Also the annual review of additional policies, Auto-Renewal Policy, annual Literacy Training, and the Election of Officers for fiscal year 2020.

With no further discussion, the meeting was adjourned at 6:15 PM



Submitted By: Denise Goff
Operations Manager-Bartlesville Public Library & Bartlesville Area History Museum