

**Bartlesville Public Library
Minutes of the Regular Meeting**

On Tuesday, November 10, 2020 at 4:30 PM, the Bartlesville Library Board was called to order in Meeting Room A at the 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 November 5, 2020 at 8:07 AM and posted by 5:00 PM the same day.

MEMBERS PRESENT AT ROLL CALL:

Rob Fries
Tyler Hartzell
Brittany Hess
Richard Keim
Leigh Sutton

ALSO PRESENT:

Shellie McGill, Library Director
Denise Goff, Operations Manager
Martin Patzkowski, Bartlesville Resident
Eric Gray, Bartlesville Resident
Daisy Creager, Bartlesville Examiner-Enterprise

MEMBERS ABSENT AT ROLL CALL:

Rhonda Hudson
Dylan Smith
2 Positions Vacant

The meeting was called to order at 4:30 PM by Chairman Tyler Hartzell. He welcomed Martin Patzkowski and Eric Gray to the meeting. Both had submitted applications to fill the current vacancies on the Library Board. Mr. Patzkowski thanked Members for the opportunity to attend the meeting. He is very committed to the Bartlesville community and wants to be involved. He works as analyst at ConocoPhillips. He and his family are frequent library patrons. Mr. Gray was born and raised in Bartlesville. He loves libraries and remembers going to the "old library" as a child. He is currently an English Professor at Oklahoma Wesleyan University.

With no corrections or additions to be made, Mr. Keim made a motion to approve the October 13, 2020 Special Meeting Minutes as submitted. Seconded by Ms. Hess. Aye: Fries, Hartzell, Hess, Keim. Sutton. Nay: 0. Motion Carried.

Ms. McGill presented the September/October Director's Report. She said circulation is going up. People are coming to the Library in larger numbers now. During September, the Library averaged 305 persons per day as compared to 519 in 2019. Circulation for the digital collection broke a previous record; a total of 8,467 items were checked out. The Youth Services Department is sponsoring a *Chill Out & Read* Program for all ages. Participants are to use the Beanstack Tracker App to record their reading from November 23-January 1. Prizes will be awarded to whomever reads the most in the kids, teens, and adult categories.

Virtual programs are continuing. For adults, 80 programs were presented with 1,499 attending during September and October. Children and Teen programs totaled 1,792 attendees. The Books@Home Program continues to be very limited. The Collection Development Staff continue to use the Collection HQ software in evaluating the Library's collection of materials. This software identifies areas that need additional materials and also identifies materials that have not checked out. The HotSpots are now available for checkout. This new collection was made available on November 2nd. Thanks to a scholarship from the Rotary Club, the Library was

able to purchase lockers for patrons while at the Library. The lockers are here and were installed at the south end of the near the Library of Things desk. The self-checkout stations should be ready by the end of November. The tables are here. Now just waiting for the equipment to arrive.

Ms. McGill said that Johnson Controls is almost finished with the valve replacement in the Library's HVAC System. Wiring needs to be done before the project is complete. The camera/audio upgrade in the Library Meeting Room is almost complete. The company is waiting for one part; then the staff can be trained on the new system. The roof hatch to access the commercial range hood has been installed.

The Covid numbers continue to rise. In June, Bartlesville averaged 1.65 new cases per day. In November, the average is 13.78. Ms. McGill said she plans to continue with the reduced hours, closed meeting rooms, and virtual programming at this time.

Ms. Hess asked about the new teen space. Ms. McGill explained that we are currently on hold. We are waiting on the architect. Mr. Hartzell asked about the Library vehicle and if it will be purchased this year. Not this year. The City Manager asked for additional information and discussed the timing for this purchase. It was decided it was not the appropriate time because of the pandemic. Mr. Hartzell urged Ms. McGill to continue pursuing the vehicle purchase for the Library.

Ms. Hess made a motion to approve the revised Internet and Computer Use Policy as presented. Changes made include the revision of the "Acceptable Internet Use Guidelines". These guidelines now match the guidelines on the public computers at the Library when patrons log in. Another change was the deletion of terms on Internet Safety as required by the CIPA (Children's Internet Protection Act). Ms. Goff sent the policy to Library Consultant Cathy Van Hoy at the Oklahoma Department of Libraries. The policy is in compliance with CIPA. The motion was seconded by Ms. Sutton. Aye: Fries, Hartzell, Hess, Keim, Sutton. Nay: 0. Motion Carried.

The revised Collection Development Policy was reviewed. The only change made was the deletion of one sentence listing the different formats of collection materials. Many new collections have been added over the years and more will be added in years to come. Mr. Keim made a motion to approve the revised Collection Development Policy. Seconded by Ms. Hess. Aye: Fries, Hartzell, Hess, Keim, Sutton. Nay: 0. Motion Carried.

The new HotSpot Policy was presented for review and approval. Ms. McGill had reviewed policies from other libraries. Our policy follows many of those who already have hotspots in their collection. Mr. Hartzell asked if Staff will re-image the hotspots each time they are returned. Malicious software can be loaded on a hotspot which can be transferred to the devices of the next person that checks it out. The policy needs to state "The Library is not responsible for any malicious software". Ms. McGill will check with the US Cellular representative and see if this is something they do. Board Members agreed to table this policy for further clarification.

The Bulletin Board, Exhibit and Display Space, Electric Signboard, and the Meeting Room Policies were reviewed with no suggested changes.

The next item for consideration was the Election of Officers. Current Board Chair Tyler Hartzell will complete his third and final term on the Board in December. Mr. Fries made a motion to nominate current Vice-Chair Richard Keim as Chairman. Seconded by Ms. Sutton. Aye: Fries, Hartzell, Hess, Keim, Sutton. Nay: 0. Motion Carried. Mr. Keim nominated Rob Fries as Vice-Chairman. Aye: Fries, Hartzell, Hess, Keim, Sutton. Nay: 0. Motion Carried.

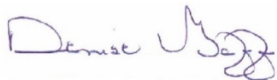
This is the last meeting for longtime members Brittany Hess and Tyler Hartzell. Ms. Hess said it was an honor to be on the Library Board. Director Shellie McGill is doing a great job. Mr. Hartzell commended Ms. McGill for the continuous smiles and grace despite some of the controversies she has faced since becoming Director. The Library has so many new services and collections. Ms. McGill thanked them for their ongoing support of her and the Library.

Under Public Comments, Mr. Gray asked how many vacancies did the Board have at this time. Ms. McGill said two with two more coming in December. She told both Mr. Patzkowski and Mr. Gray if they would like to be on the Board, she would submit a recommendation to City Council for consideration at the December meeting. Both wanted to be considered.

Mr. Patzkowski also suggested that the replacement or damage costs listed in the HotSpot Policy be listed at "fair market value" rather than listing a definite price.

Items for the January 12, 2021 Regular Meeting Agenda include approval of the HotSpot Policy, the annual review of four policies, and possible candidates to fill Board vacancies.

With no further discussion, the meeting was adjourned at 5:40 PM. The next regular meeting of the Bartlesville Library Board will be January 12, 2021 at 4:30 PM at the Bartlesville Public Library, Meeting Room A.



Submitted By: Denise Goff

Operations Manager-Bartlesville Public Library & Bartlesville Area History Museum