

Bartlesville Public Library
Minutes of the Regular Meeting

On Tuesday, January 9, 2018 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 January 4, 2018 and posted at 5:00 PM the same day.

MEMBERS PRESENT AT ROLL CALL:

Mark Boekhout, Chairman
Tyler Hartzell
Richard Keim
Connie Lavoie
Linda Maloney
Frankie Sievers

MEMBERS ABSENT AT ROLL CALL:

Brittany Hess
Leigh Sutton
1 Position Vacant

ALSO PRESENT:

Shellie McGill, Interim Library Director
Denise Goff, Operations Manager

Chairman Mark Boekhout called the meeting to order at 4:30 PM.

With no discussion, Ms. Sievers made a motion to approve the November 14, 2017 Regular Meeting Minutes as presented. Aye: Boekhout, Hartzell, Keim, Lavoie, Maloney, Sievers. Nay: 0. Motion Carried.

Beginning the Director's Report, Ms. McGill said the additional security cameras are now in place. The first floor has coverage in most areas. The DNA/Genealogy classes that were presented last fall were very successful and additional classes have already been scheduled. Ms. McGill and Ms. Goff are working on a signage project for both the Library and the Master Gardeners. She said there are no directional signs in Bartlesville indicating where the Library is located. We are looking for areas around town to place these signs. Several of these will be the universal library sign, others will be direction or arrows added to existing signs. In addition, the Master Gardeners have created signs and legends they want placed in or near the flowerbeds. We have received permission from the Oklahoma State University to use the logo. Since the Master Gardeners are a division of the OSU Extension Office, the logo has to be used on all signage. The City's Sign Shop will make all these signs and Ms. McGill is hoping to have both projects completed within the next 60 days.

Two dishwashers have been purchased and installed. They will help with both the cooking classes and the Legos. A new coffee/hot chocolate service was installed in the Reference Department. It is a proven hit with all patrons. The Library and the History Museum have purchased a plotter printer for joint use. Library Staff has begun a massive weeding project that is expected to take several months to complete. Materials that have not

checked out in 3+ years, out-of-date, or no longer relevant are being withdrawn and given to the Friends. Staff began

Began with the Fiction Collection. When the weeding project is completed in Fiction, some of the opened space will be used to expand the Teen Area.

Ms. McGill said current projects include the artwork for the Library interior. She is working with Debbie Neece, Museum Collection Manager to locate pictures of Bartlesville's people and places. The pictures will be displayed on the brown ribbon around the Library. A local videographer is creating a 1-minute promotional video about the Library. It should be completed by the end of January. The Awesome Committee is working to create the new "Things" collection. The group will select approximately 20 items to begin the Collection. They will use the responses received from the survey that was posted on the Library's website. The Library is requesting donations for musical instruments for this collection.

Ms. McGill presented the Bartlesville Public Library's Long Range Plan, 2018-2020. Supervisors from each department, the Awesome Committee, participated in the creation of this plan. Each member was asked "where do you want your department to be in 3 years". This plan is the result of the programs, services, and collections they wanted to see. Members discussed some of the new programs and services that were included in the plan. Ms. Sievers commented it was very dynamic. Mr. Hartzell suggested exploring a partnership with Mary Martha Mission and/or the Tuesday House for a business clothing section. It would complement the Library's Career Center. Ms. McGill will contact them. Mr. Hartzell made a motion to approve the Bartlesville Public Library Long Range Plan, 2018-2020. Seconded by Ms. Maloney. Aye: Boekhout, Hartzell, Keim, Lavoie, Maloney, Sievers. Nay: 0. Motion Carried.

During the annual policy review, the Use of Public Spaces on Library Property and the BPL Wireless Access Acceptable Use Policies were discussed with no suggested revisions. Ms. McGill suggested two changes in the Circulation Policy. The first is in Section III, "Library cards with outstanding balances of \$5.00 or more will be blocked." She asked Board consideration to change that amount to \$10.00. The other suggested change is "Accounts with items 45 days overdue and/or owing \$25.00 or more in charges are turned over for collection." She thought a change from \$25.00 to \$50.00 would help some of our patrons financially. Board Members agreed to these changes.

The Laptop Policy will be changed to reflect the changes mentioned above. In Section 1, "laptops may be borrowed by library card holds with less than \$10.00 in fines. In Section 3, last sentence was changed to read "Time extension must be requested before allotted time expires." Both policies will be presented for final approval at the March 13, 2018 meeting.

Ms. Lavoie commented the Friends of the Library annual Creative Writing Contest is now underway. Ms. McGill said she hopes to have the Board vacancy filled by the next meeting. She is waiting for an application to be completed and submitted to the City Manager's Office.

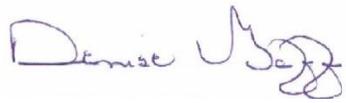
No Public Comments were made.

Items for the March 13, 2018 Regular Meeting Agenda will include the approval of the revised Circulation and Laptop Circulation Policies plus the annual review of 4 additional policies.

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LIBRARY BOARD MEETING MINUTES-JANUARY 9, 2018

With no further discussion, the meeting was adjourned at 5:40 PM. The next meeting of the Bartlesville Library Board is Tuesday, January 9, 2018 at 4:30 PM in the Board Room, Administrative Services-Bartlesville Public Library.

A handwritten signature in blue ink, appearing to read "Denise Goff". The signature is cursive and somewhat stylized.

Submitted By: Denise Goff

Operations Manager-Bartlesville Public Library & Bartlesville Area History Museum