

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

On Tuesday, July 10, 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 July 5, 2018 and posted at 5:00 PM the same day.

**MEMBERS PRESENT AT ROLL CALL:**

Mark Boekhout, Chairman  
Rob Fries  
Richard Keim  
Linda Maloney  
Betsy Martens  
Leigh Sutton

**ALSO PRESENT:**

Shellie McGill, Interim Library Director  
Denise Goff, Operations Manager

**MEMBERS ABSENT:**

Tyler Hartzell  
Brittany Hess  
Connie Lavoie

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

Mr. Keim made a motion to approve the May 8, 2018 Regular Meeting Minutes as presented. Seconded by Ms. Maloney. Aye: Boekhout, Fries, Keim, Maloney, Martens, Sutton. Nay: 0. Motion Carried.

Ms. McGill presented the Director's Report for May and June. Circulation is up approximately 2% over this time last year with e-books having the largest circulation with 5,000+ checkouts each month. A total of 119 items from the Library of Things collection checked out in June. This year's summer reading program hit an all-time record with 1,220 kids signing up. Each of the programs have been very well attended. The Literacy Department reports they currently have 37 active tutors with 90 students and 2 students waiting. The Library added 1,717 books, 34 ebooks, and 370 media in May and June.

Ms. McGill updated Board Members on Library projects. On June 11<sup>th</sup>, the Friends Bookstore opened in its new location and is now open the same hours as the Library. Patrons are appreciative the Bookstore is now open everyday. Sales have been good everyday so far. The majority of pictures have been hung around the Library. The plan is to change out to new pictures every three years. We have received many nice compliments on them. The Library has new lighted display cases that are on the main floor in the seating area. Currently, both cases have displays about our Library of Things Collection.

Library staff are currently working on new projects. These include investigating self-checkout systems, digital library cards, STEM carts, and an adulting classes for teens to be presented this fall.

The next item for Board consideration was the revised Safety of Children Policy. The policy was adjusted on two provisions. Provision #3 now gives Library Staff sole discretion in determining the length of time an unattended child can remain in the Library. Provision #7 enables staff to determine if children are exhibiting disruptive, noisy, or destructive behavior so that a parent or caregiver can be located. Mr. Fries made a motion to approve the revised Safety of Children Policy. Seconded by Ms. Martens. Aye: Boekhout, Fries, Keim,

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Maloney, Martens, Sutton. Nay: 0. Motion Carried.

The only change to the Collection Development Policy is to add the new Mission Statement that was approved as part of the Long Range Plan. Ms. Sutton made a motion to approve the revised Collection Development Policy. Seconded by Mr. Keim. Aye: Boekhout, Fries, Keim, Maloney, Martens, Sutton. Nay: 0. Motion Carried.

The Internet and Computer Use Policy and the Video Surveillance Policy were also reviewed. Mr. Fries asked for a wording change on the Acceptable Internet Use Guidelines. He asked to substitute another word for the word "Legal". An immediate change was not necessary and could wait until the policy is reviewed again. The Video Surveillance Policy was reviewed with no changes suggested.

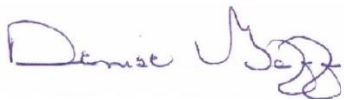
After a brief discussion regarding Board officers for fiscal year 2019, the following motion was made by Ms. Martens: "I nominate Mr. Boekhout to remain as Chairman until November 2018 when his term with the Library Board is complete. Vice-Chair Tyler Hartzell will become Chairman effective at the January 2019 meeting with Linda Maloney serving as Vice-Chair." Mr. Keim seconded this motion. Aye: Boekhout, Fries, Keim, Maloney, Martens, Sutton. Nay: 0. Motion Carried.

No additional comments were made by Board Members.

No Public Comments were made.

Items for the September 11, 2018 meeting agenda includes annual review of policies, the Summer Reading Program Report for 2018, and the Annual Report to the Oklahoma Department of Libraries.

With no further discussion, the meeting adjourned at 5:09 PM so Members could tour the Library of Things Collection. The next meeting of the Bartlesville Library Board will be Tuesday, September 11, 2018 at 4:30 PM in the Board Room, Administrative Services, Bartlesville Public Library.

A handwritten signature in purple ink that reads "Denise Goff". The signature is written in a cursive style.

Submitted By: Denise Goff

Operations Manager-Bartlesville Public Library & Bartlesville Area History Museum