

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

On Tuesday, March 14, 2017 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 March 9, 2017 and posted by 5:00 PM the same day.

**MEMBERS PRESENT AT ROLL CALL:**

Mark Boekhout, Chair  
Tyler Hartzell  
Richard Keim  
Frankie Sievers  
Chris Speirs  
Kellie Storm

**MEMBERS ABSENT AT ROLL CALL:**

Brittany Hess  
Connie Lavoie  
Linda Maloney

**ALSO PRESENT:**

Denise Goff, Operations Manager

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

After a brief review, Mr. Keim made a motion to approve the January 10, 2017 Regular Meeting Minutes as written. Seconded by Mr. Speirs. Aye: Boekhout, Hartzell, Keim, Sievers, Speirs, Storm. Nay: 0. Motion Carried.

On behalf of Ms. McGill, Ms. Goff reviewed the Director's Report. (Ms. McGill was on vacation the week of the regular Board Meeting.) Ms. Goff said the Library was fortunate to receive a \$5,000 grant from Phillips 66 for the purchase of two SMART Tables. The tables encourage learning in a fun and collaborative way and will be located in the children's and teen areas. Some of the tasks completed since the last meeting include the installation of an ice machine; a new Teen iPad area has been created; an Adult iPad area was created; a career center was created in the Reference Department; and cove molding, treads, and tile have been installed in stairways, kitchen areas, and closets. Ms. McGill will be speaking and promoting the Library at the Friday Financial Forum on March 24<sup>th</sup> and the Library will host the Chamber of Commerce *Business After Hours* on Thursday, April 6<sup>th</sup>, 5:00 – 6:30 PM. Ms. Goff asked Board Members to attend if schedules permit.

Currently, we are working on purchasing a window cling for the Teen Area. We are making arrangements to get a library flyer in an upcoming water billing mail out. We plan to repurpose the projector from Meeting Room A and install it in the Board Room. Plans are being made for this year's summer reading program. The line-up is totally new with exciting programs and events. Coleen Hambrick, Literacy Assistant, and Ms. McGill are working on a fun video to promote the Library and its services.

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**LIBRARY BOARD MEETING MINUTES-MARCH 14, 2017**

Ms. Goff explained that the Long Range Planning process will probably need to begin around July or August. The Committee usually consists of key staff members and usually two Board Members. There can always be more. The group meets during the lunch hour either weekly or biweekly, depending on schedules, until the document is complete which usually takes at least 2 months. Once completed, the entire plan will be presented to the Library Board for approval. The Library's current plan will expire in December. Mr. Hartzell asked if the Library's current plan could be sent to Board Members before the next meeting.

The Wireless Access Acceptable Use Policy was presented for discussion and approval. Mr. Hartzell told Board Members that this policy covers as much as possible. It is designed to identify the types of uses that are not acceptable. Mr. Hartzell reviewed several additions made to the policy since the last meeting. Under guideline #1, the following sentence was added, *Nor shall Users obtain copies of, or modify files, other data, or passwords belonging to other persons or entities.* Also under Guideline #7; *Further, connections created for the purpose of hosting are not allowed,* was added. He also explained that #9 deals with cyberbullying and *the coordination of like communications with others* was added to the sentence. Ms. Storm made a motion to approve the BPL Wireless Access Acceptable Use Policy as presented. Seconded by Mr. Keim. Aye: Boekhout, Hartzell, Keim, Sievers, Speirs, Storm. Nay: 0. Motion Carried.

Ms. Goff presented the Laptop Circulation Policy. This policy was presented with a suggested change at the last Board meeting. After the revised policy was approved, another needed change was found. In Rule #4, the last sentence reads: *Printing to the Circulation Printer is available at a cost of 25 cents per sheet.* Ms. Goff asked to delete this sentence. Printing is not an option from the Library's laptops at this time. Mr. Hartzell made a motion to approve the Laptop Circulation Policy with the suggested change. Seconded by Ms. Storm. Aye: Boekhout, Hartzell, Keim, Sievers, Speirs, Storm. Nay: 0. Motion Carried.

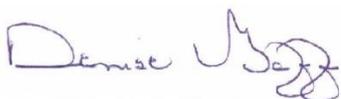
Other policies reviewed but no changes made were Equipment Use, Principles of Conduct, Research, and Ceremonial Flag Circulation Policies.

No additional comments were made by Board Members.

No Public Comments were made.

Items for the May 9, 2017 Regular Meeting Agenda will include the annual Literacy Board Training, new fiscal year budget, and the annual review of policies.

With no further discussion, the meeting was adjourned at 4:51 PM. The next meeting of the Bartlesville Library Board is Tuesday, May 8, 2017 at 4:30 PM in the Board Room, Administrative Services-Bartlesville Public Library.



Submitted By: Denise Goff

Operations Manager-Bartlesville Public Library & Bartlesville Area History Museum