

Bartlesville Public Library
Minutes of the Regular Meeting

On Tuesday, November 8, 2016 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 November 3, 2016 and posted by 5:00PM the same day.

MEMBERS PRESENT AT ROLL CALL:

Mark Boekhout, Chair
Tyler Hartzell
Brittany Hess
Richard Keirn
Kellie Storm

MEMBERS ABSENT AT ROLL CALL:

Connie Lavoie
Linda Maloney
Frankie Sievers
Chris Speirs

ALSO PRESENT:

Shellie McGill, Interim Director
Denise Goff, Operations Manager

The meeting was called to order at 4:30PM by Chairman Mark Boekhout.

Ms. Hess asked that her first name be changed to the correct spelling on the presented September 13, 2016 Regular Meeting Minutes. With no other corrections or additions suggested, Mr. Hartzell made a motion to approve the minutes as corrected. Seconded by Ms. Hess. Aye: Boekhout, Hartzell, Hess, Keirn, Storm. Nay: 0. Motion Carried.

Ms. McGill begin her report by saying that the stair treads, cove molding, and tile have been ordered and received and installation should be soon. The kitchens in the Staff Lounge and Meeting Room A and the Staff Workroom will also be retiled. The new patron counter has been installed to count patrons going upstairs for meetings and literacy students and volunteers. There are more people coming to the Library and going up the north stairwell than originally thought.

Updating the Board on technology security progress, Ms. McGill said three sets of switches were installed last week and the IT Department is still debugging. A new air conditioning unit has been purchased and should arrive by the end of the week. The A/C unit will be installed in the Library's server room so that room can be locked. Also three cameras were ordered for second floor security.

Ms. McGill said there are several Members whose term will expire before the next meeting. She asked if they would like to be reappointed for another term. Mr. Boekhout, Mr. Hartzell, and Ms. Hess all said they would like to continue. Ms. Sievers and Ms. Maloney will be contacted by email. Ms. McGill also

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announced that Friends Board Member Connie Lavoie has been appointed to the Board. She will fill the position vacated by George Halkiades.

The Internet and Computer Use Policy was reviewed. Members agreed that this policy did not cover the Library's wireless access. Mr. Hartzell asked if the discussion could be tabled at this time. He believed the Library needed a separate wireless policy that better outlined regulations on some of the issues the Library has dealt with in recent months. Ms. McGill said she will work with the IT Department and have a rough draft ready for Board review at the January meeting.

The next item for discussion was the revised Meeting Room Policy. Mr. Hartzell said it needs to be mentioned that the meeting room spaces are library spaces and anyone occupying the meeting room(s) must comply with all other Bartlesville Public Library policies. He suggested this could be added to the end of provision #2. Mr. Hartzell also asked if the contracted cleaning crews would charge additional fees if the rooms were left in a mess after a meeting. If they do, those charges should also be added to the policy. Ms. McGill said that additional work to the policy is still needed. She said the addition suggested by Mr. Hartzell will be added and cleaning costs will be added as well. Now that the policy itself is almost complete, work can begin on the application. We hope to have everything complete for final approval of this policy at the January meeting.

The Bulletin Board, Exhibit Spaces/Exhibit Spaces Agreement, and the Electronic Signboard policies were reviewed with no suggested changes or additions.

Under Board Member Comments, Chairman Boekhout said he received a letter from the Oklahoma Department of Libraries stating the Library did not qualify for state aid for fiscal year 2017. The reason given was the Interim Director did not have a Master's Degree in Library and Information Studies. This letter is a formality and it was also sent to Ms. McGill and City Manager Ed Gordon.

Ms. McGill told Board Members she is exploring funding sources to partially floor in the second floor. With the reconfiguring of existing areas and the additional area, we can incorporate a teen center or a technology center. Mr. Hartzell said Springfield (Missouri) Public Library has a very successful teen program. He will try to contact them. Ms. McGill said the Library is not servicing teens to the best of our ability at this time. It is one of the main areas that needs work.

Items for the January 10, 2017 Agenda includes the discussion and approval of the revised Meeting Room Policy, review a possible draft of the new Wireless Policy, and further discussion of the teen area.

With no further discussion, the meeting was adjourned at 5:03 PM. The next meeting of the Bartlesville Library Board is Tuesday, January 10, 2017 at 4:30 PM in the Board Room, Administrative Services Bartlesville Public Library.

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Submitted By: Denise Goff

Operations Manager-Bartlesville Public Library & Bartlesville Area History Museum