

Bartlesville Public Library
Minutes of the Regular Meeting

On Tuesday, January 8, 2019 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 3, 2019 and posted at 5:00 PM the same day.

MEMBERS PRESENT AT ROLL CALL:

Rob Fries
Tyler Hartzell
Brittany Hess
Richard Keim
Betsy Martens

ALSO PRESENT:

Shellie McGill, Library Director
Denise Goff, Operations Manager

MEMBERS ABSENT:

Leigh Sutton
3 Positions Vacant

Chairman Tyler Hartzell called the meeting to order at 4:30 PM with a quorum present.

Ms. Hess made a motion to approve the November 13, 2018 Regular Meeting Minutes as presented. Seconded by Mr. Keim. Aye: Fries, Hartzell, Hess, Keim, Martens. Nay: 0. Motion Carried.

Ms. McGill began the Director's Report by saying that circulation was down during November and December. The Thanksgiving and Christmas holidays with the Library being closed additional days during this time is a contributing factor however, patrons are now checking out more digital sources. The Youth Services Department has created a new Teen Advisory Board. The group will actively volunteer working at the Library each month. They will also be creating displays, helping select materials for the young adult collection, and participate in the design and development of the Teen Area. Mr. Fries asked who was on the Teen Board. Ms. McGill will send a roster of members to the Board. Delivery of books through the Books@Home Program increased the last two months. A total of 1,279 books/materials were delivered to 66 homes.

There were 264 checkouts from the Library of Things Collection for November and December. The Literacy Department hosted a Christmas Party for tutors in December. Santa and Mrs. Claus visited for a special storytime in December. The kids loved it. Ms. McGill thanked Ms. Hess for her suggestion. Ms. McGill said that the White Rose Cemetery is also a part of the Library's operations. Beginning next month, there will also be reporting from that department. Ms. Hess asked if the Local and Family History Department could come to an upcoming meeting and explain their department. She is not very familiar with this department. Ms. McGill will have the LFH Staff come to the March meeting. New items are being added to the Library of Things Collection. Some of these include a Metal Detector, Portable Projector and Screen, Record Player, Graphing Calculators, and an Instant Pot. Both Mr. Fries and Mr. Hartzell asked a generic waiver be created for certain items in the collection; the Instant Pot, being one of them. Ms. McGill will work on this.

The Bartlesville Astronomical Society and the Bartian Youth Astronomers recently donated a state-of-the-art telescope, the Orion StarBlast 250, to the Library's Things Collection. Ms. McGill was very grateful for their generosity. A new microfilm reader/scanner/printer has been purchased for the Local and Family History Department. The Library recently received two grants. A \$10,000 grant was received from the Children's Reading Charitable Trust and \$5,000 was received from ConocoPhillips.

Ms. McGill asked for Members direction in the creation of a "bug/pest" policy. She believes the Library does not have a bug problem; however, we find pests periodically when patrons bring them in or they are in returned items. In the recent three weeks, no bugs have been found during the weekly checks done by the City's Exterminator. She asked if the Board would prefer to have a policy or a procedure on this issue. She has asked several library directors around the state and has received several policies that are already in place at other libraries. Some are very strict and others consider bugs/pest part of daily operations. Should we require some type of documentation saying the problems are resolved? Should the patrons that have been denied privileges be reinstated? Board Members thought material inspections with the Circulation Supervisor would be a good start. Patrons should check in their materials with the Supervisor only and gradually regain privileges. It was also suggested that criteria for an apartment residence should be different than criteria for a single family dwelling. Ms. McGill will draft a policy to present at the next meeting. Members also asked to see policies from other libraries as well.

As of January 1st, Ms. McGill is the permanent Library Director and has stepped aside from all duties in the Human Resources Department. She will now work solely at the Library.

Mr. Hartzell said he would like to see the Library's patrons using only electronic resources be aware of the programs, events, and services the Library has. Ms. McGill has two conferences coming up this spring; she will check with vendors to see what is available.

Mr. Fries made a motion to elect Richard Keim as Vice-Chair. The motion was seconded by Ms. Martens. Aye: Fries, Hartzell, Hess, Keim, Martens. Nay: 0. Motion Carried.

The revised Exhibit and Display Spaces Policy was presented for approval. Several wording changes were made as well as the addition of one provision under the *General Rules*. The sentence reads *Final submissions for all exhibits will be reviewed by the Library Director or designee*. Ms. Hess made a motion to approved the revised policy as presented. Seconded by Mr. Keim. Aye: Fries, Hartzell, Hess, Keim, Martens. Nay: 0. Motion Carried.

During the annual review of the Laptop Circulation Policy, Mr. Fries suggested one addition. In provision #6, he suggested *by a particular library cardholder* be added after *Laptops may be borrowed only once per day*. The policy, with this addition, will be presented at the March meeting for approval.

The Use of Public Spaces in the Library Policy was reviewed with no changes.

No additional comments were made by Board Members.

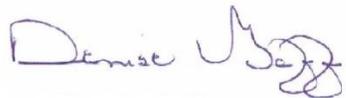
No Public Comments were made.

Items for the March 12, 2019 agenda includes the revised Laptop Circulation Policy, a possible draft of a "pest/bug" policy, a presentation from the Local and Family History Department Staff, meeting 2 prospective board members, and budget proposal for fiscal year 2020.

PAGE 3

LIBRARY BOARD MEETING MINUTES-JANUARY 8, 2019

With no further discussion, the meeting was adjourned at 5:35 PM

A handwritten signature in blue ink that reads "Denise Goff". The signature is written in a cursive style with a large, stylized initial "D".

Submitted By: Denise Goff

Operations Manager-Bartlesville Public Library & Bartlesville Area History Museum