

Bartlesville Public Library
Minutes of the Regular Meeting

On Tuesday, March 13, 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 March 8, 2018 and posted at 5:00 PM the same day.

MEMBERS PRESENT AT ROLL CALL:

Mark Boekhout, Chairman
Tyler Hartzell
Brittany Hess
Richard Keim
Connie Lavoie
Betsy Martens
Leigh Sutton

ALSO PRESENT:

Shellie McGill, Interim Library Director
Denise Goff, Operations Manager

MEMBERS ABSENT AT ROLL CALL:

Linda Maloney
Frankie Sievers

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

Mr. Keim made the motion to approve the January 9, 2018 Regular Meeting Minutes as presented. Seconded by Ms. Sutton. Aye: Boekhout, Hartzell, Keim, Lavoie, Sutton. Nay: 0. Absent for Vote: Hess, Martens. Motion Carried.

Library Director Shellie McGill highlighted the regular monthly reports with a visual presentation. She noted the Library's circulation is up overall a total 2% over last year. Some of the highest increases are in juvenile materials, up 5.73%; e-books is up 11.56%, and in-house usage of materials is up 12.39%. There was an average of 217 distinct clients using the Library's wi-fi per day during January and February. A total of 98 programs were presented with an attendance of 658. Eight of those programs were Facebook Live programs that had 1,074 views. 824 books and other materials were delivered to patrons enrolled in the Books@Home Program. Literacy Staff will attend training in Oklahoma City in April on new recommended assessment materials. A total of 61 people used the Library's new Career Center in the past two months.

She told Members of several new things at the Library. Additional cameras have been installed in the parking lots and the proctoring room. The City's Sign Shop is creating street signage for the Library and new signs for the Master Gardeners. The Library recently changed its primary book vendor to Baker & Taylor. Their percentage discount was higher in most collection categories. The Library has partnered with the History Museum and purchased a HP printer for both departments to use. Staff have already used the printer for exhibits, posters, and signs. The new "Things" Collection is progressing. Some of the items included in this collection are personal laminators, sewing machines, photography kits, engraving kits, and musical instruments. Most of the items have arrived. Library Staff are now working on the policies and procedures of the collection. We hope to have everything in place so the "Things" are ready for checkout on June 1st. Another service we hope to complete in June is the new *Library Lane Express*. This new service will allow library patrons to call in their requests and come pick them up. One parking space will be designated as "pick up lane" only. When patrons arrive, they can call and library staff will take their materials to the car.

Board Members enjoyed the monthly report presentation and asked Ms. McGill to keep this format in future meetings.

Mr. Hartzell made a motion to approve the revised Laptop Circulation Policy as submitted. Seconded by Ms. Hess. The revisions that were discussed at the last meeting included changing the maximum amount of fines of the cardholder from \$5.00 to \$10.00. Another change was rewording the last sentence in #3 to read, "Time extension must be requested before time expires." Aye: Boekhout, Hartzell, Hess, Keim, Lavoie, Martens, Sutton. Nay: 0. Motion Carried.

The revised Circulation Policy was approved following a motion made by Mr. Keim, seconded by Mr. Hartzell. There were two changes requested. They included changing the outstanding balances of delinquent borrowers from \$5.00 to \$10.00 and borrowers would not be turned over to collections unless they owed \$50.00 or more. Aye: Boekhout, Hartzell, Hess, Keim, Lavoie, Martens, Sutton. Nay: 0. Motion Carried.

The rewritten Exhibit and Display Policy was submitted for Board approval. The revised policy requires an application for exhibit consideration. The applications are to be submitted by June 30th of the previous year. Additional statements were also added. One of these states, *exhibits and displays are seen by anyone who walks into the Library, both children and adults, exhibits and displays must meet a standard acceptable to the community.* Another addition, *The Library will not engage in the sale of any items on exhibit. Any inquiries will be referred back to the exhibiting individual or group.* Ms. Lavoie made a motion to approve the revised Exhibit and Display Policy. Seconded by Ms. Sutton. Aye: Boekhout, Hartzell, Hess, Keim, Lavoie, Martens, Sutton. Nay: 0. Motion Carried.

The last revised policy for Board approval was the Principles of Conduct. The words food and drink were eliminated from #6. Mr. Hartzell made a motion to approve the revised Principles of Conduct Policy. The motion was seconded by Mr. Keim. Aye: Boekhout, Hartzell, Hess, Keim, Lavoie, Martens, Sutton. Nay: 0. Motion Carried.

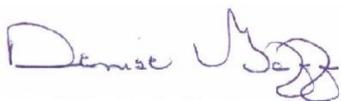
Board Members reviewed the Equipment Use Policy, the Research Policy, and Ceremonial Flags Circulation Policy with no suggested changes or additions.

No additional comments were made by Members.

No Public Comments were made.

Items for the May 8, 2018 agenda includes the annual Literacy Services presentation and the annual review of 3 policies.

With no further discussion, the meeting was adjourned at 5:23 PM. The next meeting of the Bartlesville Library Board is Tuesday, May 8, 2018 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