

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

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

MEMBERS PRESENT AT ROLL CALL:

Mark Boekhout, Chairman
Rob Fries
Tyler Hartzell
Brittany Hess
Richard Keim
Connie Lavoie
Leigh Sutton

ALSO PRESENT:

Shellie McGill, Interim Library Director
Denise Goff, Operations Manager

MEMBERS ABSENT:

Linda Maloney
Betsy Martens

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

Mr. Hartzell made a motion to accept the September 11, 2018 Regular Meeting Minutes as written. Seconded by Ms. Sutton. Aye: Boekhout, Fries, Hartzell, Hess, Keim, Lavoie, Sutton. Nay: 0. Motion Carried.

For the Director's Report, Ms. McGill said that library users and wi-fi usage are up and circulation of materials is slightly down. In the recent two months, the Library has participated in the Washington County Free Fair and the Downtown Halloween Spooktacular. Both events were great successes. There were a total of 81 programs presented with 1,126 in attendance. (Those numbers do not include the Library's participation in the Fair and Spooktacular.) The Literacy Department Staff attended the state conference in Oklahoma City in September.

Ms. McGill showed Board Members a letter received from Epic Charter School teacher Cynthia Donohue Baur complementing the Library and Staff. She also gave Board Members a copy of a letter received from D. Lynn Hunt. This letter was sent to the City Manager, City Council, and potential City Council Members. It showed a deep concern for the City choosing Ms. McGill as the Library Director and because of that decision losing the \$15,000 annual grant. After Board Members reviewed the letter, it was their consensus that if City Administration did not think this was a problem, they did not think so either. It was also pointed out that the City had saved a director level salary for three years. The Library is seeing increasing usage because of the programs, services, and collections Ms. McGill has put in place since her arrival.

The Library held its annual Staff Training Day on Friday, November 9th. It was an action-packed day with training on working with homeless patrons, self-defense, and refresher courses on Library policies and procedures. The installation of *Collection HQ* is now underway but it will take several months to complete. The public restroom renovations are now complete. Ms. McGill said there will be a "short rest time" then work will begin on the Youth Services Department. She also updated Members on the current status of the bed bugs that were found in the Library. Each section of the Library has been sprayed multiple times and 48 bait stations

are in place. In the past 4 weeks, no bed bugs have been found. Library and Park Staff will continue to monitor each week. The Library has a new Intern. Emily Tisdale is a high school senior and she will be working at the Library for 2 hours each day on marketing the Library.

Ms. Lavoie said the Friends of the Library wanted to show their appreciation to the Library Staff. They will be giving each Staff Member a hand-written note and \$20.00 in Chamber Bucks. The gifts will be distributed this week.

The revised Meeting Room policy was reviewed. The change made was in provision #2. The policy now reads, "Unlawful acts or inappropriate behavior, as defined by library staff, are prohibited on any library/city property." Ms. Lavoie made a motion to approve the Meeting Room Policy as revised. Seconded by Mr. Hartzell. Aye: Boekhout, Fries, Hartzell, Hess, Keim, Lavoie, Sutton. Nay: 0. Motion Carried.

The Bulletin Board Policy and Electronic Signboard Policy were reviewed with no suggested changes or additions.

After discussions regarding the Exhibit and Display Policy, Members suggested several changes. They included several wording changes as well as outlining the decision maker on accepted/not accepted exhibits. This policy will be revised and presented for approval at the next meeting.

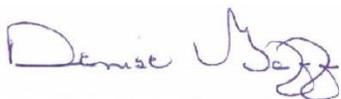
Under comments, Ms. Sutton asked about the name for the new Tower Green Project. Ms. McGill said it will be named something else, and she has heard nothing further on renaming the Library, the Ruth Brown Memorial Library.

No Public Comments were made.

Items for the January 8, 2019 Agenda include the approval of the revised Exhibit and Display Policy, the annual review of 4 additional policies, and the election of a new Vice-Chair. Tyler Hartzell will take over as Chairman at this meeting.

Mr. Boekhout expressed his thanks to all. He has enjoyed his time on this Board. This meeting was the last for him and Connie Lavoie.

With no further discussion, the meeting adjourned at 5:24 PM.



Submitted By: Denise Goff
Operations Manager-Bartlesville Public Library & Bartlesville Area History Museum