

Bartlesville Public Library
Minutes of the Regular Meeting

On Tuesday, July 14, 2020 at 4:30 PM, the Bartlesville Library Board was called to order **via videoconferencing per Senate Bill 661**. Notice was filed in the Office of the City Clerk, 401 S. Johnstone, Bartlesville, Oklahoma on July 9, 2020 at 9:08 AM and posted by 5:00 PM the same day.

MEMBERS PRESENT:

Rob Fries
Tyler Hartzell
Brittany Hess
Rhonda Hudson
Richard Keim
Betsy Martens
Dylaln Smith

ALSO PRESENT:

Shellie McGill, Library Director
Denise Goff, Operations Manager

MEMBERS ABSENT:

Dallas Lewis
Leigh Sutton

Chairman Tyler Hartzell called the meeting to order at 4:32 PM. He welcomed everyone to the Library Board's first virtual meeting.

With no suggested changes, Mr. Fries made a motion to approve the March 10, 2020 Regular Meeting Minutes as submitted. Seconded by Ms. Martens. Aye: Fries, Hartzell, Hess, Hudson, Keim, Martens, Smith. Nay: 0. Motion Carried.

Library Director Shellie McGill presented the Director's Report covering the months of May and June. She reported that people are still hesitant in coming in. The Library is averaging about 207 people per day which is about a third of the numbers the Library was seeing this time last year. In April during the period the Library was closed to the public, a record number of digital books were checked out. A total of 8,063 books were downloaded. For now, all Library sponsored programs are either held on Facebook, Zoom, or outside.

The summer reading program kicked off on June 12th. This year's special events included Mad Science, Teen Karaoke, Inspyr, and Exotic Animals. Active readers are using the Beanstack app this year to record their reading. There are a total of 538 active readers with 179,586 minutes recorded. The outdoor exercise classes held at the Tower Green @ Unity Square are a big hit with participants.

Ms. McGill continued saying that during the time the Library was closed, the ordering of new materials was temporarily put on hold. Ordering has resumed with orders being placed each week to get caught up. The My Library! App is now available. Patrons can check out materials, reserve/place holds, and check out the Library's social media pages from their phones. The Reference and Youth Services desks have been combined and moved to the center of the Library. The location will give patrons a centralized location to ask questions or ask for assistance. The Kid's Kingdom was 95% completed during the time the Library was closed. Kids are enjoying the new area with the new face-out shelving for easy books, a slide, and the LiteZilla

is now operational in the storytime room. The next project will be "The Fortress" for teens. City Council has approved the proposal and Ambler Architects are now working on the design. Ms. McGill said the Library will install two self checkout stations in the upcoming months. They will be touch screen computers with scanners.

Thanks to the City's Maintenance Staff, the lighting in the Large Print Area has been upgraded to LED lighting at a substantial savings. The Library has applied for a digital inclusion grant from the Oklahoma Department of Libraries. Ms. McGill requested funding for 30 hot spots to be available for patron checkout. We should know by the end of month if the Library will receive this grant. A new Outdoor Games Collection is now available for checkout. The games can be checked out for 24 hours and can be for use at the Tower Green. There were 45 checkouts in June. Ms. McGill said there have been personnel changes since the Library Board met last. Roger Elmore has moved to Arkansas for a branch manager position. Our part-time floater, Kayla Ashley is now in that full-time Library Specialist position. Kayla is also enrolled at the University of Oklahoma School of Library and Information Studies. She will begin this fall. Melissa Wilske is the new Library Specialist in Youth Services. Both are great additions to the staff and we are grateful they are here.

Ms. Hudson asked about the disinfecting procedures in the Library and if staff is doing this job. Ms. McGill said staff disinfects areas throughout the day. Counters, chairs, computer key boards are all cleaned and disinfected after they have been touched. The contracted cleaning crew is also disinfecting areas when they are at the Library in the evening.

The Safety of Children and Interlibrary Loan policies were reviewed with no suggested changes or additions.

Mr. Fries recommended one change and one correction for the Video Surveillance Policy. He ask the statute number be corrected in the second paragraph. He suggested the sentence, "The Library Director should consult with the City Attorney" be added to the end of the third paragraph. A couple of grammatical changes were also suggested for the DVD Players with Headphones Policy. Both policies with the revisions discussed will be presented at the next meeting for final approval.

The revised Principles of Conduct Policy was presented for approval. One addition was requested. The ending sentences were revised to read, "Individuals in violation of the Principles of Conduct will receive a verbal warning. If the problem persists, individuals may be asked to leave the Library." Final review and approval of the revisions will be at the next scheduled meeting.

Ms. Hess made a motion for Tyler Hartzell to remain as Library Board Chairman until his term ends in December 2020. This motion was seconded by Ms. Martens. Aye: Fries, Hartzell, Hess, Hudson, Keim, Martens, Smith. Nay: 0. Motion Carried.

Mr. Keim was reelected as Vice-Chairman with a motion from Ms. Hess, seconded by Ms. Martens. Aye: Fries, Hartzell, Hess, Hudson, Keim, Martens, Smith. Nay: 0. Motion Carried.

Board Members shared their appreciation to the Staff during this crisis and kudos for all the hard work and changes made while the Library was closed to the public.

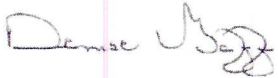
No Public Comments were made during this meeting.

Items for the September 8, 2020 meeting agenda include the approval of the revised Video Surveillance, DVD Players with Headphones, and the Principles of Conduct policies. Also will be the review of the Annual Report to the Oklahoma Department of Libraries and the 2020 Summer Reading Program Report.

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With no further discussion, the meeting adjourned at 5:35 PM. The next meeting of the Bartlesville Library Board will be September 8, 2020 at 4:30 PM in the Board Room-Administrative Services, Bartlesville Public Library.

A handwritten signature in dark ink, appearing to read "Denise Goff", with a stylized flourish at the end.

Submitted By: Denise Goff

Operations Manager-Bartlesville Public Library & Bartlesville Area History Museum