

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

On Tuesday, March 10, 2020 at 4:31 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 5, 2020 at 9:01 AM and posted by 5:00 PM the same day.

**MEMBERS PRESENT AT ROLL CALL:**

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

**ALSO PRESENT:**

Shellie McGill, Library Director  
Denise Goff, Operations Manager

**MEMBERS ABSENT AT ROLL CALL:**

Dallas Lewis  
Dylan Smith  
Leigh Sutton

The meeting was called to order at 4:31 PM by Chairman Tyler Hartzell. New Member Dylan Smith was unable to attend this meeting.

Mr. Fries made a motion to approve the January 14, 2020 Regular Meeting Minutes as presented. The motion was seconded by Ms. Martens. Aye: Fries, Hartzell, Hess, Hudson, Keim, Martens. Nay: 0. Motion Carried.

Ms. McGill presented the Director's Report for January & February. The Library averaged 541 patrons per day during this period. The Circulation Staff issued 140 digital cards to Osage Hill School students. Youth Services hosted a total of 52 programs with 893 attendees. Specific programs included a Teen STEAM and Gaming Day hosted with Microsoft, Teen Jewelry/Beading Workshop, and *Read Across America Day*-Dr. Suess Birthday Celebration. Adult programs totaled 101 with 1,038 in attendance. The Library also hosted nine virtual programs with 2,486 views. The Literacy Department celebrated with two students that are now United States citizens, Eduardo and Raquel Valenzuela.

The new #lifehacks program for young adults meets once a month. It is an adulting series teaching cooking and life skills. The upcoming programs includes building credit, income taxes, household cleaning tasks, and making inexpensive cleaners. This program series is funded by a grant from Phillips 66. The crafting classes are very popular. Registration for the upcoming wreath making class is full and names are being taken in case there are any cancellations. Ms. McGill has purchased a set of jumper cables to help patrons that have car battery problems at the Library. They are available at the Reference Desk. Two new "offices" were created outside the Local and Family History Department. Each has a table and four chairs for small working groups or teachers working with students.

The GO and Sales Tax Bond Issue is ready for vote in April. The Library has asked for funding for the skylight replacement, HVAC chiller replacement, and roof repair and painting. The Library's approved request totals

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\$392,160. A new collection is available for checkout. Binge Boxes contain four movies each. The collection was created with the DVDs the Library has received through donations. Currently, the Maintenance Staff is renovating the storytime room.

Items in the works include re-evaluating the Library's automated Polaris software, Josh Wright has agreed to do a library video-details are now being discussed, and the purchase of an outdoor game collection to be checked out and used at the new Tower Green. The Library will participate in the Grand Opening Festivities on May 1<sup>st</sup>.

Ms. McGill said that she is working on a "Flu Contingency Plan"; a request from City Administration because of the COVID-19 Virus threat. The plan needs to cover Library operations if 10%, 25%, and 50% staff are ill. Ms. Martens asked who would be most affected if the Library had to close. Ms. McGill believed the homeless population would be the most severely impacted. The Library is temporarily suspending programming, classes, and clubs. Sanitizing measures have been put in place. Daily sanitizing of all restrooms will be done by the cleaning crews. Ms. McGill also has considered the need of an unmanned book/materials dispenser to install on the eastside of Bartlesville. The unit would need a weather cover and electric would need to be installed. Costs for the unit would be around \$85,000. She asked Board Members their views if Bartlesville needs this at this time. Members agreed additional statistical information would be needed to determine the need and best location to install the unit.

Ms. Hudson asked if the Library conducts background checks on all persons that interact with children. Ms. McGill said that background checks are conducted on staff before hiring but not persons that are brought in for programming. Ms. Hudson said it is an Oklahoma law for anyone working with children. She will send a copy of the state statute for clarification.

Four policies were reviewed. One addition was suggested for the Principles of Conduct Policy. Under the items not allowed in the Library", the second line is to be changed to "Alcohol, marijuana, and illegal Drugs". This policy will be revised and presented at the next meeting for approval. No other suggestions or additions were discussed.

Under Comments, Ms. Martens complemented Ms. McGill on all the good ideas from the Public Library Association Conference. Ms. McGill invited the Board to the annual City Block Party scheduled on Saturday, May 16<sup>th</sup> and the Grand Opening of the Tower Green on Friday, May 1<sup>st</sup>.

No Public Comments were made at this meeting.

Items for the May 12, 2020 regular meeting agenda includes the approval of the revised Principles of Conduct Policy and the annual review of three additional policies.

With no further discussion, the meeting adjourned at 5:57 PM. The next meeting of the Bartlesville Library Board will be May 12, 2020 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