

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

On Tuesday, March 9, 2021 at 4:30 PM, the Bartlesville Library Board was called to order in Meeting Room A at the 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 4, 2021 at 8:28 AM and posted at 5:00 PM the same day.

MEMBERS PRESENT AT ROLL CALL:

Rob Fries
Eric Gray
Rhonda Hudson
Richard Keim
Martin Patzkowski
Dylan Smith
Leigh Sutton

ALSO PRESENT:

Shellie McGill, Library Director
Denise Goff, Operations Manager
Karen Kerr-McGraw, Literacy Coordinator
Norma Seabolt, Literacy Assistant
Cheryl Dorris, Literacy Assistant
Joanie Elmore-Americorp Literacy Assistant
Kim Miller, Bartlesville Resident
Shala LaTorraca, Bartlesville Resident
Perry Brown, Bartlesville Resident
Kathryn Franz, Bartlesville Resident
Jarrett Cowden, Bartlesville Resident

MEMBERS ABSENT AT ROLL CALL:

2 Positions Vacant

The meeting was called to order at 4:30 PM by Chairman Richard Keim.

Mr. Keim welcomed Kim Miller, Shala LaTorraca, Perry Brown, Kathryn Franz, and Jarrett Cowden to the meeting. Each has submitted an application for City Council appointment to the Library Board. The applicants introduced themselves, their backgrounds, and told why they would like to serve on this Board. Mr. Keim said there are currently two positions open with a third position to become vacant towards the end of this year. Ms. McGill thanked them for their interest and willingness to serve on this Board.

After a brief review, Ms. Sutton made a motion to approve the January 12, 2021 regular meeting minutes as submitted. The motion was seconded by Mr. Gray. Aye: Fries, Gray, Hudson, Keim, Patzkowski, Smith, Sutton. Nay: 0. Motion Carried.

Coordinator Karen Kerr-McGraw presented the annual literacy services report to the Board. She explained one of the requirements to receive state and federal grant funding is to provide a report to the advisory board each year outlining programs and services provided by their department. Literacy Services staff members Cheryl Dorris, Norma Seabolt, and Joanie Elmore also attended the meeting. Ms. Kerr-McGraw stated, "770 million adults worldwide do not possess the ability to read, write or understand a simple sentence. The annual number of young adults dropping out of high school is one in three and a functionally illiterate adult faces unemployment, poverty, and incarceration in his/her daily life." Literacy Services currently has 26 tutors and 53 active students with 1 student waiting. They also host citizenship, ELL (English Language Learners), and Spanish Classes weekly. A total of 53 individuals have received their citizenship after attending classes at BPL. In 2015, Oklahoma received Ds & Fs on the Nation's report card regarding health issues. Health and wellness programming and services were added to Literacy Services. Currently, Literacy now hosts 12 to 15 programs each week. Mr. Gray asked if literacy was unique to Bartlesville or part of all libraries. Ms. Kerr-McGraw said that many Oklahoma libraries have literacy services. Mr. Patzkowski asked if this program

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evolved over time. She said yes and it continues to expand each year. Ms. McGill said BPL's award-winning Literacy Services is used as a model program by the Oklahoma Department of Libraries.

Ms. McGill presented the Director's Report for January and February 2021. She said the circulation numbers are still low however in January digital circulation hit a new record high with 10,035 checkouts. All of the Library's programming continues to be either virtual or outdoors. Youth Services hosted 17 programs with 457 attendance. Six programs were presented for adults with 297 attendees. Literacy sponsored programs and classes totaled 115 with 10,388 views and attendees. The Local and Family History answered 133 questions received by phone, email or in person and provided assistance to 9 patrons using the Digital Conversion Station. Collection Services added 1,025 new materials to the collection and withdrew 1,483 items that were damaged or out-of-date.

The Library is creating a new collection thanks to a grant from Phillips 66. STEM Kits will be available for checkout in about a week. Initially, 5 kits each of Wonder Workshop Dash, Fisher-Price Code-a-Pillar Twist, and Cubelets Robot Blocks were purchased. This year's Phillips 66 Community Grant will fund an outdoor memorial wall honoring Bartlesville Librarian Ruth Brown. It will be 6' x 20' and will be located behind the outdoor bookdrop on the east side of the building. Work on this project will begin this spring. On January 29, the Library experienced an extensive water leak. A flushing valve stuck in the open position in the second floor men's restroom. It occurred when the janitorial service was cleaning the Library at approximately 3:00 AM. By the time staff arrived at 8:30 AM, there was flooding on both the first and second floors. A remediation company was quick to respond and kept the damage to a minimal level. The City Maintenance crews are currently doing repairs.

Ms. McGill said that the Library is changing its book vendors for this year. We will be ordering most materials from Brodart instead of Ingram. The Library's request for e-rate funding for the July 2021-June 2022 year has been submitted. For the first time, the Library is asking for "Category 2" monies that fund equipment additions. The request was recommended by the City's IT Department and totaled \$47,000. If funded, the Library will have to pay approximately \$5,000 of the total amount. Johnson Controls continues working on the mechanical updates. They are scheduled to complete the changeout by the end of March. The design specs have been created for the new teen area, The Fortress. The plan has been submitted to a subcontractor for preliminary estimates. Ms. McGill told Board Members that the Covid cases for Bartlesville are beginning to decline. March numbers average approximately 12.13 new cases per day. All safety measures will remain in place at this time. The current City facility mask mandate will be reviewed again on May 3rd.

Board Members reviewed the Research and Equipment Use Policies with no suggested changes. Mr. Patzkowski made two suggestions for the Principles of Conduct Policy. Under #3 – last sentence should read, "Appropriate corrective action, as determined by staff, will be taken". He also suggested deleting the words "socially decent" in #10. One substitution was recommended in the Ceremonial Flags Circulation Policy. On provision #9, second sentence, replace "will not be tolerated" with "will result in revocation of privileges". Both revised policies will be presented at the May 11, 2021 regular meeting for final approval.

Under Board Comments, Mr. Gray asked how the Board selects new members. All of the applicants are qualified and show a genuine in the Library. Ms. McGill suggested she email all of the Board Members and each can respond if they would like their opinion known. Members agreed.

No Public Comments were made at this meeting.

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Items for the May 11, 2021 Regular Meeting Agenda includes introduction of two newly appointed members, the final approval of the Revised Principles of Conduct and Ceremonial Flags Circulation Policies, and the annual review of three policies.

With no further discussion, Ms. Sutton made a motion to adjourn at 5:43 PM. The motion was seconded by Mr. Smith. Aye: Fries, Gray, Hudson, Keim, Patzkowski, Smith, Sutton. Nay: 0. Motion Carried. The next regular meeting of the Bartlesville Library Board will be May 11, 2021 at 4:30 PM at the Bartlesville Public Library, Meeting Room A.



Submitted By: Denise Goff

Operations Manager-Bartlesville Public Library & Bartlesville Area History Museum