

Bartlesville Public Library
Minutes of the Regular Meeting

On Tuesday, January 12, 2016 at 4:30PM, 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 January 8, 2016 and posted by 5:00 PM the same day.

MEMBERS PRESENT AT ROLL CALL:

Mark Boekhout
George Halkiades, Chair
Tyler Hartzell
Brittany Hess
Richard Keirn
Frankie Sievers
Chris Speirs
Kellie Storm

MEMBERS ABSENT AT ROLL CALL:

Linda Maloney

ALSO PRESENT:

Shellie McGill, Interim Transitional Director
Denise Goff, Operations Manager

George Halkiades, Chairman called the meeting to order at 4:30PM. He welcomed new member Richard Keirn to the Board.

Mr. Hartzell made a motion to approve the November 10, 2015 Regular Meeting Minutes as submitted. Seconded by Ms. Sievers. Aye: Boekhout, Halkiades, Hartzell, Hess, Keirn, Sievers, Speirs. Nay: 0. Absent for Vote: Storm. Motion Carried.

Ms. McGill reported that the Flag Exhibit is currently at City Hall in City Council Chambers. They will be on display for a short period of time before returning to the Library. Staff will begin working on a policy regarding organizations using/checking out the flags. A policy on appropriate attire in the Library is also being considered, If Board Members are interested in working on either of these policies, staff would appreciate the input. She said the painting project continues. Now that the second floor is finished, the Maintenance Staff are now working on the main floor and finishing areas that were not completed the first time.

The Bartlesville Art Association will be refurbishing the Library's Christmas cards during the year with hopes to have the project completed by next Christmas. Ms. McGill continued saying the Library has a new staff member. Roger Elmore reported on January 4th as the new Library Specialist in Reference. We have also received a resignation. Youth Services Assistant Rosalinda Pruiksmas will stay home to care for the new baby after her arrival.

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The Library has two items for City Council approval at their next meeting. One is the contract for Library materials. Ingram was selected again. Their service, discounts, and the online ordering continues to be the best. The other item is the contract with Keleher Outdoor Advertising for billboards for the 2016 summer reading program.

Ms. McGill was pleased to announce that the Library was granted a waiver for 2016 State Aid funding. A provision of the waiver is for Ms. McGill and Ms. Goff to meet with Library Consultant Cathy Van Hoy to review all state aid regulations. Ms. Van Hoy is scheduled to be at the Library this Friday, January 15^h. The amount of state aid granted for 2016 totals \$16,634.00.

The Use of Public Spaces In The Library and the Laptop Circulation Policy were reviewed with no changes suggested.

Mr. Hartzell asked to discuss and review criteria listed in the Circulation Policy. The policy states that individuals must provide valid photo identification and proof of permanent address to get a library card. It also states that either a driver's license number or a social security number must be included on the application form. Mr. Hartzell said that the Privacy Act of 1974 states that organizations have to provide a "legitimate reason for requiring Social Security Numbers for tracking individuals as part of their records". Even though, Oklahoma is not one of the 11 states that follow this law currently, there will be a time that all states are required. He asked if the Library could move away from using Social Security Numbers as part of patron records. Ms. Storm agreed and said many businesses and organizations are now using other forms of identification.

Ms. McGill said that we will do additional research and check with other libraries around the state to see what forms of identification is being used. We will also check with Unique Management to see if they can continue collection services if they do not have a Social Security Number. The Circulation Policy review was tabled until the March meeting. Ms. McGill said the revised policy will be presented for Board review and approval at the next meeting.

No additional comments were made by Board Members.

No public comments were made.

Items listed for the March 8, 2016 agenda include the new Ceremonial Flag Circulation Policy and the revised Circulation Policy.

With no further discussion, the meeting was adjourned at 4:55 PM. The next meeting of the Bartlesville Library Board will be Tuesday, March 8, 2016 at 4:30PM in the Board Room, Administrative Services, Bartlesville Public Library.

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Submitted By: Denise Goff
Operations Manager-Library, Museum, & Cemetery