

Bartlesville Public Library
Minutes of the Regular Meeting

On Tuesday, July 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 July 7, 2016 and posted by 5:00PM the same day.

MEMBERS PRESENT AT ROLL CALL:

Mark Boekhout
George Halkiades, Chair
Tyler Hartzell
Richard Keirn
Frankie Sievers
Kellie Storm

MEMBERS ABSENT AT ROLL CALL:

Brittney Hess
Linda Maloney
Chris Speirs

ALSO PRESENT:

Shellie McGill, Interim Director
Denise Goff, Operations Manager

The meeting was called to order at 4:30 PM by George Halkiades, Chairman.

Mr. Hartzell made the motion to accept the May 10, 2016 Regular Meeting Minutes as written. Seconded by Mr. Keirn. Aye: Boekhout, Halkiades, Hartzell, Keirn, Speirs, Storm. Nay: 0. Motion Carried.

Ms. McGill informed Board Members that the building renovations are continuing. The painting of the high spaces began on Monday. This project is being done by Stout Construction from Claremore. While the lifts are in the building, City Maintenance Staff will be changing out the lights with new LED bulbs and replacing the motor on one of the blinds in the Children's Department. Almost all the chairs have been recovered. There are approximately 20 left to be reupholstered. The Library has a new digital message board in the front lobby. The board will display "today's events".

Ms. McGill continued saying a new program began in June. The Library sends "New Resident Kits" to the new residents of Bartlesville. Each kit includes a book bag, library brochures, the newsletter, and additional library information. We are hoping the kits will bring the new residents into the Library. The DVD program is increasing. More and more people are checking the players and watching movies while they are in the Library.

PAGE2

LIBRARY BOARD MEETING MINUTES-JULY 12, 2016

Ms. McGill said to date the social security numbers on patron's records have been reduced to the last four digits. All accounts sent to Unique Management are encrypted. The City's IT Department is now working on securing our server room and securing the patron applications that we scan and keep in digitized files. She said we are looking at different options on how to make the Library's records more secure.

Ms. McGill also asked Board Members to consider changing the Meeting Room Policy. She suggested letting businesses and individuals use the rooms as well, only they would pay a fee. After researching policies for other libraries, she has found that many libraries do this. The civic/non-profit groups get to use meeting room spaces for free but businesses/individuals are allowed as well only for a paid fee. She spoke with the City's Chief Financial Officer Mike Bailey and he agreed that if we could do this, the Library would get to keep at least one half of the money. Ms. McGill plans to put this on the agenda for the September meeting for further discussion. Board Members agreed it should be considered. This is quite a change for the Library. It will take several months to get everything lined out.

Three policies were reviewed by Members. The Collection Development Policy had no changes. It was determined that Attachment #15 needed to be updated since the postage mailing fee was increased to \$3.00. Ms. Goff will redo that attachment. Both the Internet and Computer Use Policy and the Video Surveillance Policy were reviewed with no changes or additions.

The next item for consideration was the election of officers for fiscal year 2017. Mr. Halkiades has served as Chairman for the last 3 consecutive years, but cannot be reelected because his second and final term on the Board will expire this month. Ms. Sievers made a motion to elect Vice-Chairman Mark Boekhout as Chairman for fiscal year 2017 and Tyler Hartzell as Vice-Chairman. Seconded by Ms. Storm. Aye: Boekhout, Halkiades, Hartzell, Keim, Sievers, Storm. Nay: 0. Motion Carried.

Under Comments, Board Members expressed their sincere appreciation to Mr. Halkiades for his service to the Board and serving as Chair for so many years. Mr. Halkiades said that he will be around and continue his support for Literacy Services and the Library. He also commented that he was pleased to see that the circulation numbers are increasing.

No Public Comments were made.

Items for the September 13, 2016 Agenda includes annual policy review and an update on the Meeting Room Policy and possible changes. Other topics include the Annual Report to the Oklahoma Department of Libraries and the 2016 Summer Reading Program Report.

With no further discussion, the meeting was adjourned at 5:00 PM. The next meeting of the Bartlesville Library Board will be Tuesday, September 13, 2016 at 4:30PM in the Board Room, Administrative Services, Bartlesville Public Library.



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