

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

On Tuesday, March 8, 2016 at 4:33PM, 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 3, 2016 and posted by 5:00PM the same day.

**MEMBERS PRESENT AT ROLL CALL:**

Mark Boekhout  
George Halkiades, Chair  
Tyler Hartzell  
Richard Keirn  
Chris Speirs  
Kellie Storm

**MEMBERS ABSENT AT ROLL CALL:**

Brittney Hess  
Linda Maloney  
Frankie Sievers

**ALSO PRESENT:**

Shellie McGill, Interim Transitional Director  
Denise Goff, Operations Manager  
Roger Elmore, Library Specialist

The meeting was called to order at 4:33 PM by George Halkiades, Chairman.

Mr. Boekhout made a motion to approve the January 12, 2016 Regular Meeting Minutes as submitted. Seconded by Mr. Hartzell. Aye: Boekhout, Halkiades, Hartzell, Keirn, Speirs, Storm. Nay: 0. Motion Carried.

Ms. McGill reported that a new meeting room has been created from what was the Periodical Room. The magazines and newspapers have been moved into the Reference Department close to the new seating area. The room has a laptop bar for people to use and has a charging station for phones, ipads, and tablets. This will be the primary place for Reference Staff to do test proctoring. It will be booked only if Meeting Rooms A & B are already booked. Ms. McGill and Technical Services Librarian Elsie Green recently attended a videoconference about Overdrive. The Oklahoma Department of Libraries is giving Overdrive \$100,000 for the purchase of e-books between now and August. Hopefully, this will help us with the backlog of holds. Currently, our patrons have placed over 700 holds fore-books through Overdrive.

The Bartlesville Art Association is getting the supply list ready to begin the refurbishment of the Library's Christmas Cards. Kyla Radaker has joined the staff as the new Youth Services Assistant. The

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Library has purchased two new suggestion boxes. One is at the Circulation Desk and the other is at Reference. This was an idea suggested by Mr. Elmore. The Reference Staff is drafting the schedule for computer classes. Ms. McGill hopes to have it ready by the next meeting. Literacy Services hosted the annual Tutor Appreciation Luncheon on February 24<sup>th</sup> at Sterling's Grille. Mr. Halkiades was one of the attending tutors.

The first item for Board consideration was the discussion of the Oklahoma Library Association Resolution. Ms. Goff explained that the resolution was drafted in support of the Oklahoma Department of Libraries because they are facing extreme budget cuts due to the State's financial shortfall. With the second round of cuts this fiscal year, the state library received \$365,361 in reductions. Grants, not including state aid, will be reduced \$100,000 and the law library has been reduced 62.5%. The Resolution was distributed to all libraries in Oklahoma for endorsements from Boards and Friends Groups. The Resolution will be presented to law makers at the annual Legislative Day in April. Mr. Speirs made a motion to approve the Oklahoma Library Association's Resolution in support of the Oklahoma Department of Libraries. Seconded by Mr. Keirn. Aye: Boekhout, Halkiades, Hartzell, Keirn, Speirs, Storm. Nay: 0. Motion Carried. (A copy of this resolution is attached as a permanent part of these minutes.)

Board Members reviewed the Ceremonial Flags Circulation Policy and Agreement. Mr. Halkiades suggested a couple of corrections. One was the deletion of a word on the first page. The second was to change the word "policy" to "agreement" in the title of the sign-off page. Mr. Hartzell suggested including a flyer or brochure about flag etiquette to the groups that check out the flags. Mr. Hartzell made a motion to accept the Ceremonial Flags Circulation Policy as corrected. Seconded by: Mr. Speirs. Aye: Boekhout, Halkiades, Hartzell, Keirn, Speirs, Storm. Nay: 0. Motion Carried.

Ms. McGill presented the revised Circulation Policy. After reviewing the policy with the City's Chief Financial Officer, it was his recommendation to use the last four digits of the social security number at this time. Ms. McGill and Circulation Supervisor Sheryl Clark checked with many other libraries as well as Unique, the Library's collection service. Mr. Hartzell did find a copy of the "Privacy Act of 1974". Organizations must provide a legitimate reason to require the use of any part of a social security number to track individual records. Mr. Hartzell suggested getting a legal opinion before the policy is voted on. Ms. Storm was in agreement and asked that the policy be tabled until the next meeting. Ms. McGill will submit the policy to the City Attorney for opinion.

The revised Principles of Conduct Policy was submitted for approval. Several new provisions were included. These are "appropriate/socially decent attire is required" and "selling or soliciting for monies or services will not be tolerated". Also included was weapons, alcohol and illegal drugs, pets or animals are not allowed in the Library. Mr. Speirs thought the weapons/alcohol/drugs were not included previously because they are listed in the City's policies. Ms. Goff said they are but thought it might be beneficial to add. Mr. Keirn made a motion to approve the Principles of Conduct Policy as revised. The motion was seconded by Mr. Hartzell. Aye: Boekhout, Halkiades, Hartzell, Keirn, Speirs, Storm. Nay: 0. Motion Carried.

The Equipment Use and Research Policies were reviewed with no suggested changes or additions.

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Under Board Comments, Mr. Halkiades said that the new projection equipment in the Upstairs Meeting Room is great. He has had the opportunity to use it.

No public comments were made.

Items listed for the May 10, 2016 agenda include the revised Circulation Policy and the annual review of the Safety of Children Policy and the Interlibrary Loan Policy.

With no further discussion, the meeting was adjourned at 5:11 PM. The next meeting of the Bartlesville library Board will be Tuesday, May 10, 2016 at 4:30PM in the Board Room, Administrative Services, Bartlesville Public library.



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

 **Resolution** 

**r.Jfl** REAS, the Oklahoma Department of Libraries serves the citizens of Oklahoma by providing excellent information services and by creating and preserving unique government information resources; and

**(;) EA5,** the Oklahoma Department of Libraries saves the taxpayers of Oklahoma millions each year by consolidating services such as licensing information databases and providing Interlibrary Loan services that many libraries could not otherwise afford; and

**(#41)** REAS, the Oklahoma Department of Libraries directly and indirectly supports legislative and gubernatorial goals such as Healthy Citizens and Strong Families, Educated Citizens and Exemplary Schools, Safe Citizens and Secure Communities, Prosperous Citizens and Thriving Economy, and Effective Services and Accountable Government by providing free and open access to information in a variety of formats; and

**()H** REAS, the Oklahoma Department of Libraries provides unique, comprehensive, and specialized training education, and professional development to library professionals and para-professionals across the state, thereby assuring quality library and information services to the citizens of Oklahoma; and

**()J** REAS, the Oklahoma Department of Libraries facilitates access to resources through consolidation and coordination of opportunities for funding from the state, federal, philanthropic, private, business, and local sources; and

**()j(r Ei\5,** the Oklahoma Department of Libraries provides direct and indirect support to all the citizens of Oklahoma who are working to improve their lives through literacy, citizenship, lifelong learning, career and job preparation or advancement, business or entrepreneurial enterprise, and cultural expression and enrichment; and

**(.)d/ .-** REAS, the Oklahoma Department of Libraries provides specialized services and expertise that are unique to the profession and responsibilities of librarianship;

**/.)l/** **h)W,** THEREFORE RE IT RESOLVED that we, the undersigned, support the goal of the Oklahoma Library Association "to inform and encourage Oklahoma legislators to support the efficient, effective work of the professional staff of the Oklahoma Department of Libraries in their efforts to provide cost savings to local communities and tax payers, shared resources, and coordination and oversight of services for all Oklahomans regardless of age, education, Location or social circumstance;" and we believe that this organization that provides unique yet ubiquitous service to the citizens of Oklahoma should maintain its administrative and organizational autonomy and receive funding at a level appropriate for providing the quality resources and service the citizens of Oklahoma deserve.