

Bartlesville Public Library
Minutes of the Regular Meeting

On Tuesday, May 10, 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 May 5, 2016 and posted by 5:00PM the same day.

MEMBERS PRESENT AT ROLL CALL:

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

MEMBERS ABSENT AT ROLL CALL:

linda Maloney
Frankie Sievers

ALSO PRESENT:

Shellie McGill, Interim Transitional Director
Denise Goff, Operations Manager
Karen Kerr-McGraw, Literacy Coordinator
Norma Seabolt, Literacy Assistant
Coleen Hambrick, Literacy Assistant

Chairman George Halkiades called the meeting to order at 4:30PM.

Mr. Boekhout made a motion to approve the March 8, 2016 Regular Meeting Minutes as presented. Seconded by Mr. Hartzell. Aye: Boekhout, Hess, Halkiades, Hartzell, Keirn, Speirs, Storm. Nay: 0. Motion Carried.

The Director's Report was given by Shellie McGill. This year's LEGO Contest was the best ever. There were 58 entries with a packed house for the awards ceremony on Saturday, April 30th. The Library hosted the first *Local Author Showcase* event on April 16th. Even though we were disappointed there was not a larger crowd, everyone seemed to enjoy the event. Approximately 50 people attended. Registration for this year's Summer Reading Program begins this week. The program kicks off on Monday, June 6th.

She also said the new personal DVD Players for in-house checkout are now available at the Reference Desk. Board Members have the proposed policy for review and approval. A new tutoring room has been created. We are using half of a storage room for tutoring purposes and new code locks will be installed by the end of the week.

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Ms. McGill has spoken with two different attorneys and the City's Chief Financial Officer regarding the Privacy Act 1974 and the requirement of social security numbers to get a library card. Both attorneys confirmed that municipalities are not included in the act at this time. Their recommendation was to keep everything as is for now until such time the requirements change. Ms. McGill said that she has modified the Circulation Policy to require the last four digits of the social security number only. Mr. Hartzell said he would like to have an IT security review. Review the Library's cyber policies, networks, virus protection, and who has access. Actually do a cyber audit of the Library's system. Ms. Hess would also like to participate. Ms. McGill will contact the City's IT Department and get the meeting set up.

Ms. Kerr-McGraw presented a new power point highlighting updated literacy statistics. Some of statistics mentioned are: 45 million adults are functionally illiterate and read below a 5th grade level; 31% of Oklahoma adults function at the basic level; 3 out of 4 people on welfare cannot read; and 1 in 4 children grow up not knowing how to read. Currently the Literacy department has 144 students enrolled and 26 active tutors. There will be a tutor training series in June with the hope to recruit additional volunteers. She introduced Literacy Assistants Norma Seabolt and Coleen Hambrick. The Assistants have a multitude of responsibilities. They teach 5 weekly classes, do one-on-one tutoring, keep statistics required by state, and help with student assessments. Board Members expressed their gratitude for their work. They also suggested that brochures about the services Literacy provides be distributed in the schools.

The revised Interlibrary Loan Policy was reviewed. Ms. Goff said there was only one actual change. Others were wording changes and the deletion of repeating statements. The actual change was concerned the renewal of Interlibrary Loan Materials. Materials may now be renewed "by permission of the lending library". The statement, "\$3.00 return postage fee will be charged..." was in the policy in three sections. Two were deleted. Mr. Hartzell made a motion to approve the Interlibrary Loan Policy with the suggested changes. Seconded by Mr. Keim. Aye: Boekhout, Halkiades, Hartzell, Hess, Keim, Speirs, Storm. Nay: 0. Motion Carried.

The Circulation Policy was revised with one change regarding information needed to get a library card. The new statement reads; *The last 4 digits of the Social Security Number, Driver's License Number, and birthdate must be included on the application form.* Ms. Storm made a motion to approve the revised Circulation Policy. Seconded by Mr. Speirs. Aye: Boekhout, Halkiades, Hartzell, Hess, Keirn, Speirs, Storm. Nay: 0. Motion Carried.

The new DVD Players with Headphones Policy was the next policy for consideration. This is a new, pilot program with 5 personal DVD players available for checkout at the Reference Desk. They are for in-house use only. Also attached is the DVD Player and Headphones agreement. Ms. Hess asked if #7 could be moved to #1. This provision states the DVD player cannot be removed from the Library. Ms. Storm asked to rephrase the statement made in the agreement page to be the same as the policy. Specifically, "must be returned to Reference staff 10 minutes before closing". Mr. Keirn made a motion to approve the DVD Players with Headphones Policy and Agreement with the listed changes. The motion was seconded by Mr. Hartzell. Aye: Boekhout, Halkiades, Hartzell, Hess, Keirn, Speirs, Storm. Nay: 0. Motion Carried.

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The Safety of Children policy was reviewed with no changes or additions. Members asked that this policy be given to new library users when they get a library card.

No additional comments were made by Board Members.

No public comments were made.

Items listed for the July 12, 2016 agenda include the election of officers for fiscal year 2017, policy review, and IT Committee report.

With no further discussion, the meeting was adjourned at 5:18PM. The next meeting of the Bartlesville Library Board will be Tuesday, July 12, 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