

Bartlesville Public Library
Minutes of the Regular Meeting

On Tuesday, September 13, 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 September 8, 2016 and posted by 5:00PM the same day.

MEMBERS PRESENT AT ROLL CALL:

Mark Boekhout, Chair
Tyler Hartzell
Brittany Hess
Richard Keirn
Linda Maloney
Frankie Sievers
Chris Speirs

MEMBERS ABSENT AT ROLL CALL:

Kellie Storm
1 Position Vacant

ALSO PRESENT:

Shellie McGill, Interim Director
Denise Goff, Operations Manager
Laura Pryce, Youth Services Librarian

Chairman Mark Boekhout called the meeting to order at 4:30 PM.

Mr. Hartzell made the motion to accept the May 10, 2016 Regular Meeting Minutes as presented. The motion was seconded by Mr. Keim. Aye: Boekhout, Hartzell, Hess, Keim, Sievers, Speirs. Nay: 0. Absent for Vote: Maloney. Motion Carried.

Ms. McGill asked to defer her report so that the Summer Reading Program report could be presented first. Laura Pryce, Youth Services Librarian told Board Members that this year's theme was *On Your Mark, Get Set, Read!*. It focused on sports, health, and fitness. There was a total of 691 kids sign up for the two month program. Participants were encouraged to report to the Library what they had read each week. Prize drawings were held each week for those that submitted their reading. A Grand Prize drawing was held at the end of the program. Special programs were held each Monday. Some of these included, Trick Roper Marty Tipton, Mad Science of Central Oklahoma, Balloon Artist Magician Rob Holladay and the local favorite, the Sugar Free Allstars. Also a special program, offered by Mid-America Karate, *Be Your Best Through Acts of Kindness*, was presented on three consecutive Saturdays. Attendance at the programs totaled approximately 578. Even though the attendance was down from previous years, the general foot traffic in the Library during June and July was much higher. This year's program was funded by the Friends of the Library. Next year's theme is Build a Better World.

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Ms. McGill reported that the painting project is now complete. All the ceiling lights have been replaced with LED bulbs, all the chairs have been reupholstered, and the blinds in the Youth Services Department have been repaired and are useable again. The Library has been a busy place in recent months with many of the major projects being completed. Ms. McGill said that long-time staff member Carol Goughler retired on August 31st after 39 years with the City. Sherry Smith, part-time assistant, has been promoted to full-time. Cemetery Coordinator Kim Inman will be moving into the Local and Family History Department beginning September 19th. Her responsibilities will be split between the Cemetery and Library.

Ms. McGill said the Library has received two grants from the Oklahoma Department of Libraries. One was a \$5,000 technology enhancement grant for literacy and the other was \$4,000 for Year 2- Health Literacy. The Library also received \$66,559 from the Bartlesville Library Trust Authority for this year's allotment to purchase materials. The "Let's Talk About It" Book Discussion Series is underway with over 30 people registered. E-books continue to break circulation records. This year, the budget for digital materials is larger at 14%.

Ms. McGill apologized to the Board for not having the first draft of the new Meeting Room Policy available at this meeting. It has been a busy summer. She hopes to have it available at the next meeting for the Board's review.

Mr. Hartzell asked about the IT Committee and asked if progress has been made on the security evaluation. Ms. McGill said the last she heard IT was considering a merge of the servers and placing them at City Hall. She will get an update before the next meeting.

Ms. Goff reviewed the 2016 Annual Report to the Oklahoma Department of Libraries. Some of this year's highlights include an 18.96% increase in the expenditures for materials. Circulation increased this year. 2016 circulation totaled 12.77 per capita. Adult program attendance was up for the year by 6.8% however children's program attendance was down by 5%. The use of the Library's wireless grew to 56,210 for the fiscal year. Ms. Goff said the statistics on this report look very good this year. She told Board Members the report is not in a "user friendly" format and can be hard to read but if anyone had any additional questions, please let her know.

Ms. McGill said the constant usage of the wireless is beginning to impact library services. There are security checks now in place but we are seeing the Internet slow down during peak times. Mr. Hartzell said inside the Library should come first, then outside on the wireless. He suggested we check with the schools to see what sites they have blocked on their wireless network. Ms. McGill said the Library receives a report each month on the wireless usage. Both Mr. Hartzell and Ms. Hess asked to see the next report.

The Distribution of Materials Policy and the Photography & Videography Policy were reviewed with no suggested changes.

No was no additional Board Comments.

No Public Comments were made.

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Items for the November 8, 2016 Regular Meeting include the review of the revised Meeting Room Policy; review for possible changes to the Internet Policy; and the annual review the Bulletin Board, Exhibit Spaces, and Electronic Signboard Policies.

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