

Bartlesville Public Library
Minutes of the Regular Meeting

On Tuesday, January 10, 2017 at 4:30 PM, 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 5, 2017 and posted at 8:24 AM the same day.

MEMBERS PRESENT AT ROLL CALL:

Mark Boekhout, Chair
Tyler Hartzell
Richard Keim
Connie Lavoie
Linda Maloney
Frankie Sievers
Chris Speirs
Kellie Storm

MEMBERS ABSENT AT ROLL CALL:

Brittany Hess

ALSO PRESENT:

Shellie McGill, Interim Director
Denise Goff, Operations Manager

Chairman Mark Boekhout called the meeting to order at 4:30 PM. He welcomed new Member Connie Lavoie to the Board. The Chair explained that this was a policy making board with reviews and changes possible at each meeting. Her feedback was welcome as different policies were reviewed.

Mr. Keim made a motion to approve the November 8, 2016 Regular Meeting Minutes as presented. Seconded by Mr. Hartzell. Aye: Boekhout, Hartzell, Keim, Lavoie, Maloney, Sievers, Speirs, Storm. Nay: 0. Motion Carried.

Ms. McGill emphasized this has been a busy time at the Library. Currently, we are working to install an iPad bar for teens. It will have 4 iPads with all kinds of games and programs. A new business/job center is being created in the Reference Area. The Library received the desk, chair, and cubicle walls from Phillips 66 when they vacated the 4th floor at City Hall. The Center will allow people to work on resumes and search and apply for jobs online. A total of 6 shopping carts have been purchased; three for adults and 3 for children. We had no idea how popular they would be. The Library has asked for Lego donations to begin a Legos Club that we hope to have in place by the first of summer. We are waiting for the Maintenance Staff to return to get additional renovation projects underway. The first will be the stair treads and cove molding.

She updated Members on progress made in the Technology Department. The three switches have now been installed and a dedicated air-conditioning unit is in the server room. The wall in the Server Room

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is now in place and the room locked off and only certain staff members have access. Three cameras have been installed on the second floor. A 4th has been ordered. The Library has submitted the annual grant from Phillips 66. We have requested funds for a SMART Table for the children's area.

Ms. McGill is looking into several possible ideas to incorporate in the future. They include a new ice machine, self-checkout stations, an enlarged teen area, and escape rooms. She also mentioned to Board Members that the Library will host *Business After Hours* on April 6th. Literacy Assistant Coleen Hambrick has experience with film making and she is putting together a Library-"Did You Know Type Video?" commercial to highlight during this event. She asked all Board Members to attend if schedules would allow. Ms. McGill is also working on a business card advertising the Chilton's Auto Repair Manual Database at the Library. She plans to distribute the cards to the auto repair places and parts stores. Mr. Hartzell also suggested Tri County Tech.

The Revised Meeting Room Policy was presented for further discussion and approval. Ms. McGill said the statement Mr. Hartzell suggested at the last meeting has been included. Board Members discussed and agreed businesses/individuals wanting to use a meeting room for the purpose of selling products will not be allowed at this time. Requests to use the meeting rooms for this purpose will be monitored in the upcoming months. It may be considered again at a later date. Ms. McGill said all non-profit groups/organizations/clubs will be given no less than 30 days to get their applications in. Mr. Hartzell made a motion to approve the policy as written. Seconded by Ms. Sievers. Aye: Boekhout, Hartzell, Keim, Lavoie, Maloney, Sievers, Speirs, Storm. Nay: 0. Motion Carried.

Mr. Keim made a motion to approve the revised Laptop Circulation Policy as presented. The motion was seconded by Ms. Storm. The change presented was the deletion of one sentence in #3. The deleted sentence was PC Reservation software is installed on the Laptop, and that software will close down the Laptop after 1 hour of use. Ms. Goff explained this software would not work on the laptops as originally intended. Aye: Boekhout, Hartzell, Keim, Lavoie, Maloney, Sievers, Speirs, Storm. Nay: 0. Motion Carried.

The next item for Board consideration was the *Patron Wireless Access Acceptable Use Policy*. Ms. McGill stated the policy presented has been used by several libraries as a start-off point and since this will be a new policy for the Library, she believed it had several points that could be used. Mr. Hartzell asked if he and Ms. Hess could work on this and present another draft at the next meeting. Board Members agreed.

The Use of Public Spaces Policy and the Circulation Policy were reviewed. No changes or additions were suggested for either of these policies.

Under Comments, Mr. Hartzell spoke with his friend that works at the Library in Springfield. He is trying to get her to come for a visit and meet with Ms. McGill on the programs and events they have for their successful teen program. Ms. McGill said she would most definitely meet with her when she arrives. Ms. Maloney asked if the Library could host a homework night where kids can come in and get help with their homework assignments. Ms. McGill will check with the Youth Services Librarian. The Library does currently subscribe to the Homework Help Now database that can be accessed from either the Library or at home.

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Items for the March 14, 2017 Regular Meeting Agenda will include a report and/or draft of the new wireless policy from Mr. Hartzell and Ms. Hess, annual review of four policies, and discussion of when to begin the Long Range Planning process and the Board Members interested in participating. The new plan will cover 2018-2021.

With no further discussion, the meeting was adjourned at 5:23 PM. The next meeting of the Bartlesville Library Board is Tuesday, March 14, 2017 at 4:30 PM in the Board Room, Administrative Services Bartlesville Public Library.

A handwritten signature in purple ink that reads "Denise Goff". The signature is written in a cursive style with a large, stylized initial "D".

Submitted By: Denise Goff

Operations Manager-Bartlesville Public Library & Bartlesville Area History Museum