

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

On Tuesday, November 14, 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 November 9, 2017 and posted at 5:00 PM the same day.

MEMBERS PRESENT AT ROLL CALL:

Mark Boekhout, Chairman
Tyler Hartzell
Brittany Hess
Richard Keim
Connie Lavoie
Linda Maloney
Frankie Sievers
Leigh Sutton

MEMBERS ABSENT AT ROLL CALL:

1 Position Vacant

ALSO PRESENT:

Shellie McGill, Interim Library Director
Denise Goff, Operations Manager

The meeting was called to order at 4:30 PM by the Chairman.

Ms. Hess suggested one correction in the September 12, 2017 Regular Meeting Minutes. Page 3, last paragraph; the next meeting of the Library Board should read Tuesday, November 14, 2017 not May 8, 2017. Mr. Hartzell made a motion to approve the minutes with the mentioned correction. Seconded by Mr. Keim. Aye: Boekhout, Hartzell, Hess, Keim, Lavoie, Maloney, Sievers, Sutton. Nay: 0. Motion Carried.

Ms. McGill began the Director's Report by directing the Board's attention to several year-to-date statistics from September and October. Circulation was up by 8,000 in September-9,000 in October. Library users increased from 5,600 in September to 5,800 in October. Wi-Fi users averaged 279 per day in September and increased to 299 daily users in October. The Lego kick-off had 175+ kids and parents attending and the first Lego Club had 40+ kids join. Library services and programs are increasing each month.

All Library Staff participated in Staff Training Day on September 29th. Board Member Connie Lavoie and Friends President Kathy Clear also joined in the day's training. The new Library cards are now available. There are 4 types. According to the Circulation Staff, the teddy bear is the most popular. All the picnic tables and gazebos are in place. City Maintenance is now putting lights on each gazebo. Multiple cameras are being installed on the first floor and outside the building and a new electronic security device was placed on the staff door.

Ms. McGill said thanks to our annual grant from ConocoPhillips, a new seating/study area has been created near the Local and Family History Department. The Adult Video Game Collection has been purchased, processed and ready for checkout. The DNA/Genealogy Classes were very successful. We have been asked by class participants to host 2 more classes. Currently, the Master Gardeners are creating informational signs for the flower beds. Ms. McGill will be working with the City's Sign Shop to create additional signs for the flower beds areas.

Projects that are currently underway include working on the "Things" Collection. The cabinets have been installed in the workroom. A survey was sent to patrons asking what type of "things" they would like to checkout. The Library and the History Museum will be purchasing a new HP Plotter for various projects. This printer will enable us to print the 36 x 36 prints that are planned for the Library. Ms. McGill is researching providers for a digital music collection. Two dishwashers have been ordered. One will be in the upstairs meeting room and the other will be installed in the janitors closet adjacent to the staff workroom. This one will help us keep the Legos clean and sanitized and also clean items from the "Things" collection.

Mr. Hartzell asked about the cooking classes. Ms. McGill said the original plan was the classes would be taught by Tri County Tech however it has been difficult to connect with them to make the final arrangements. Mr. Hartzell said that there is a new hire at Phillips 66 that is a 4-Star Chef. He has taught classes before at Tri County before. If needed, Mr. Hartzell will get his contact information.

Ms. McGill said the Staff is currently working on the Long Range Plan. She plans to have the document completed and ready for Board approval at the January 9th meeting. The Committee will be working on the plan tomorrow, November 15th, if anyone would like to attend. The meeting will begin at 9:00 AM.

The Bulletin Board, Exhibit Spaces, and the Electronic Signboard policies were reviewed with no suggested changes.

Ms. Maloney expressed her appreciation to Reference Library Specialist Leslie Calhoun. She helped Ms. Maloney get her new Nook set up with Overdrive.

No Public Comments were made.

Items for the January 9, 2018 Regular Meeting Agenda will include the annual review of policies and the review and approval of the Long Range Plan, 2018-2020. Board Members requested the final draft of the plan be sent to Board Members about a week before the meeting so there will be enough time to review it in its entirety.

With no further discussion, the meeting was adjourned at 4:58 PM. The next meeting of the Bartlesville Library Board is Tuesday, January 9, 2018 at 4:30 PM in the Board Room, Administrative Services-Bartlesville Public Library.



Submitted By: Denise Goff

Operations Manager-Bartlesville Public Library & Bartlesville Area History Museum