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

On Tuesday, May 10, 2022 at 4:30 PM, the Bartlesville Library Board was called to order in Meeting Room A at the 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 4, 2022 at 2:24 PM and posted same day on the bulletin boards at City Hall and the Library at 5:00 PM.

**MEMBERS PRESENT AT ROLL CALL: ALSO PRESENT:**

Kathryn (Katie) Franz Denise Goff, Operations Manager
Eric Gray Karen Kerr-McGraw, Literacy Coordinator
Rhonda Hudson Cheryl Dorris, Literacy Assistant
Kim Miller Yvonne Leap, Immigration/Citizenship Assistant
Shala LaTorraca Joanie Elmore, AmeriCorp Employee
Leigh Sutton
  **MEMBERS ABSENT AT ROLL CALL:**

Rob Fries
Martin Patzkowski
Dylan Smith

Chair Rhonda Hudson called the meeting to order at 4:30 PM.

Ms. LaTorraca made a motion to approve the March 8, 2022 Regular Meeting Minutes as presented. The motion was seconded by Ms. Miller. Aye: Franz, Gray, Hudson, Miller, LaTorraca, Sutton. Nay: 0. Motion Carried.

Coordinator Karen Kerr-McGraw presented the annual Literacy Services report. Literacy Staff; Cheryl Dorris-Literacy Assistant, Yvonne Leap-Immigration/Citizenship Assistant, and Joanie Elmore, AmeriCorp Employee were also in attendance. Ms. Kerr-McGraw said Literacy Services is a busy department offering a wide variety of programs and services. She played a video highlighting the health and wellness programs hosted by Literacy Services. Cooking presentations, exercise classes and monthly programs covering topics such as diabetes, tobacco cessation, and adult vaccinations were just a few of the programs presented. Literacy also has Citizenship, ELL (English Language Learners) and Spanish conversation classes each week. People from 50 different countries have been helped by Literacy Services. Currently, literacy hosts eight exercise classes, 3 Citizenship, 3 ELL, and 1 Spanish Conversation class each week. Ms. Kerr-McGraw is currently the Vice-President of the Oklahoma Literacy Coalition and Assistant Cheryl Dorris is a member.

Mr. Gray complimented Literacy about their presence on social media. He has heard positive comments about the classes and programs that have been posted.

The Director’s Report was delivered by Ms. Goff. She explained that Ms. McGill was called away unexpectedly earlier in the day. Library users and circulation is increasing. March/April circulation totaled 68,569 as compared to 63,074 for the same period last year. Children and teen programming is also increasing. A total of 60 programs were presented with 1,935 attending either in person or viewing on Facebook Live. Literacy

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Services hosted a total of 145 programs with 4,530 views or attendees. The Books@Home Program delivered 437 materials to 26 homes during March and April. The Reference Staff helps, on average, 51 customers each day find the information they need. The Local & Family History Department continues to host the Crafting Classes each month. They have recently added a monthly Knitting/Crochet Circle. Collection Services added 817 items to the Library’s collection.

Ms. Goff said construction on the new teen area is underway. It has been messy and sometimes very noisy but we are excited to see the area completed. The new website has a couple of glitches but it should be ready to launch soon. We will soon see a new bench added to the Library’s outdoor lawn. A bench will be dedicated in memory of City Employee Brenda Kiselak. An avid reader and people watcher, the Library was selected as the location by her family. The dedication ceremony is set for May 23rd.

The recent City Block Party was a great success despite the weather. The Library had rented three inflatable games for kids. We were unable to put them outside because of the high winds, so we moved furniture and put them inside the Library. It was fun and the kids loved it. The AARP Tax Volunteers finished the 2021 tax return season on April 14th. They did tax preparation and filed 460 tax returns. The Library has submitted the 2023 fiscal year budget to the City Manager and Chief Financial Officer for review. Several increases and additions were added. These include more money for utility costs, additional copier costs, ADA elevator upgrades, replacement of the outdoor electronic signboard and an Assistant Director position. In March, the City Manager granted a $2.00 per hour wage increase for the Library and Museum’s part-time staff. The part-time staff greatly appreciated this increase.

Ms. McGill did attend both the Oklahoma Library Association Annual Conference and the Public Library Association Conference in Portland, Oregon. She attended great workshops on a variety of topics including Tik Tok and graphic novel collections. If Board Members would like additional information or have questions, please send her an email.

Ms. Goff concluded saying the next big renovation project will the Reference Department. It will begin soon after the teen space is completed. Ms. McGill wants to add Treadmill and Cycling Desks to that area. This is an idea borrowed from the Schusterman Library in Tulsa.

The annual review of three policies were discussed. Ms. Hudson asked to add a new provision in the Safety of Children Policy. It needs to state “at no time, in no situation should a staff member be alone with a child”. Requiring two staff members is now the standard. Ms. Goff and Ms. McGill will add the statement to the policy and present it at the next meeting for formal approval. Ms. LaTorraca also suggested adding a comma on the second line of the policy. Both the Interlibrary Loan and the DVD Players Policies were reviewed with no suggested changes or additions.

No additional comments were made by Members.

No public comments were made.

Items for the July 12, 2022 meeting agenda include the annual review of several policies.

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With no further discussion, the meeting was adjourned at 5:12 PM. The next meeting of the Bartlesville Library Board will be July 12, 2022 in Meeting Room A at the Bartlesville Public Library.


Submitted By: Denise Goff
Operations Manager-Bartlesville Public Library & Bartlesville Area History Museum