

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

On Tuesday, July 12, 2022 at 4:35 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 July 7, 2022 at 10:09 AM and posted same day on the bulletin boards at City Hall and the Library at 5:00 PM.

**MEMBERS PRESENT AT ROLL CALL:**

Kathryn (Katie) Franz  
Rob Fries  
Eric Gray  
Rhonda Hudson  
Shala LaTorraca  
Martin Patzkowski  
Leigh Sutton

**ALSO PRESENT:**

Shellie McGill, Library Director  
Denise Goff, Operations Manager

**MEMBERS ABSENT AT ROLL CALL:**

Kim Miller  
Dylan Smith

The meeting was called to order at 4:35 PM by Rhonda Hudson, Chair.

After a brief review, Mr. Gray made a motion to approve the May 10, 2022 Regular Meeting Minutes as submitted. Seconded by Ms. LaTorraca. Aye: Franz, Gray, Hudson, LaTorraca, Patzkowski, Sutton. Nay: 0. Absent for Vote: Fries. Motion Carried.

Ms. McGill presented the Director's Report covering the months of May and June. She was pleased to report the number of library users is close to the normal levels before the pandemic. The Library is currently averaging 421 users daily. Circulation is continuing to increase. Mostly due to increased check out of digital materials. The *Oceans of Possibilities* summer reading program is a big success. There have been 15 programs with 1,937 in attendance. Adult programming totaled 9 programs for this time period with attendees listed at 671. This includes both in person attendance and on social media. The Literacy Department continues to host health and wellness programs. They hosted 131 programs with 3,502 attendees. Literacy services also announced a new U.S. citizen. Margarita Ramirez participated in Literacy's citizenship program. Ms. McGill also included the White Rose Cemetery statistics in her report. Since it is the City cemetery and the administrative office is in the Library, these numbers should also be included. A total of six spaces and one crypt were sold with a total of eight burials during May and June.

Collection Services added 755 items. A much lower number than previous months because of the end of the fiscal year was June 30<sup>th</sup>. We were notified the community grant application the Library submitted to ConocoPhillips for a 3D Printer was approved. We have also received a grant from Phillips 66 for adult computer stations. The Library's new website is now live. Ms. McGill asked Members to explore the website and let her know their opinions. Library staff believe this website is much easier to navigate.

The budgeting process for the new fiscal year is complete. The Library received additional monies for utilities, copier fees, and ADA elevator upgrades. Items that were not funded include the Assistant Director position and the outdoor electronic signboard replacement. All City Staff received a 5% COLA increase and a 2.5% Merit increase effective July 1<sup>st</sup>. All staff were very grateful. This was the largest increase in many years. City Maintenance will be replacing the floor with tile in the Circulation Workroom. Tile is a better surface when working with book carts. The Seed Library has become very popular. Funded with a Rotary Scholarship, the Library has vegetable seed packets available for patrons. Construction of *The Fortress* is complete. The painters and electricians are still working. When they are finished, the City Maintenance Staff will be installing the bookshelves. This year's summer reading program is very successful. Attendance at the programs presented has been large and according to the enrollment on *Beanstack*, the Library has more readers than ever.

Library staff participated in this year's Sunfest. Our location was not great so not as many stopped by our booth as in previous years. Ms. McGill told Members next year the Library will be losing three key staff members. Literacy Coordinator Karen Kerr-McGraw will be leaving in February or March; Collection Librarian Elsie Green will be retiring on July 1, 2023; and Operations Manager Denise Goff will be leaving on August 1, 2023. Next year will be busy hiring the right individuals for these positions. She also informed the Board she will not be reporting Covid numbers in the future.

Mr. Patzkowski asked about Hoopla. Ms. McGill said it has exceeded all expectations. Usage is way above the expected projections. He also asked about the 3D Printing and how does she see the public using the equipment. Ms. McGill said she needs to decide the best application for the equipment. She is considering to make it a station for the public much like the Creative Corner is now. However, some print jobs can take hours and having it on the main floor might present a problem. Decisions still have to be made before this service is made available. Ms. Franz asked what the printing charge will be. Ms. McGill indicated it would be free in the beginning.

The Distribution of Materials Policy and the Photography and Videography Policy were reviewed with no suggested additions or corrections.

The Collection Development Policy was presented with an addition. Ms. McGill explained the Local and Family History Collection selection criteria is more specialized than regular collection materials. A Local and Family History Collection Policy has been created and is presented as Attachment #18. Criteria for this collection is limited and focuses on Bartlesville history, Washington County history, and Oklahoma history. The collection also contains materials from the bordering states; Kansas, Missouri, Arkansas, Texas, New Mexico, and Colorado. Ms. McGill added thousands of books on history and genealogy are published each year. This attachment explains what will be considered for our collection. Mr. Patzkowski asked about the "suitability of the subject". Did this mean the same as the criteria outlined above or was it intended to be something different? Ms. Goff said this policy was written by the Head of Reference Services and she will ask her about the intentions of the statement. Ms. Hudson deferred the final discussion and approval of this revised policy to the September meeting.

Mr. Gray asked how often does the Library receive complaints about collection items. Ms. McGill said on average about one per year. Ms. McGill sends a written reply if she receives a Citizen's Request of Reconsideration form. They are most always about content of a children's book however, we have not pulled any book from the collection because of a complaint.

**LIBRARY BOARD MEETING MINUTES-JULY 12, 2022**

Members reviewed the revised Safety of Children Policy. A new provision was added. #8 reads, "Whenever possible, a staff member shall not be alone with a child. In situations where staff are waiting with a child, there shall be two staff members present." Mr. Patzkowski made a motion to approve the revised Safety of Children Policy. The motion was seconded by Ms. Franz. Aye: Franz, Fries, Gray, Hudson, LaTorraca, Patzkowski, Sutton. Nay: 0.

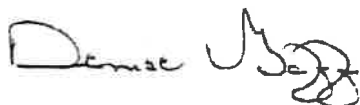
Board comments included Ms. LaTorraca thanking Ms. McGill for the use of the Library's hot spots during the Children's Musical Theatre's silent auction. It was so helpful to have the hot spots available and the auction was the best ever. She also asked if there were volunteer opportunities for teens. Ms. McGill said we do have teens work with staff on programming events and special projects. She also said that the Youth Services Department is starting the Teen Advisory Board again. The Board is a great way for area youth to get involved with programs and services the Library provides

No additional comments were made by Members.

No public comments were made.

Items for the September 13, 2022 meeting agenda include the annual review of several policies, the discussion and approval of the revised Collection Development Policy, the 2022 Summer Reading Program Report, and the Library's annual report to the Oklahoma Department of Libraries.

With no further discussion, the meeting was adjourned at 5:30 PM. The next meeting of the Bartlesville Library Board will be September 13, 2022 in Meeting Room A at the Bartlesville Public Library.



Submitted By: Denise Goff

Operations Manager-Bartlesville Public Library & Bartlesville Area History Museum