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

On Tuesday, September 13, 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 September 8, 2022 at 8:30 AM 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 Shellie McGill, Library Director
Rob Fries Denise Goff, Operations Manager
Eric Gray
Shala LaTorraca
Kim Miller
Martin Patzkowski
Dylan Smith
  **MEMBERS ABSENT AT ROLL CALL:**

Rhonda Hudson
Leigh Sutton

Vice Chairman Rob Fries called the meeting to order at 4:30 PM.

With no corrections or additions to be made, Ms. Miller made a motion to approve the July 12, 2022 Regular Meeting Minutes as written. Seconded by Mr. Patzkowski. Aye: Franz, Fries, Gray, LaTorraca, Miller, Patzkowski, Smith. Nay: 0. Motion Carried.

Youth Services Librarian Laura Pryce presented the Summer Reading Program Report for 2022. All ages participated in the reading component through the Beanstack App. Participants could earn badges for achieving their reading goals, completing activities and attending events. The virtual badges earned the participants virtual tickets throughout the summer. The tickets were used in the prize drawings for each age group. A total of 808 participants read a total of 453,298 minutes during the months of June and July. Fifteen programs were presented with 1,202 attending. Several programs were new this year including OSU Extension Traveling Insect Adventure, Will Stuck, and 918 Game Trucks. The pool party finale was held at the YMCA rather than Frontier Pool due to the weather. Mr. Patzkowski said the gaming truck was the most expensive program with relatively low attendance. Ms. Pryce said attendance was limited to the seats available in the gaming trucks. Two time slots were made available every hour and a half and each time slot was booked.

Ms. Pryce said the Friends of the Library donates $5,000 to fund this program each summer. Mr. Gray commented the Library was able to offer a lot for that amount. Ms. Pryce will begin planning the 2023 program in February.

Ms. McGill began the Director’s Report saying library users now average 486 per day. Circulation totaled 72,629, an increase of 1,281 over this time last year. She said most of the increase in Circulation is due to the increase usage of digital materials. A total of 64 programs were presented for preschool, children, and teens

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with 2,633 attending. 17 programs were presented for adults with 747 attendees. The Literacy Services Department hosted 97 programs with 653 people either attending in person or viewing on Facebook. Ms. McGill invited Members to a special programming event on September 28th at 7:00 PM. *Mark and Andy: Money, Truth, and More* will be presented by living historians Dr. Tom King (Andrew Carnegie) and Warren Brown (Mark Twain). The event will be held at Unity Square. The Literacy Department is pleased to announce Dave Leera is now a U.S. Citizen. The Library continues hosting the monthly craft classes. These classes are very well attended. The Collection Development Department added 1,071 items to the Library’s collection during July and August.

Projects currently in development include the purchase of two adult gaming PCs and a 3D Printer. All items will be purchased with grant monies the Library received earlier this year. Ms. McGill said last year the Ruth Brown Mural was damaged. Due to scheduling difficulties, the company was unable to come and repair the damage. Additional damage has now occurred. The company has agreed to replace the entire mural at no cost. The annual Staff Training Day is scheduled for December 9th. The Bartlesville Police Department will present active shooter training. They will customize the training for the library staff. Camille Koster will train staff on healthy relationships with teens along with key points in assisting with behavior.

Mr. Gray asked if the Library had any trouble with homeless people. Ms. McGill said no, they are some of our best patrons. All they want is to be inside especially since it has been so hot this summer. Some of our regular homeless patrons pick up the trash in the parking lot each morning. Ms. McGill said construction on the new teen area is complete with the exception of the spiral staircase. It should be shipped any time. The City Maintenance Staff built a new table for the first floor teen area. They used a picture Ms. McGill found as a guide. It is beautiful. Ms. Franz asked if a staff member will be in the area with the teens. Ms. McGill said no. She wanted to use the cameras and an intercom system to monitor the area. Ms. Miller asked what ages would be allowed in the area. Ms. McGill said 12-18 years. Hayden Murphey, Senior Librarian, has transferred to the vacant position in Youth Services. She has worked as a Children’s Librarian in her former position. We are currently interviewing for the Senior Librarian position. Next year, there will be three vacancies in major positions due to retirements. It will be very important to find the right individuals for these jobs.

Ms. Goff highlighted several numbers in this year’s annual report to the Oklahoma Department of Libraries. This report is required each year by the State and it was submitted before the August 15th deadline. She stated this year’s report looks good and several key numbers are higher than the 2021 report. Currently, the Library has a physical collection totaling 91,145. Total collection usage for the year was 504,080. That number includes all checkouts, materials used in-house, downloadable materials, and database usage. The Library has a total of 33,370 registered users. Children’s programming totaled 254 programs with 4,009 attendees and 699 programs were held for adults with 13,160 attending. Ms. Goff said if anyone had any questions after further review of the report, please let her know. Ms. McGill said that due to the escalating energy costs the Library has experienced in recent months, she plans to explore the possibility of adding solar panels.

During the annual policy review, Mr. Fries asked for several wording changes and phrase additions to the Video Surveillance Policy. Review of this policy was tabled until the November meeting. The Internet and Computer Use Policy was reviewed with no suggested changes.

Ms. Miller made a motion to approve the revised Collection Development Policy. The motion was seconded by Mr. Smith. The following statement was deleted from *Attachment #18-Local and Family History Collection Policy* under the “Selection Criteria”reviewed at the July meeting; “Suitability of the subject to the local and family history collection”. Aye: Franz, Fries, Gray, LaTorraca, Miller, Patzkowski, Smith. Nay: 0. Motion Carried.

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The Hot Spot Policy has been revised to reflect the current damage and replacement charges. The Library now has T-Mobile as the carrier for the hot spots and their replacement charges are less than our previous carrier. Mr. Patzkowski asked if there were any issues with the hot spots. Ms. McGill said yes there has been. There is at least 20 that have not been returned. We are going to continue the collection for now because the cost is being paid by grant monies however, we will have to re-look at this collection when the grant monies have been expended. Mr. Patzkowski made a motion to approve the revised Hot Spot Policy. Seconded by Ms. LaTorraca. Aye: Franz, Fries, Gray, LaTorraca, Miller, Patzkowski, Smith. Nay: 0. Motion Carried.

No additional comments were made by Members.

No public comments were made.

Items for the November 8, 2022 meeting agenda include the annual review of several policies. Ms. Goff said there will an addition to the Meeting Room Policy. No other items were mentioned.

With no further discussion, the meeting was adjourned at 5:47 PM. The next meeting of the Bartlesville Library Board will be November 8, 2022 in Meeting Room A at the Bartlesville Public Library.


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