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

On Tuesday, November 8, 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 November 3, 2022 at 9:11 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 Jason Patteson, Senior Librarian
Rhonda Hudson
Kim Miller
Martin Patzkowski
Dylan Smith
Leigh Sutton
  **MEMBERS ABSENT AT ROLL CALL:**

Shala LaTorraca

The meeting was called to order at 4:30 PM by Chair Rhonda Hudson.

Ms. Miller made a motion to approve the September 13, 2022 Regular Meeting Minutes as written. The motion was seconded by Mr. Patzkowski. Aye: Franz, Fries, Gray, Miller, Patzkowski, Smith, Sutton. Nay: 0. Abstain: Hudson. Motion Carried.

Ms. McGill presented the Director’s Report for September and October. She reported the circulation of materials is down by 2,000 as compared to this same time last year. We are seeing a drop in adult checkouts of physical materials. This is puzzling and she plans to do some research to clarify and see if it something the Library can change. Youth Services presented 58 programs over the last two months with 5,042 in attendance. Staff participated in the annual Downtown Spooktacular on October 28th. We are not sure exactly how many kids and adults attended but it was one of the largest crowds we have seen. Adult programs totaled 153. The Literacy Services Department hosts several exercise classes and health and wellness programs each week. The programs are also on Facebook Live. The Books@Home program continues to serve patrons who physically cannot come to the Library. 28 homes were visited with 459 books delivered. The Literacy Department celebrated with another student, Kenia Lacano, when she received U.S. citizenship status recently. Currently, there are 25 students enrolled in the Citizenship class.

The Reference Department helps over 50 people each day find the information they need. Staff filled 177 Interlibrary Loan requests. The Local and Family History indexes community statistics and answers requests they receive either by phone, mail, or in person. Staff ordered and cataloged 550 items that were added to the Library’s collection.

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Projects currently underway are the adult gaming pcs. We are establishing a place for the adults to game so they are not tempted to use the teen pcs. The City’s IT Department is currently building two pcs and both should be in place by the next Board Meeting. The 3D Printer was purchased with a grant from ConocoPhillips. All the equipment and supplies have been purchased and the printer will be ready for public use very soon. As previously reported, the outdoor mural was vandalized. Due to scheduling difficulties, the company that created and installed the mural was unable to come for its repair. Additional damage has occurred due to weather. Because they could not respond at the time the damaged occurred, they will be replacing the entire mural free of charge. Ms. McGill said the first floor of *The Fortress* is now open for teens. The last of the furniture for the upstairs level has been shipped and should be received next week. She is working with OWU’s Esports Program to set up the gaming. As soon as these two things are completed, the 2nd floor level will be ready to open.

The Library is partnering with Becky Liehr and her registered therapy dog Hodge to help kids learning to read or struggling readers. Sessions are offered two times each month and give kids an opportunity to practice their reading skills to a non-judgmental audience. Ms. McGill said there have been several staffing changes in the last two months. She introduced new Senior Librarian Jason Patteson. Mr. Patteson said he previously worked at BPL as a library assistant in the Youth Services Department. He left here, attended college and received his Masters Degree in Library and Information Studies. He has worked for Tulsa City-County Library for the past 16 years. He is very happy to be here. Other staffing changes include Ashlyn Deason moving from part-time to the Library Specialist/White Rose Cemetery Coordinator, Gillian Baldwin transferred to the Collections Department Library Assistant, and Breann Carpenter, a Library volunteer, has been hired for the Floater position. Ms. McGill said she is grateful the Library is back to being “fully staffed”.

Ms. McGill told members she would like to create a “reconsideration team” to evaluate requests received and make determinations. Normally when a “Request for Reconsideration Form” is submitted, she reviews the book/material, makes a determination, then notifies the person submitting the form in writing of the decision made. Ms. McGill recently talked to a librarian at Tulsa City-County and they take a team approach. She would like to move to a team of three. Members asked various questions about how many forms are received each year. Ms. McGill said she normally receives one per year but has already received two this year so far. Another question was what will be the requirements. She told them they have to be fair and be able to articulate what we can and cannot do. Both Ms. Hudson and Mr. Patzkowski expressed their interest in serving on the reconsideration team. Ms. McGill will ask Tulsa City-County for permission to use their training presentation.

The Bulletin Board and Exhibit and Display policies were reviewed. Mr. Patzkowski asked about the exhibit form mentioned in the Exhibit and Display policy. Ms. Goff said it was a form she created asking organizations/individuals to select the month they would like to have the exhibit case and what the exhibit will be. She mails this form to organizations/clubs/individuals that have either had exhibits before or have asked to be included on the list. Also asked was if any exhibits in the past did not meet the Library’s policy. Ms. Goff said no. All exhibits have been within the guidelines so far.

The revised Video Surveillance Policy was reviewed by members. It included several word additions and changes suggested by Mr. Fries. Mr. Fries made a motion to approve the revised policy. Seconded by Ms. Miller. Aye: Franz, Fries, Gray, Hudson, Miller, Patzkowski, Smith, Sutton. Nay: 0. Motion Carried.

Two changes were requested for the Meeting Room Policy. On the Meeting Room Information sheet, one addition was the requirement to use the cookware provided in the kitchen. The range is a commercial

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convection stove top and oven. It requires specific cookware to be used. The other change is all groups including non-profit organizations have to pay a $50.00 for the use of the kitchen. The reason is since this is a

commercial convection stove top and oven, staff need to be present for instruction. Mr. Smith asked about the clean-up of the kitchen after use. Ms. McGill said there is a $50.00 fee if the kitchen is not cleaned after use. Ms. Miller made the motion to approve the Meeting Room policy as revised. Seconded by Mr. Smith. Aye: Franz, Fries, Gray, Hudson, Miller, Patzkowski, Smith, Sutton. Nay: 0. Motion Carried

No additional comments were made

No public comments were made.

Items for the January 10, 2023 agenda include the annual review of several policies and reconsideration of materials training.

With no further discussion, the meeting was adjourned at 5:17 PM. The next meeting of the Bartlesville Library Board will be January 10, 2023 in the Board Room, Administrative Services Office at the Bartlesville Public Library.


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