

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

On Tuesday, March 14, 2023 at 4:30 PM, the Bartlesville Library Board was called to order in the Administrative Services Board Room 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 March 8, 2023 at 10:41 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
Rob Fries
Eric Gray
Rhonda Hudson
Shayla LaTorraca

Shellie McGill, Library Director
Denise Goff, Operations Manager

MEMBERS ABSENT AT ROLL CALL:

Kim Miller
Martin Patzkowski
Dylan Smith
Leigh Sutton

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

After review, Mr. Gray made a motion to approve the January 10, 2023 Regular Meeting Minutes as submitted. The motion was seconded by Ms. Franz. Aye: Franz, Fries, Gray, Hudson, LaTorraca. Nay: 0. Motion Carried.

Ms. McGill presented the Director's Report for January and February. Library users during this time significantly increased. Daily average increased from last year's average of 418 to 607. Ms. McGill said some of this increase is kids going in and out of the building after school. Circulation totaled 51,666 which is very close to last year's total of 51,687. The Youth Services Department hosted 76 programs with 1,518 attendees. A total of six programs were hosted for adults with 94 attending. Literacy Services continued with health and wellness, citizenship, and ELL (English Language Learner) programs and classes. 129 programs were presented with 5,142 attending in person or viewing on social media. Literacy also sent their congratulations to a new U.S. citizen. Sarwar Muhammad was sworn in January 11, 2023.

Usage of the new 3D printer is increasing. The Library has two staff members that have worked with 3D printers before and they have been very helpful working with individuals wanting to use the printer. The Local and Family History Department is seeing more Rogers State University students come and use text books. 25 students used the text books during January and February. More and more patrons are now going to LFH to study and work. It provides a quiet space in the Library. Collection Development added 556 items to the Library's collection. Ordering materials with Trust Authority monies began in late January. This number will be significantly higher in the March/April report.

Ms. McGill said the adult gaming PCs are now in place and used regularly. They were purchased with Phillips 66 grant monies. The final pieces of furniture for the Fortress were delivered today so the new teen area is now officially finished. She is working to create one more structure for the Youth Services area. Something for the tweens. She will keep everyone informed as the project develops. The City Street Department recently replaced the concrete and added new ADA features to the handicapped ramp near the west front entrance. Library staff member Matt Ennis reported it was deteriorating and becoming a safety concern. Ms. McGill said she was grateful to the Street Department for their fast response.

The Library has several upcoming program events for adults and children. The Master Gardeners will present a 5 week series on gardening beginning on April 11th. They will cover annual and perennial planting, landscaping, growing vegetables, soil importance and pest management. There is no registration to attend this series. The Master Gardeners will also present two programs during spring break week for kids. Also coming is Boba Tea Basics and the RSU Drone Team for teen programs. Ms. McGill said after several months of searching, the Library is now fully staffed.

The Equipment Use, Principles of Conduct, Research, and Ceremonial Flag Circulation policies were reviewed with no suggested changes or additions.

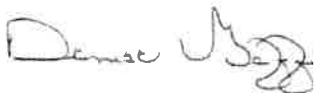
The Laptop Circulation Policy was revised on two points. Both individuals and groups/organizations may now reserve laptops in advance. Ms. Goff explained this also helps library staff to make sure the laptops are charged and updates are completed prior to being used. Mr. Gray made a motion to approve the revised Laptop Circulation Policy. Seconded by Ms. LaTorraca. Aye: Franz, Fries, Gray, Hudson, Latorraca. Nay: 0. Motion Carried

No additional Board Member comments were made.

No Public Comments were made at this meeting.

Items for the May 9, 2023 Agenda include the review of several policies and the annual Literacy Services Board presentation. It was also noted that five members of the Library Board will have completed their term by the next meeting date. A request for reappointments will be submitted to City Council.

With no further discussion, the meeting was adjourned at 5:05 PM. The next meeting of the Bartlesville Library Board will be May 9, 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