

## MINUTES

### **Meeting of the Pioneer Library System Board of Trustees Tuesday, January 26, 2016**

Generated by Vicki Tichenor on Friday, February 15, 2016.

#### **1. Meeting is Called to Order**

Jon Myers, Chair, called the meeting to order at 6:33 p.m.

##### **1.01 Roll Call.**

###### **Members present**

Mary Blankenship Pointer, Oklahoma City; Annette Brown, McLoud; Allyson Horton, Slaughterville; Lynda Howeth, Newcastle; Karen Kinsey, Tecumseh; Susan Moffat, Lexington; Jon Myers, Noble; Paula Nagode, Blanchard; Bob Perry, Shawnee; Anita Semtner, Pottawatomie County; and Brent Wheelbarger, Moore.

###### **Members absent**

Mark Alfonso, McClain County; Heather Fox, Purcell; Suzanne McClain Atwood, Cleveland County; and Chuck Thompson, Norman.

Director Anne Masters was in attendance.

##### **1.02 Introduction of Guests.**

Lisa Wells, Theresa Dickson, Andy Peters, Susan Grossman, Jeff Miles, Doug Buck, Gary Kramer, Christian Potts, Jennifer Marshall, Aiden Street, Jenny Stenis, Valerie Kimble Anders Dahlgren, Leon Suggs, Adri Edwards-Johnson, Kelly Sitzman, Shahla Park, Ashley Evens, and Vicki Tichenor.

##### **1.03 Board Recognition.**

Southwest Oklahoma City Branch Manager Aiden Street welcomed board members and guests to her branch. On March 1, the Southwest Oklahoma City Library will celebrate its four year anniversary.

Street honored library volunteer Shahla Park who has taught both Pilates and Zumba classes at the library since May, 2013. She was recognized for her many hours of service to the popular and free once-a-week evening classes. Information Services Manager Kelly Sitzman presented Park with a certificate of recognition for her outstanding service to the Southwest Oklahoma City Library.

#### **2. Consent Docket**

##### **2.01 Consider Approval of the Consent Items 2.01 – 2.05 in Accordance with the Recommended Action on Each Listed Below.**

Motion by Mary Blankenship Pointer, second by Bob Perry.

Approval of Consent Agenda Items 2.01-2.05 in Accordance with the Recommended Action on Each Listed Below.

Final Resolution: Motion Passes

Yes: Mary Blankenship Pointer, Annette Brown, Allyson Horton, Lynda Howeth, Karen Kinsey, Susan Moffat, Jon Myers, Bob Perry, Paula Nagode, Anita Semtner, Brent Wheelbarger

## **2.02 Consideration of December 8, 2015, Minutes.**

Motion by Mary Blankenship Pointer, second by Bob Perry.

Approval of Consent Agenda Items 2.01-2.05 in Accordance with the Recommended Action on Each Listed Below.

Final Resolution: Motion Passes

Yes: Mary Blankenship Pointer, Annette Brown, Allyson Horton, Lynda Howeth, Karen Kinsey, Susan Moffat, Jon Myers, Bob Perry, Paula Nagode, Anita Semtner, Brent Wheelbarger

## **2.03 Consideration of Annual Maintenance Renewal for SirsiDynix.**

Motion by Mary Blankenship Pointer, second by Bob Perry.

Approval of Consent Agenda Items 2.01-2.05 in Accordance with the Recommended Action on Each Listed Below.

Final Resolution: Motion Passes

Yes: Mary Blankenship Pointer, Annette Brown, Allyson Horton, Lynda Howeth, Karen Kinsey, Susan Moffat, Jon Myers, Bob Perry, Paula Nagode, Anita Semtner, Brent Wheelbarger

## **2.04 Consideration to Sell or Dispose of Surplus and/or Obsolete Equipment.**

Motion by Mary Blankenship Pointer, second by Bob Perry.

Approval of Consent Agenda Items 2.01-2.05 in Accordance with the Recommended Action on Each Listed Below.

Final Resolution: Motion Passes

Yes: Mary Blankenship Pointer, Annette Brown, Allyson Horton, Lynda Howeth, Karen Kinsey, Susan Moffat, Jon Myers, Bob Perry, Paula Nagode, Anita Semtner, Brent Wheelbarger

## **2.05 Consideration to Purchase Bluecloud Visibility Services from SirsiDynix.**

Motion by Mary Blankenship Pointer, second by Bob Perry.

Approval of Consent Agenda Items 2.01-2.05 in Accordance with the Recommended Action on Each Listed Below.

Final Resolution: Motion Passes

Yes: Mary Blankenship Pointer, Annette Brown, Allyson Horton, Lynda Howeth, Karen Kinsey, Susan Moffat, Jon Myers, Bob Perry, Paula Nagode, Anita Semtner, Brent Wheelbarger

## **3. Other Items for Board Consideration**

### **3.01 Consideration of November 30 and December 31, 2015, Financial Statements.**

Masters reviewed two charts with the board showing comparisons of financial status from December 31, 2014, to December 31, 2015: 1. Expense categories, showing percent spent of cash expenditures, and 2. Comparison of cash account balances.

Since the Virtual Library budget will pay for the Mobil App, Virtual Library Coordinator Adri Edwards-Johnson gave an update on the Mobile App's progress.

Motion by Mary Blankenship Pointer, second by Lynda Howeth.

Approval of November 30 and December 31, 2015, Financial Statements.

Final Resolution: Motion Passes

Yes: Mary Blankenship Pointer, Annette Brown, Allyson Horton, Lynda Howeth, Karen Kinsey, Susan Moffat, Jon Myers, Bob Perry, Paula Nagode, Anita Semtner, Brent Wheelbarger

### **3.02 Consideration of Encumbrances Paid in December, 2015, in the Amounts and to the Accounts as Charged.**

Finance Manager Doug Buck reviewed the December, 2015, encumbrances, paid in December, and was available to answer questions.

Motion by Mary Blankenship Pointer, second by Paula Nagode.

Approval of Encumbrances Paid in December, 2015, in the Amounts and to the Accounts as Charged.

Final Resolution: Motion Passes

Yes: Mary Blankenship Pointer, Annette Brown, Allyson Horton, Lynda Howeth, Karen Kinsey, Susan Moffat, Jon Myers, Bob Perry, Paula Nagode, Anita Semtner, Brent Wheelbarger

### **3.03 Consideration of Encumbrances in the Amounts and to the Accounts as Charged, January 1–27, 2016.**

Finance Manager Doug Buck reviewed the December, 2015, encumbrances, paid in December, and was available to answer questions.

Motion by Lynda Howeth, second by Brent Wheelbarger.

Approval of Encumbrances in the Amounts and to the Accounts as Charged, January 1 - 27, 2016.

Final Resolution: Motion Passes

Yes: Mary Blankenship Pointer, Annette Brown, Allyson Horton, Lynda Howeth, Karen Kinsey, Susan Moffat, Jon Myers, Bob Perry, Paula Nagode, Anita Semtner, Brent Wheelbarger

### **3.04 Consideration of 2014-2015 990 Tax Return.**

The board reviewed the 2014-2015 990 Tax Return.

Motion by Mary Blankenship Pointer, second by Susan Moffat.

Approval of 2015 PLS 990 Tax Return.

Final Resolution: Motion Passes

Yes: Mary Blankenship Pointer, Annette Brown, Allyson Horton, Lynda Howeth, Karen Kinsey, Susan Moffat, Jon Myers, Bob Perry, Paula Nagode, Anita Semtner, Brent Wheelbarger

### **3.05 Consideration of Security Camera System for Moore Library.**

Masters stated that currently only the Moore, McLoud, and Tecumseh Libraries are without video security. Of those three, the Moore Library is the largest branch. This is a recommendation to install a video security system in the Moore branch at a cost of \$21,395.55 (Oklahoma State Contract Pricing).

PLS Security Coordinator Leon Suggs worked with Moore branch manager and SimplexGrinnell personnel to see exactly what cameras and equipment were needed. It was decided that three interior cameras and three additional 360 degree cameras were needed inside, and three outdoor cameras, one for the rear and two for the front and side, were needed outside.

Motion by Bob Perry, second by Karen Kinsey.

Approval of Security Camera System for Moore Library.

Final Resolution: Motion Passes

Yes: Mary Blankenship Pointer, Annette Brown, Allyson Horton, Lynda Howeth, Karen Kinsey, Susan Moffat, Jon Myers, Bob Perry, Paula Nagode, Anita Semtner, Brent Wheelbarger

### **3.06 Consideration of Oklahoma Library Association Goal in Support of the Oklahoma Department of Libraries.**

This year the focus of the goal for the Oklahoma Library Association is to express support to our State Legislators for the Oklahoma Department of Libraries. PIO Gary Kramer met with Masters and Oklahoma Department of Libraries and Legislative Committee staff to draft a resolution. We

want to inform and encourage Oklahoma Legislators to support the Oklahoma Department of Libraries, and have an understanding of all the ways they serve the State of Oklahoma.

Masters stated that there is concern about consolidation because we feel that the Oklahoma Department of Libraries would not be able to sustain their level of service if they were subsumed under another larger department in the state.

Masters asked the board to sign on to support this resolution. We are also asking library and friends boards across the state to sign as well to have that talking point with our State Legislators in educating them. This year Legislative Lobby Day is April 12.

Motion by Anita Semtner, second by Lynda Howeth.

Approval of Oklahoma Library Association Goal in Support of the Oklahoma Department of Libraries.

Final Resolution: Motion Passes

Yes: Mary Blankenship Pointer, Annette Brown, Allyson Horton, Lynda Howeth, Karen Kinsey, Susan Moffat, Jon Myers, Bob Perry, Paula Nagode, Anita Semtner, Brent Wheelbarger

### **3.07 Consideration of Memorandum of Understanding with the City of Norman.**

Pioneer has an agreement to provide library service for the City of Norman, but this memorandum of understanding is a clarification of responsibilities regarding the installation and maintenance of technology connectivity for the two new Norman Libraries.

PLS will provide the necessary telecommunications equipment for the new libraries, and the City of Norman will provide all the wiring and cabling. Pioneer will continue to provide the maintenance. These are the technology services we provide for all our libraries, but the additional service the City of Norman will be providing, as part of their construction and furniture budget, will be Pioneer connectivity to the desks and furnishings in the building.

We are asking our board of trustees to approve the Memorandum of Understanding and then Pioneer will bring to the Norman City Council for their approval.

Motion by Annette Brown, second by Susan Moffat.

Approval of Memorandum of Understanding with the City of Norman.

Final Resolution: Motion Passes

Yes: Mary Blankenship Pointer, Annette Brown, Allyson Horton, Lynda Howeth, Karen Kinsey, Susan Moffat, Jon Myers, Bob Perry, Paula Nagode, Anita Semtner, Brent Wheelbarger

## **4. Reports/Updates**

### **4.01 Report on Pioneer Library System Foundation by Jeff Miles and Susan Grossman.**

The Pioneer Library System Foundation recently completed a planning process resulting in the development of a new mission statement of beliefs.

PLS Foundation President Jeff Miles, and Pioneer Development Officer Susan Grossman gave an overview of the work of the Foundation during 2015.

**Mission:** *Supporting literacy and a love of learning throughout Pioneer Library System communities.*

**Beliefs:** *Library services and programs create opportunity, and access to knowledge generates equality, building stronger communities.*

PLS Foundation President Jeff Miles, and Pioneer Development Officer Susan Grossman gave an overview of the work of the Foundation during 2015.

#### **4.02 Report on Children's Literacy Grant by Jenny Stenis and Valerie Kimble.**

In February, 2015, Pioneer was invited to submit a proposal for funds to support a project encouraging children's reading. Pioneer received over \$300,000 for a three year project to expand the Growing Like a Read program to older children, and to translate GLAR materials into Spanish. The funds are a bequest from an anonymous donor from the Ada area. Jenny Stenis, Coordinator of Readers Services, and Valerie Kimble, Librarian in the Readers' Center, will provide a report on the progress of the Children's Literacy Project.

#### **4.03 Report on Library Planning Process by Anders Dahlgren.**

Dahlgren is a library planning consultant engaged by MSRDesign, architects for the new Norman libraries. We have had several working meetings with Dahlgren to define the space allocations for library functions in the East and Central libraries. The report that is produced by Dahlgren will provide the information needed for the architects to begin their design work.

While Dahlgren was in town for final meetings, we invited him to provide comments about the process and give the board an opportunity to ask questions.

#### **4.04 Director and Staff Reports.**

Board members received information in their folders on the PLS Board Retreat held this year on Friday evening, March 4, and Saturday morning, March 5. A registration form was included.

Masters reported that a group of Pioneer staff visited the Tulsa FabLab on January 20. The Tulsa FabLab is one of a network of similar labs, an initiative of MIT. Some of the ideas for our Maker Mobile are based upon the work of the Tulsa FabLab and their mobile unit. We established a connection with the Director and staff that will help us as we continue to plan for the implementation of our Maker Mobile.

Street reported that the Outreach Team is nearing the midpoint for our latest FINRA grant with the American Library Association. This is our third grant through this organization. We have completed the six week financial fitness bootcamps with Consumer Credit Counseling of Central Oklahoma with the Citizen Pottawatomie Nation, the Kickapoo tribe, and are nearing the completion of our first ever bootcamps with the Chickasaws in Purcell. Steven Streetman has been working with the schools at our Information Stations to create materials orders for those schools.

#### **4.03 Board Comments.**

Brown and the board thanked Moore staff for the excellent dinner they provided for the meeting.

#### **5. Adjournment.**

**5.01** At 7:43 p.m., hearing no further business or comments, Myers adjourned the meeting.

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Jon Myers, Chair

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Anne Masters, Director

