

MINUTES

Meeting of the Pioneer Library System Board of Trustees Tuesday, March 29, 2016

Generated by Vicki Tichenor on Monday, April 6, 2016.

1. Meeting is Called to Order

Jon Myers, Chair, was absent. Vice-Chair Suzanne McClain Atwood called the meeting to order at 6:35 p.m.

1.01 Roll Call.

Members present

Mark Alfonso, McClain County; Mary Blankenship Pointer, Oklahoma City; Annette Brown, McCloud; Lynda Howeth, Newcastle; Karen Kinsey, Tecumseh; Suzanne McClain Atwood, Cleveland County; Susan Moffat, Lexington; Paula Nagode, Blanchard; Bob Perry, Shawnee; Anita Semtner, Pottawatomie County; Chuck Thompson, Norman; and Brent Wheelbarger, Moore.

Members absent

Allyson Horton, Slaughterville, and Jon Myers, Noble.

Director Anne Masters was in attendance.

1.02 Introduction of Guests.

Lisa Wells, Theresa Dickson, Andy Peters, Doug Buck, Gary Kramer, Christian Potts, Jennifer Marshall, Adri Edwards-Johnson, Susan Grossman, Rebekah Lynam, Aiden Street, David Altimont and Leanne Lewallen, Lockton Retirement Services, Cylinda Richardson-Martin, Vicki Thompson and Maria Watkins, Metropolitan Library System, Charlotte Gordon, Linda Ford, Ashley Evans, and Vicki Tichenor.

1.03 Board Recognition.

Norman West's Branch Manager Lynam welcomed board members and guests to her branch. The Pioneer Library System honored two of the leaders of the library system's annual Black History Month. Linda Ford and Charlotte Gordon were recognized for their contributions for more than a decade to the African American Read-In and the Crown's Tea. The previous two years, the Read-In has shifted venues to Norman West Branch, while the Crown's Tea is one of the most highly attended events of the year at Norman Central Branch. Both Ford and Gordon received Certificates of Appreciation for their outstanding service.

2. Consent Docket

2.01 Consider Approval of the Consent Items 2.01 – 2.09 in Accordance with the Recommended Action on Each Listed Below.

Motion by Mary Blankenship Pointer, second by Chuck Thompson.

Approval of Consent Items 2.01-2.09 in Accordance with the Recommended Action on Each Listed Below.

Final Resolution: Motion Passes

Yes: Mark Alfonso, Mary Blankenship Pointer, Annette Brown, Lynda Howeth, Karen Kinsey, Suzanne McClain Atwood, Susan Moffat, Bob Perry, Paula Nagode, Anita Semtner, Chuck Thompson, Brent Wheelbarger

2.02 Consideration of February 23, 2016, Minutes.

Motion by Mary Blankenship Pointer, second by Chuck Thompson.

Approval of Consent Items 2.01-2.09 in Accordance with the Recommended Action on Each Listed Below.

Final Resolution: Motion Passes

Yes: Mark Alfonso, Mary Blankenship Pointer, Annette Brown, Lynda Howeth, Karen Kinsey, Suzanne McClain Atwood, Susan Moffat, Bob Perry, Paula Nagode, Anita Semtner, Chuck Thompson, Brent Wheelbarger

2.03 Consideration of March 4, 2016, Retreat Minutes.

Motion by Mary Blankenship Pointer, second by Chuck Thompson.

Approval of Consent Items 2.01-2.09 in Accordance with the Recommended Action on Each Listed Below.

Final Resolution: Motion Passes

Yes: Mark Alfonso, Mary Blankenship Pointer, Annette Brown, Lynda Howeth, Karen Kinsey, Suzanne McClain Atwood, Susan Moffat, Bob Perry, Paula Nagode, Anita Semtner, Chuck Thompson, Brent Wheelbarger

2.04 Consideration of March 5, 2016, Retreat Minutes.

Motion by Mary Blankenship Pointer, second by Chuck Thompson.

Approval of Consent Items 2.01-2.09 in Accordance with the Recommended Action on Each Listed Below.

Final Resolution: Motion Passes

Yes: Mark Alfonso, Mary Blankenship Pointer, Annette Brown, Lynda Howeth, Karen Kinsey, Suzanne McClain Atwood, Susan Moffat, Bob Perry, Paula Nagode, Anita Semtner, Chuck Thompson, Brent Wheelbarger

2.05 Consideration of Auditing Services FY2015-2016.

Motion by Mary Blankenship Pointer, second by Chuck Thompson.

Approval of Consent Items 2.01-2.09 in Accordance with the Recommended Action on Each Listed Below.

Final Resolution: Motion Passes

Yes: Mark Alfonso, Mary Blankenship Pointer, Annette Brown, Lynda Howeth, Karen Kinsey, Suzanne McClain Atwood, Susan Moffat, Bob Perry, Paula Nagode, Anita Semtner, Chuck Thompson, Brent Wheelbarger

2.06 Consideration of Annual Ratification of Library Automation Services Agreement Between Pioneer Library System and Independent School District I-29 of Cleveland County (Norman Public Schools) 2016-2017.

Motion by Mary Blankenship Pointer, second by Chuck Thompson.

Approval of Consent Items 2.01-2.09 in Accordance with the Recommended Action on Each Listed Below.

Final Resolution: Motion Passes

Yes: Mark Alfonso, Mary Blankenship Pointer, Annette Brown, Lynda Howeth, Karen Kinsey, Suzanne McClain Atwood, Susan Moffat, Bob Perry, Paula Nagode, Anita Semtner, Chuck Thompson, Brent Wheelbarger

2.07 Consideration of Annual Maintenance for EnvisionWare Equipment.

Motion by Mary Blankenship Pointer, second by Chuck Thompson.

Approval of Consent Items 2.01-2.09 in Accordance with the Recommended Action on Each Listed Below.

Final Resolution: Motion Passes

Yes: Mark Alfonso, Mary Blankenship Pointer, Annette Brown, Lynda Howeth, Karen Kinsey, Suzanne McClain Atwood, Susan Moffat, Bob Perry, Paula Nagode, Anita Semtner, Chuck Thompson, Brent Wheelbarger

2.08 Consideration to Sell or Dispose of Surplus and/or Obsolete Equipment.

Motion by Mary Blankenship Pointer, second by Chuck Thompson.

Approval of Consent Items 2.01-2.09 in Accordance with the Recommended Action on Each Listed Below.

Final Resolution: Motion Passes

Yes: Mark Alfonso, Mary Blankenship Pointer, Annette Brown, Lynda Howeth, Karen Kinsey, Suzanne McClain Atwood, Susan Moffat, Bob Perry, Paula Nagode, Anita Semtner, Chuck Thompson, Brent Wheelbarger

2.09 Consideration of Purchase of a Sorter for the Southwest Oklahoma City Public Library.

Motion by Mary Blankenship Pointer, second by Chuck Thompson.

Approval of Consent Items 2.01-2.09 in Accordance with the Recommended Action on Each Listed Below.

Final Resolution: Motion Passes

Yes: Mark Alfonso, Mary Blankenship Pointer, Annette Brown, Lynda Howeth, Karen Kinsey, Suzanne McClain Atwood, Susan Moffat, Bob Perry, Paula Nagode, Anita Semtner, Chuck Thompson, Brent Wheelbarger

3. Other Items for Board Consideration

3.01 Consideration of Fourth Quarter Investments by Lockton Retirement Services.

David Altimont and Leanne Lewallen, Lockton Retirement Services, presented their report on Fourth Quarter Investments and other information regarding PLS Retirement plans.

Motion by Mary Blankenship Pointer, second by Paula Nagode.

Acceptance of Lockton Retirement Services Report on Fourth Quarter Investments.

Final Resolution: Motion Passes

Yes: Mark Alfonso, Mary Blankenship Pointer, Annette Brown, Lynda Howeth, Karen Kinsey, Suzanne McClain Atwood, Susan Moffat, Bob Perry, Paula Nagode, Anita Semtner, Chuck Thompson, Brent Wheelbarger

3.02 Consideration of Retirement Plans Committee Report.

The Retirement Plans Committee met at 4:00 p.m. prior to the PLS Board Meeting. Finance Committee Chair Pointer gave the Committee's report. Kirsten Steiert, MassMutual, reviewed the investment plan by phone with the Committee. Lewallen gave the 2015 Retirement Plans Progress Report. Altmont did the annual review of the Investment Policy Statement. The Committee reviewed the Committee Charter and Lewallen gave the fee benchmarking report.

Motion by Bob Perry, second by Lynda Howeth.

Acceptance of Retirement Plans Committee Report.

Final Resolution: Motion Passes

Yes: Mark Alfonso, Mary Blankenship Pointer, Annette Brown, Lynda Howeth, Karen Kinsey, Suzanne McClain Atwood, Susan Moffat, Bob Perry, Paula Nagode, Anita Semtner, Chuck Thompson, Brent Wheelbarger

3.03 Consideration of PLS Pension Plan Valuation Report and Amount of DB Contributions for 2016.

Two reports from the Actuary: the Valuation Report and the Contribution Recommendation were reviewed. Finance Manager Buck discussed the key information which included funded status, the contribution forecast, and the annual required contribution. According to the Actuary's calculations, the majority of the increases over the last year was driven by the change in the mortality tables used by the Actuary.

Contributions to the Defined Benefit Plan are recommended and paid by calendar year. Pioneer budgets for a portion of two calendar years in one fiscal year.

Motion by Mary Blankenship Pointer, second by Chuck Thompson.

Acceptance of PLS Pension Plan Valuation Report and Amount of DB Contributions for 2016.

Final Resolution: Motion Passes

Yes: Mark Alfonso, Mary Blankenship Pointer, Annette Brown, Lynda Howeth, Karen Kinsey, Suzanne McClain Atwood, Susan Moffat, Bob Perry, Paula Nagode, Anita Semtner, Chuck Thompson, Brent Wheelbarger

3.04 Consideration of Affirmation of PLS Retirement Plans Committee Charter.

No changes to the Retirement Plans Committee Charter were suggested by Lockton, only affirmation by the board of the Charter was recommended.

Motion by Chuck Thompson, second by Anita Semtner.

Approval of Affirmation of PLS Retirement Plans Committee Charter.

Final Resolution: Motion Passes

Yes: Mark Alfonso, Mary Blankenship Pointer, Annette Brown, Lynda Howeth, Karen Kinsey, Suzanne McClain Atwood, Susan Moffat, Bob Perry, Paula Nagode, Anita Semtner, Chuck Thompson, Brent Wheelbarger

3.05 Consideration of the Receipt of PLS Retirement Plans Committee Minutes of January 27, 2015, and September 15, 2015.

This is a housekeeping measure. These are minutes of the January 27 and September 15, 2015, Retirement Plans Committee meetings that have not yet been approved by the board.

Motion by Bob Perry, second by Brent Wheelbarger.

Acceptance of the Receipt of PLS Retirement Plans Committee Minutes of Jan 27, 2015, and Sep 15, 2015.

Final Resolution: Motion Passes

Yes: Mark Alfonso, Mary Blankenship Pointer, Annette Brown, Lynda Howeth, Karen Kinsey, Suzanne McClain Atwood, Susan Moffat, Bob Perry, Paula Nagode, Anita Semtner, Chuck Thompson, Brent Wheelbarger

3.06 Consideration of the Receipt of PLS Retirement Plans Committee Annual Report (Lockton).

This item was tabled pending receipt of the minutes of the March 29, 2016, Retirement Plans Committee meeting. Once received, those minutes will serve as Lockton's Annual Report of the 2015 Retirement Plans Committee.

3.07 Consideration of February 29, 2016, Financial Statement.

Buck reported on the expense side of the income statement. There are four budget categories of interest where we are in red for the current year. The first category was workman's compensation, and the second category was contract labor. The next was the telephone line item. When the new phone system for Norman Central was purchased, the five year contract came with free maintenance. That contract expired this fiscal year. Lastly, the audit was over budget because we budgeted for the Foundation audit from Foundation funds, but PLS will pay for the Foundation audit.

Motion by Lynda Howeth, second by Karen Kinsey.

Approval of February 29, 2016, Financial Statement.

Final Resolution: Motion Passes

Yes: Mark Alfonso, Mary Blankenship Pointer, Annette Brown, Lynda Howeth, Karen Kinsey, Suzanne McClain Atwood, Susan Moffat, Bob Perry, Paula Nagode, Anita Semtner, Chuck Thompson, Brent Wheelbarger

3.08 Consideration of Encumbrances in the Amounts and to the Accounts as Charged, February 25 – March 30, 2016.

Buck reviewed key items in the encumbrances with the board and answered their questions.

Motion by Mary Blankenship Pointer, second by Lynda Howeth.

Approval of Encumbrances in the Amounts and to the Accounts as Charged, February 25 - March 31, 2016.

Final Resolution: Motion Passes

Yes: Mark Alfonso, Mary Blankenship Pointer, Annette Brown, Lynda Howeth, Karen Kinsey, Suzanne McClain Atwood, Susan Moffat, Bob Perry, Paula Nagode, Anita Semtner, Chuck Thompson, Brent Wheelbarger

4.00 Reports/Updates

4.01 Director and Staff Reports.

Oklahoma Library Association and Public Library Association Conferences

Over the next two weeks a number of Pioneer employees will be attending the Oklahoma Library Association Conference in Tulsa and the Public Library Association Conference in Denver. Several Pioneer employees are presenting. We will provide a report of those activities at our April Board meeting.

New Norman Libraries

Meetings were held March 21, 22 and 23 with MSR Architects and the Norman Forward Library Ad Hoc Committee. A City of Norman Public Meeting was also held to present the initial designs for the Norman Central and Norman East libraries. More work is continuing on the design and

another public meeting to view the final design will be held on April 11. A report will be provided at the April meeting.

Mobile Maker Space

We anticipate the arrival of the Maker-Mobile on April 14 or 15. We are planning an event at Pioneer Headquarters to celebrate the arrival. I am sure there will also be a tour of the branch library communities to introduce the new vehicle and all of its contents. We will be hiring temporary staff to work with the Maker-Mobile through the summer and will post for a full-time permanent employee in the fall. Plans are underway for summer programs utilizing the Maker-Mobile.

System Department Reorganization

Gary Kramer, Public Information Officer, is retiring at the end of May. We have been considering changes in the system department structure and have decided to merge the Public Information Office and the Virtual Library, blending the print and online advertising, marketing and communications. We are working on other changes as well and will share the new organizational chart with you in April.

A reception will be held at Main Site Gallery at 5:00 p.m. on Friday, May 20, to celebrate Gary's next chapter. You can watch for your invitation, go ahead and save the date.

Masters thanked the board and the Administrative Team for their good work at the March Retreat. Chair of the Planning Committee Wheelbarger will be working with that Committee compiling the information developed by five working groups to develop a new Mission Statement and Brand Promise.

We have some Committee meetings scheduled and will bring some recommendations to the board at the May meeting.

Development Officer Susan Grossman reported on Big Read programs that are coming up. Author Sam Weller, Ray Bradbury's biographer, will be here Tuesday, April 5, through Saturday, April 9, speaking at a variety of high schools in our service area on this year's Big Read: *Fahrenheit 451*. The Big Read Keynote Public Lecture will be held at 10:00 a.m. at OBU in Shawnee on Friday, April 8. Followed by the Finale, Community Discussion & Discovery, at 6:00 p.m. at the Fred Jones Museum of Art at OU. *Fahrenheit 451: The Play*, directed by Paul Austin, will be performed at Hillsdale Free Will Baptist College at 7:00 p.m., on Saturday, April 23.

This year Legislative Day is Tuesday, April 12, at the Oklahoma State Capitol. Deputy Director Wells reported that Pioneer, Metropolitan Library System, and Tulsa City/County Library System will host our annual Legislative Breakfast from 8:30-9:30 a.m., in Room 511A.

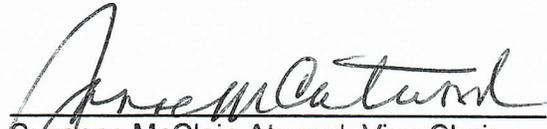
In closing, Virtual Library Coordinator Adri Edwards-Johnson reported briefly on the progress of the Pioneer Mobile App. We are moving toward the patch for our beta testing which includes Flipster integration, and we're getting positive feedback. We have over 2,000 downloads now. As soon as Flipster is debuted in our current release, we will do a larger push with promotional downloads.

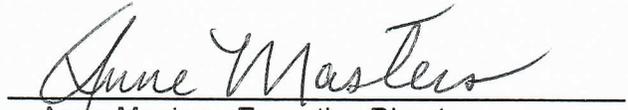
4.02 Board Comments.

McClain Atwood thanked Norman West Branch staff for the dinner they provided.

5. Adjournment.

5.01 At 7:56 p.m., hearing no further business or comments, McClain Atwood adjourned the meeting.


Suzanne McClain Atwood, Vice-Chair


Anne Masters, Executive Director

