

# **MINUTES**

## **Meeting of the Pioneer Library System Board of Trustees Tuesday, July 30, 2019**

Generated by Janet Armbrister on Wednesday, July 31, 2019

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

Chair Marilyn Bradford called the meeting to order at 6:30 PM

#### **1.01 Roll Call**

##### **Members Present**

Mark Alfonso, Karen Kinsey, Marilyn Bradford, Mike Box, Todd Gibson, Jeannette McNally, Julie Curry, Jenny Hunter

##### **Members Absent**

Jonathon Fowler, Marissa Lightsey, Philip Nguyen, Brenda Hill

Executive Director, Lisa Wells was in attendance.

Wells introduced and welcomed new Board members, Jenny Hunter, Julie Curry and Philip Nguyen.

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

Jennifer Fourcade, Keith Merckx, Kelly Sitzman, Aiden Street, Jennifer Marshall, Caroline Dulworth, Andy Peters, Doug Buck, Peggy Cook, Rebekah Lynam, Ashley Welke, Heather Thompson, Sandra Walck, Ruth Burrows

#### **1.03 Branch Update and Board Recognition**

Rebekah Lynam welcomed the board to Purcell and invited board members to check out the new renovations to the building, including completely remodeled restrooms. Lynam shared ways branch staff work to meet Pioneer's mission of inspiring innovation, engagement, and learning in our community, and shared a customer service success story.

Lynam also shared that one of the branch's most valued partners as they work in Purcell is the Chickasaw Nation. The library's partnership with the Nation has lasted several years and has led to some very popular and engaging programs, from cooking demonstrations to yoga classes, both in the library and at outreach events across southern McClain County. In addition to these programs, the library has hosted interns through the Chickasaw Nation Toksali Smart program for the past several summers, working together to help young people gain employment skills and to provide assistance at the library during the busy summer months. In appreciation for this partnership, the PLS Board of Trustees recognizes the Chickasaw Nation for its continued support of the mission of the Pioneer Library

System. Sandra Walck and Ruth Burrows, two Chickasaw employees who work most closely with the library, accepted the recognition on behalf of the Nation.

#### **1.04 Public Comments**

There were no public comments.

### **2. Consent Docket**

#### **2.01 Consider Approval of the Consent Items 2.01-2.08 in Accordance with the Recommended Action on Each Listed Below.**

Approval of Consent Docket Items 2.01-2.08 in Accordance with the Recommended Action on Each Listed Below.

Motion by Mark Alfonso, second by Karen Kinsey.

Final Resolution: Motion Passes

Yes: Mark Alfonso, Karen Kinsey, Marilyn Bradford, Mike Box, Todd Gibson, Jeannette McNally, Julie Curry, Jenny Hunter

#### **2.02 Consideration of June 25, 2019, Minutes.**

Approval of Consent Docket Items 2.01-2.08 in Accordance with the Recommended Action on Each Listed Below.

Motion by Mark Alfonso, second by Karen Kinsey.

Final Resolution: Motion Passes

Yes: Mark Alfonso, Karen Kinsey, Marilyn Bradford, Mike Box, Todd Gibson, Jeannette McNally, Julie Curry, Jenny Hunter

#### **2.03 Consideration of 2020 PLS Board Meeting Schedule.**

Approval of Consent Docket Items 2.01-2.08 in Accordance with the Recommended Action on Each Listed Below.

Motion by Mark Alfonso, second by Karen Kinsey.

Final Resolution: Motion Passes

Yes: Mark Alfonso, Karen Kinsey, Marilyn Bradford, Mike Box, Todd Gibson, Jeannette McNally, Julie Curry, Jenny Hunter

#### **2.04 Consideration of Agreement between PLS and City of Blanchard for Library Services, Facilities & Maintenance FY 2019-2020.**

Approval of Consent Docket Items 2.01-2.08 in Accordance with the Recommended Action on Each Listed Below.

Motion by Mark Alfonso, second by Karen Kinsey.

Final Resolution: Motion Passes

Yes: Mark Alfonso, Karen Kinsey, Marilyn Bradford, Mike Box, Todd Gibson, Jeannette McNally, Julie Curry, Jenny Hunter

#### **2.05 Consideration of Agreement between PLS and City of Moore for Library Services, Facilities & Maintenance FY 2019-2020.**



Approval of Consent Docket Items 2.01-2.08 in Accordance with the Recommended Action on Each Listed Below.

Motion by Mark Alfonso, second by Karen Kinsey.

Final Resolution: Motion Passes

Yes: Mark Alfonso, Karen Kinsey, Marilyn Bradford, Mike Box, Todd Gibson, Jeannette McNally, Julie Curry, Jenny Hunter

### **2.06 Consideration of Agreement between PLS and City of Oklahoma City for Library Services, Facilities & Maintenance FY 2019-2020.**

Approval of Consent Docket Items 2.01-2.08 in Accordance with the Recommended Action on Each Listed Below.

Motion by Mark Alfonso, second by Karen Kinsey.

Final Resolution: Motion Passes

Yes: Mark Alfonso, Karen Kinsey, Marilyn Bradford, Mike Box, Todd Gibson, Jeannette McNally, Julie Curry, Jenny Hunter

### **2.07 Consideration of Agreement between PLS and City of Shawnee for Library Services, Facilities & Maintenance FY 2019-2020.**

Approval of Consent Docket Items 2.01-2.08 in Accordance with the Recommended Action on Each Listed Below.

Motion by Mark Alfonso, second by Karen Kinsey.

Final Resolution: Motion Passes

Yes: Mark Alfonso, Karen Kinsey, Marilyn Bradford, Mike Box, Todd Gibson, Jeannette McNally, Julie Curry, Jenny Hunter

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

Approval of Consent Docket Items 2.01-2.08 in Accordance with the Recommended Action on Each Listed Below.

Motion by Mark Alfonso, second by Karen Kinsey.

Final Resolution: Motion Passes

Yes: Mark Alfonso, Karen Kinsey, Marilyn Bradford, Mike Box, Todd Gibson, Jeannette McNally, Julie Curry, Jenny Hunter

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

### **3.01 Consideration of June 30, 2019 Financial Statement.**

Approval of June 30, 2019 Financial Statement.

Motion by Karen Kinsey, second by Mark Alfonso.

Final Resolution: Motion Passes

Yes: Mark Alfonso, Karen Kinsey, Marilyn Bradford, Mike Box, Todd Gibson, Jeannette McNally, Julie Curry, Jenny Hunter

### **3.02 Consideration of Encumbrances, in the Amounts and to the Accounts as Charged, June 26, 2019 - June 30, 2019.**

Approval of Encumbrances as Presented, in the Amounts and to the Accounts as Charged, June 26, 2019 - June 30, 2019.

Motion by Mike Box, second by Karen Kinsey.

Final Resolution: Motion Passes

Yes: Mark Alfonso, Karen Kinsey, Marilyn Bradford, Mike Box, Todd Gibson, Jeannette McNally, Julie Curry, Jenny Hunter

### **3.03 Consideration of Encumbrances, in the Amounts and to the Accounts as Charged, July 1, 2019 - July 31, 2019.**

Approval of Encumbrances as Presented, in the Amounts and to the Accounts as Charged, July 1, 2019 - July 31, 2019.

Motion by Mike Box, second by Mark Alfonso.

Final Resolution: Motion Passes

Yes: Mark Alfonso, Karen Kinsey, Marilyn Bradford, Mike Box, Todd Gibson, Jeannette McNally, Julie Curry, Jenny Hunter

### **3.04 Report on Second Quarter Investments held by Communities Foundation of Oklahoma.**

Wells gave report on the Second Quarter Investments held by Communities Foundation of Oklahoma.

## **4. Reports/Updates**

### **4.01 Executive Director and Staff Reports.**

Wells thanked everyone for coming.

Wells informed all that her term as President of the Oklahoma Library Association began on July 1<sup>st</sup>. An OLA retreat is scheduled for Wednesday-Friday of this week in Ardmore to discuss plans for the upcoming year. The 2020 OLA Conference will be held in Tulsa.

We are preparing for a visit from the Auditor the end of August.

The dedication/ribbon cutting for the artwork at the new Norman Central Library was last Thursday. The artist was here from London and gave a public presentation Wednesday at the Mainsite Studios.

Wells gave an update on the opening of the new Norman Central Library.

Kelly Sitzman shared a Customer Impact Story.

Two winners were selected this month for reflecting the PLS Customer Service Philosophy of "Creating Positive Experiences for You" and Values of welcoming, empowering, and respecting all.



A customer who frequents Norman Public Library East has been looking for a job for some time now - the contract at his current job ended, and he has applied to a lot of positions. Staff ask about the process frequently, often on a weekly basis, and encourage him to keep his head up. The Norman East team knows him by name, as he uses the meeting rooms often, converses with staff regularly, and has utilized PLS job-searching databases to help with his job hunt. One week in early July, this customer had a big interview, and entered the library looking very professional in a suit. Staff complimented him and wished him the best for his interview. When the time came for the interview to start, staff member Brittany Muirhead left a note on the glass window to the Conference Room that read, "Good luck! You got this." It was simple, but also so meaningful. It not only showed that library staff build relationships with customers, but that we are rooting for them to succeed. The Norman East team hopes he finds a position for which he is passionate and that he remembers the library when he moves on!



In July, a family who frequents the Southwest Oklahoma City Library visited the library to check out new materials for the week. Oliver, age 4, found the book "I Need Stitches" on the shelf and thought it looked interesting. The family checked it out and it quickly became a favorite read. A few weeks later, the family returned to the library and shared how much this book meant to their family during a stressful event. Mom Kiley said that a week after checking out the book, Oliver was climbing the fence in their backyard when he cut his thumb on a loose wire. The cut was so deep it exposed the tendon and he had to get 16 stitches. Yet, Oliver was not scared. He had just learned about the process of getting stitches, and that medical providers are well trained helpers. During his emergency room visit, he was calm, curious, and a little excited to be getting stitches. Because he had already "lived" the experience through the world of books, he had a positive experience during a typically scary and highly stressful moment.



#### **4.02 Branch Highlights**

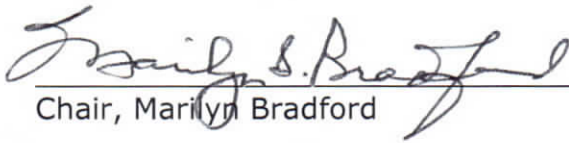
During the meeting, board and guests enjoyed a PowerPoint presentation featuring highlights of library branch activities during the month of July.

**4.03 Board Comments**

**5. Adjournment**

**5.01 Adjourn the Meeting**

Bradford adjourned the meeting at 6:53pm.

  
Chair, Marilyn Bradford

  
Executive Director, Lisa Wells