

**Meeting of the Pioneer Library System Board of Trustees**  
**205 Northeast 10th Street Blanchard, OK 73010**  
**October 29, 2019**

*Generated by Janet Armbrister on Wednesday, October 30, 2019*

**1. Meeting Called to Order**  
**Meeting called to order at 6:31pm**

1.01 Roll Call.

Members present

Mark Alfonso, Karen Kinsey, Marilyn Bradford, Mike Box, Jeannette McNally,  
Jonathan Fowler, Julie Curry

Members absent

Marissa Lightsey, Philip Nguyen, Jenny Goodspeed, Mary Pointer, Brenda Hill, Todd  
Gibson

Executive Director, Lisa Wells was in attendance.

1.02 Introduction of Guests.

Janice Bailey, Doug Buck, Andy Peters, Ashley Welke, Heather Thompson, Keith  
Merckx, Kelly Sitzman, Jenny Clark, Peggy Cook, Carolyn Dulworth, Phillip Clark,  
Jennifer Marshall, Aiden Street, Chris Manna, Rebekah Lynam, Becky Pauls, Brook  
Fischer

1.03 Branch Update and Board Recognition.

Becky Pauls shared information about the serves and outreach programs the  
Blanchard Library has to offer.

Pauls recognized John Fischer. John has been a Blanchard volunteer for years. He  
helps set up for programs, assists with the "We Do" programming classes for  
children, and helps whenever we need furniture assembled. John is also a member  
of our Friends of the Library organization and has served as treasurer for 4 years  
now. His detailed treasurer's reports are amazing! We appreciate all that John  
does for the library, its staff, and its customers.

Pauls also recognized CeCe Dodd. She was a teen volunteer all through high school  
and is now an adult volunteer at the library. CeCe has been a valuable part of the  
summer lunch program for the past two years. The first year, she set up tables for  
the morning program, moved tables for the free lunch, then washed and put away  
those same tables following the "after lunch" program. Two days a week! And she  
came back to help the second year! She also became a great assistant for the  
weekly summer family movie days, assisting staff with set up, serving popcorn and  
lemonade, and making sure the movie didn't freeze up at any point. She has been  
an outstanding volunteer.

1.04 Public Comments.  
No Public Comments.

## **2. Consent Docket**

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

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

Motion by Mark Alfonso, second by Jonathan Fowler.

Final Resolution: Motion Passes

Yes: Mark Alfonso, Karen Kinsey, Marilyn Bradford, Mike Box, Jeannette McNally, Jonathan Fowler, Julie Curry

2.02 Consideration of September 24, 2019, Minutes.

Approval of September 24, 2019, Minutes.

Motion by Mark Alfonso, second by Jonathan Fowler.

Final Resolution: Motion Passes

Yes: Mark Alfonso, Karen Kinsey, Marilyn Bradford, Mike Box, Jeannette McNally, Jonathan Fowler, Julie Curry

2.03 Consideration of Renewal of Communico Software License and Maintenance in the Amount of \$19,500.

Approval of Communico Invoice, in the Amount of \$19,500, for Software License and Maintenance.

Motion by Mark Alfonso, second by Jonathan Fowler.

Final Resolution: Motion Passes

Yes: Mark Alfonso, Karen Kinsey, Marilyn Bradford, Mike Box, Jeannette McNally, Jonathan Fowler, Julie Curry

2.04 Consideration of Retirement Plans Committee Minutes, March 26, 2019.

Approval of Retirement Plans Committee Minutes, March 26, 2019.

Motion by Mark Alfonso, second by Jonathan Fowler.

Final Resolution: Motion Passes

Yes: Mark Alfonso, Karen Kinsey, Marilyn Bradford, Mike Box, Jeannette McNally, Jonathan Fowler, Julie Curry

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

Approval to Sell or Dispose of Surplus and/or Obsolete Equipment.

Motion by Mark Alfonso, second by Jonathan Fowler.

Final Resolution: Motion Passes

Yes: Mark Alfonso, Karen Kinsey, Marilyn Bradford, Mike Box, Jeannette McNally, Jonathan Fowler, Julie Curry



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

3.01 Consideration of September 30, 2019, Financial Statement.

Approval of September 30, 2019, Financial Statement.

Motion by Jonathan Fowler, second by Karen Kinsey.

Final Resolution: Motion Passes

Yes: Mark Alfonso, Karen Kinsey, Marilyn Bradford, Mike Box, Jeannette McNally, Jonathan Fowler, Julie Curry

3.02 Consideration of Encumbrances in the Amounts and to the Accounts as Charged, September 25, 2019 - October 30, 2019.

Approval of Encumbrances, as Presented, in the Amounts and to the Accounts as Charged, September 27, 2019 - October 31, 2019.

Motion by Karen Kinsey, second by Mark Alfonso.

Final Resolution: Motion Passes

Yes: Mark Alfonso, Karen Kinsey, Marilyn Bradford, Mike Box, Jeannette McNally, Jonathan Fowler, Julie Curry

3.03 Consideration of Retirement Plans Committee Report.

Mark Alfonso presented Retirement Plans Committee Report.

3.04 Consideration of Additional Contribution to the Defined Benefits Plan in the amount of \$100,000.

Approval of Additional Contribution to the Defined Benefits Plan in the amount of \$100,000.

Motion by Karen Kinsey, second by Mike Box.

Final Resolution: Motion Passes

Yes: Mark Alfonso, Karen Kinsey, Marilyn Bradford, Mike Box, Jeannette McNally, Jonathan Fowler, Julie Curry

3.05 Consideration of Review and Recommendation for Excessive Moisture Remediation at 300 Norman Center Court.

Approval to Utilize any Necessary Funds to Remediate any Excessive Moisture damage within the two areas at 300 Norman Center Court.

Motion by Mike Box, second by Mark Alfonso.

Final Resolution: Motion Passes

Yes: Mark Alfonso, Karen Kinsey, Marilyn Bradford, Mike Box, Jeannette McNally, Jonathan Fowler, Julie Curry

3.06 Consideration of Safety for Children Policy.

Approval of Safety for Children Policy.

Motion by Jonathan Fowler, second by Karen Kinsey.

Final Resolution: Motion Passes

Yes: Mark Alfonso, Karen Kinsey, Marilyn Bradford, Mike Box, Jeannette McNally, Jonathan Fowler, Julie Curry

3.07 Consideration of Public Information Guidelines.  
Approval of Consideration of Public Information Guidelines.

Motion by Jeannette McNally, second by Jonathan Fowler.  
Final Resolution: Motion Passes  
Yes: Mark Alfonso, Karen Kinsey, Marilyn Bradford, Mike Box, Jeannette McNally, Jonathan Fowler, Julie Curry

#### **4. Reports/Updates**

4.01 Quarterly CFO Fund Reports.  
Wells presented CFO Fund Reports.

4.02 Present Story of the Month  
Rebekah Lynam present Story of the Month.  
Recently, a middle school student in a PLS community tragically died following injuries in a football game. That entire community, obviously, was shaken, and library staff wanted to be able to help in some way. First thing the next morning, the branch manager called the selectors to ask about a possible curated list on Overdrive to recommend books that would help members of the community process their grief. The selectors immediately started working on this list for the community. Within two hours, they had sent their condolences to branch staff and had created not one but three lists (for children, teens, and adults) full of books, fiction and non-fiction, that would help grieving friends, classmates, and acquaintances get in touch with and open up about their loss. Because the selectors worked so quickly and so well, library staff were able to promptly share those lists out on community social media pages along with tips on discussing grief with children through the use of books. This gave librarians a sense of being able to do something in the face of tragedy and, more importantly, gave members of the community important tools to use at a very difficult time.

4.03 Executive Director and Staff Reports.  
Wells shared the progress of the new Norman Public Library Central, grand opening dates and stories of the Book Brigade.

4.04 Branch Highlights.

4.05 Board Comments.  
Bradford thanked the Blanchard staff.

#### **5. Adjournment**

5.01 Meeting adjourned at 7:35pm.

*Marilyn Bradford*  
Chair, Marilyn Bradford

*Lisa L Wells*  
Executive Director, Lisa Wells