

**Meeting of the Pioneer Library System Board of Trustees**  
**Thursday, March 5, 2020**

*Generated by Janet Armbrister on Wednesday, March 18, 2020*

**1. Meeting is Called to Order**

Meeting was called to order by Chair, Marilyn Bradford at 6:32 pm.

1.01 Roll Call.

**Members present**

Karen Kinsey, Marilyn Bradford, Brenda Hill, Mike Box, Jeannette McNally, Jonathan Fowler, Julie Curry, Jenny Goodspeed

Executive Director, Lisa Wells was in attendance.

1.02 Introduction of Guests.

Jennifer Fourcade, Janice Bailey, Andy Peters, Doug Buck, Jennifer Marshall, Peggy Cook, Aiden Street, Phil Clark, Keith Merckx, Yvonne and Romona Klopfenstien, Nancy Cox, Charlene Phillips, Jo Ann Banse, Debra Albright, Molly Monaghan, Shirley and Richard Lynch.

1.03 Branch Update and Board Recognition.

Phil Clark presented the branch update.

Newcastle has grown in a short period of time. New residential and commercial sites are going up throughout the area. The library is working hard to engage the community. They are working with the Senior Center to help them complete their mission. They are continuing to work to make the library a hub for assistance in all areas and promote learning in the community.

Clark recognized two members of the Friends of the Newcastle Library, Debra Albright, Treasurer and Shirley Lynch, Vice President. Both will be leaving to be move closer to their families. Clark thanked them for their encouragement, support and the great work they have done over the years.

Lisa Wells recognized Andy Peters for 35 years of Service with Pioneer.

Marilyn Bradford recognized Lisa Wells for 30 years of Service with Pioneer.

1.04 Public Comments.

No public comments presented.

**2. Consent Docket**

2.01 Consider Approval of the Consent Items 2.01-2.07 in Accordance with the Recommended Action on Each Listed Below.

Resolution: Approval of Consent Agenda Items 2.01-2.07 in Accordance with the Recommended Action on Each Listed Below.

Approval of Consent Agenda Items 2.01-2.07 in Accordance with the Recommended Action on Each Listed Below.

Motion by Jeannette McNally, second by Karen Kinsey.

Final Resolution: Motion Passes

Yes: Karen Kinsey, Marilyn Bradford, Brenda Hill, Mike Box, Jeannette McNally, Jonathan Fowler, Julie Curry, Jenny Goodspeed

2.02 Consideration of January 28, 2020, Minutes.

Resolution: Approval of January 28, 2020, Minutes.

Approval of Consent Agenda Items 2.01-2.07 in Accordance with the Recommended Action on Each Listed Below.

Motion by Jeannette McNally, second by Karen Kinsey.

Final Resolution: Motion Passes

Yes: Karen Kinsey, Marilyn Bradford, Brenda Hill, Mike Box, Jeannette McNally, Jonathan Fowler, Julie Curry, Jenny Goodspeed

2.03 Consideration of October 14, 2019, Retirement Plans Committee Minutes.

Resolution: Approval of October 14, 2019, Retirement Plans Committee Minutes.

Approval of Consent Agenda Items 2.01-2.07 in Accordance with the Recommended Action on Each Listed Below.

Motion by Jeannette McNally, second by Karen Kinsey.

Final Resolution: Motion Passes

Yes: Karen Kinsey, Marilyn Bradford, Brenda Hill, Mike Box, Jeannette McNally, Jonathan Fowler, Julie Curry

Not Present at Vote: Jenny Goodspeed

2.04 Consideration of January 31, 2020, Financial Statement.

Resolution: Approval of January 31, 2020, Financial Statement.

Approval of Consent Agenda Items 2.01-2.07 in Accordance with the Recommended Action on Each Listed Below.

Motion by Jeannette McNally, second by Karen Kinsey.

Final Resolution: Motion Passes

Yes: Karen Kinsey, Marilyn Bradford, Brenda Hill, Mike Box, Jeannette McNally, Jonathan Fowler, Julie Curry, Jenny Goodspeed

2.05 Consideration of Revisions to the Pioneer Library System Information Station and Community Place Guidelines.

Resolution: Approval of Revisions to the Information Station and Community Place Guidelines.

Approval of Consent Agenda Items 2.01-2.07 in Accordance with the Recommended Action on Each Listed Below.

Motion by Jeannette McNally, second by Karen Kinsey.

Final Resolution: Motion Passes

Yes: Karen Kinsey, Marilyn Bradford, Brenda Hill, Mike Box, Jeannette McNally, Jonathan Fowler, Julie Curry, Jenny Goodspeed

2.06 Consideration of Pioneer Library System Agreement with City of Tecumseh for Library Services, Facilities, and Maintenance.

Resolution: Approval of Pioneer Library System Agreement with City of Tecumseh for Library Services, Facilities, and Maintenance.

Approval of Consent Agenda Items 2.01-2.07 in Accordance with the Recommended Action on Each Listed Below.

Motion by Jeannette McNally, second by Karen Kinsey.

Final Resolution: Motion Passes

Yes: Karen Kinsey, Marilyn Bradford, Brenda Hill, Mike Box, Jeannette McNally, Jonathan Fowler, Julie Curry, Jenny Goodspeed

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

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

Approval of Consent Agenda Items 2.01-2.07 in Accordance with the Recommended Action on Each Listed Below.

Motion by Jeannette McNally, second by Karen Kinsey.

Final Resolution: Motion Passes

Yes: Karen Kinsey, Marilyn Bradford, Brenda Hill, Mike Box, Jeannette McNally, Jonathan Fowler, Julie Curry, Jenny Goodspeed

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

3.01 Consideration of Encumbrances in the Amounts and to the Accounts as Charged, January 31 - February 29, 2020.

Approval of Encumbrances in the Amounts and to the Accounts as Charged, January 31 - February 29, 2020.

Motion by Brenda Hill, second by Karen Kinsey.

Final Resolution: Motion Passes

Yes: Karen Kinsey, Marilyn Bradford, Brenda Hill, Mike Box, Jeannette McNally, Jonathan Fowler, Julie Curry, Jenny Goodspeed

3.02 Retirements Plans Committee Report

3.03 Consideration of the Restatement of the Defined Benefit Plan Document.

Approval of the Restatement of the Defined Benefit Plan Document.

Motion by Mike Box, second by Jeannette McNally.

Final Resolution: Motion Passes

Yes: Karen Kinsey, Marilyn Bradford, Brenda Hill, Mike Box, Jeannette McNally, Jonathan Fowler, Julie Curry, Jenny Goodspeed



3.04 Consideration of the Addendum to the Defined Benefit Plan Document.  
Approval of the Addendum to the Defined Benefit Plan Document.

Motion by Jonathan Fowler, second by Brenda Hill.

Final Resolution: Motion Passes

Yes: Karen Kinsey, Marilyn Bradford, Brenda Hill, Mike Box, Jeannette McNally, Jonathan Fowler, Julie Curry, Jenny Goodspeed

3.05 Consideration to purchase 3 Replacement Envisionware Selfchecks for in the amount of \$20,980.00.

Approval to purchase 3 Replacement Envisionware Selfchecks in the Amount of \$20,980.00.

Motion by Jonathan Fowler, second by Karen Kinsey.

Final Resolution: Motion Passes

Yes: Karen Kinsey, Marilyn Bradford, Brenda Hill, Mike Box, Jeannette McNally, Jonathan Fowler, Julie Curry, Jenny Goodspeed

3.06 Consideration to Purchase 8 Bin Sorter in the amount of \$139,975.00.

Consideration to Purchase 8 Bin Sorter in the amount of \$139,975.00.

Motion by Mike Box, second by Jonathan Fowler.

Final Resolution: Motion Passes

Yes: Karen Kinsey, Marilyn Bradford, Brenda Hill, Mike Box, Jeannette McNally, Jonathan Fowler, Julie Curry, Jenny Goodspeed

3.07 Consideration to Purchase 2 MediaBanks in the amount of \$43,649.77.

Approval to Purchase 2 MediaBanks in the amount of \$43,649.77.

Motion by Jeannette McNally, second by Karen Kinsey.

Final Resolution: Motion Passes

Yes: Karen Kinsey, Marilyn Bradford, Brenda Hill, Mike Box, Jeannette McNally, Jonathan Fowler, Julie Curry, Jenny Goodspeed

3.08 Consideration to Purchase a 2020 Ford Transit Cargo Van in the amount of \$29,263.00.

Approval of Purchase a 2020 Ford Transit Cargo Van in the amount of \$29,263.00.

Motion by Brenda Hill, second by Jonathan Fowler.

Final Resolution: Motion Passes

Yes: Karen Kinsey, Marilyn Bradford, Brenda Hill, Mike Box, Jeannette McNally, Jonathan Fowler, Julie Curry, Jenny Goodspeed

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

##### **4.01 Story of the Month**

Phil Clark presented two Stories of the Month.

A staff member checked out a PLS vehicle to drive to visit partners promoting the Career Online High School. When the car started, the low tire pressure light was on. The employee went inside to see if PLS used a local tire shop for maintenance. Ira White suggested using the nearest gas station around the corner. Ira then reached into his pocket and pulled out several dollars in quarters and commented that he carries them for emergencies such as this. While airing the tire,

Ira drove up with a tire gauge. He wanted to make sure the tire was airing up properly. He left his coworker with the quarters and gauge in case the tire went flat throughout the day. Ira had a busy schedule to keep, but went above and beyond to make sure his colleague had a safe and productive day.

A Moore Children's employee noticed a woman waiting at the IS Desk while staff were busy helping other customers. The staff member asked the woman how the library could help and she stated that she needed information on writing college papers. The customer was in her first year of college and wasn't doing well in her English Composition class. The employee took the customer to the adult nonfiction area and showed her books on essay writing. The staff member asked a few more questions about her current class projects and any particular areas she wanted help with. The customer stated that she was having problems writing a proper thesis statement. The books the staff member showed her had excellent information for her, but she was needing more feedback and constructive criticism on her paper. The staff member took the customer back to the children's desk and showed her how to access Brainfuse, the writing lab and how she could submit her work and receive feedback from an expert in a short period of time. The employee also showed her the Learning Express Library and the adult learning aspects of the database. The customer stopped in a couple of weeks later to let the staff know that she was thrilled to have earned an A on her paper.

#### 4.02 Executive Director and Staff Reports.

Wells shared information about the Public Library Association (PLA) Conference in Nashville and the touring of some Louisville libraries.

Several staff members attended the PLA Conference in Nashville this past week. We had two programs selected for presentations. One was on Virtual Conferencing. Another presentation presented by Wells and Sitzman was Critical Mission Teams along with other projects. Pioneer was also recognized and presented with an award by Overdrive for reaching & surpassing one million served in our digital materials.

Prior to the PLA conference a few of our staff went to Louisville to meet the architect that designed Norman East and Norman Central to tour some of their libraries built between 2015-2019. Purcell and Tecumseh have had concept designs and projects faded away but after touring these libraries we may be able to breath life back into the projects.

Aiden Street, Co-Chair of the OLA Legislative Committee, shared information regarding the State Library Legislative Reception at the Oklahoma Judicial Center.

Street thanked PLS staff for their support in making this a great success. Librarians from across the state were invited to showcase their work. PLS was well represented in Workforce Development, Early Literacy, STEAM, STEM, Service to Veterans and more. The National Campaign, "Libraries Transform" was theme used. Scenarios were created and as the Legislators arrive they were given a card with a scenario, and they enacted that role by visiting the stations around the room. The Librarians at the stations helped them solve that problem.

Street also launched a Legislative website for Librarians called Engaged.

#### 4.03 Board Comments.

Marilyn Bradford thanked the Newcastle staff for hosting the meeting.

## 5. Adjournment

5.01 Chair Marilyn Bradford, adjourned the meeting at 7:08 pm.

  
Board Chair, Marilyn Bradford

  
Executive Director, Lisa Wells