

**Special Meeting of the Pioneer Library System Board of Trustees  
Tuesday, March 31, 2020  
Teleconference**

*Generated by Janet Armbrister on Wednesday, April 1, 2020*

**1. Meeting is Called to Order**

Meeting was called to order by Chair, Marilyn Bradford at 6:30 pm.

Statement from Chair Marilyn Bradford:

"This meeting is being held by video conference under the authority of SB661 effective March 17, 2020. Section 307.1(C)(3) of that Act contains a statement purporting to limit the ability of the "public body" to participate and speak in a meeting held by teleconference or video conference by linking it with the ability of the general public to participate and speak at the meeting. We have been advised by counsel that this section contains an apparent typographical error and that it was not intended as a limitation of the ability of the commissioners to participate and speak during the course of this meeting."

1.01 Roll Call.

**Members present via Teleconference**

Mark Alfonso, Karen Kinsey, Marilyn Bradford, Brenda Hill, Mike Box, Todd Gibson, Jeannette McNally, Marissa Lightsey, Julie Curry, Philip Nguyen, Jenny Goodspeed

Executive Director, Lisa Wells was in attendance

1.02 Public Comments.

No public comments received.

**2. Consent Docket**

2.01 Consider Consent Docket Items 2.01-2.12 in Accordance with the Recommended Action on Each Listed Below.

Resolution: Approval of Consent Agenda Items 2.01-2.12 in Accordance with the Recommended Action on Each Listed Below.

Approval of Consent Agenda Items 2.01-2.12 in Accordance with the Recommended Action on Each Listed Below.

Motion by Mark Alfonso, second by Todd Gibson.

Final Resolution: Motion Passes

Yes: Mark Alfonso, Mike Box, Marilyn Bradford, Julie Curry, Todd Gibson, Brenda Hill, Jenny Goodspeed, Karen Kinsey, Marissa Lightsey, Jeannette McNally, Philip Nguyen

2.02 Consideration of March 5, 2020, Minutes.

Resolution: Approval of Consent Agenda Items 2.01-2.12 in Accordance with the Recommended Action on Each Listed Below.

Approval of Consent Agenda Items 2.01-2.12 in Accordance with the Recommended Action on Each Listed Below.

Motion by Mark Alfonso, second by Todd Gibson.

Final Resolution: Motion Passes

Yes: Mark Alfonso, Mike Box, Marilyn Bradford, Julie Curry, Todd Gibson, Brenda Hill, Jenny Goodspeed, Karen Kinsey, Marissa Lightsey, Jeannette McNally, Philip Nguyen

2.03 Consideration of February 28, 2019, Financial Statement.

Resolution: Approval of Consent Agenda Items 2.01-2.12 in Accordance with the Recommended Action on Each Listed Below.

Approval of Consent Agenda Items 2.01-2.12 in Accordance with the Recommended Action on Each Listed Below.

Motion by Mark Alfonso, second by Todd Gibson.

Final Resolution: Motion Passes

Yes: Mark Alfonso, Mike Box, Marilyn Bradford, Julie Curry, Todd Gibson, Brenda Hill, Jenny Goodspeed, Karen Kinsey, Marissa Lightsey, Jeannette McNally, Philip Nguyen

2.04 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) 2020-2021.

Resolution: Approval of Consent Agenda Items 2.01-2.12 in Accordance with the Recommended Action on Each Listed Below.

Approval of Consent Agenda Items 2.01-2.12 in Accordance with the Recommended Action on Each Listed Below.

Motion by Mark Alfonso, second by Todd Gibson.

Final Resolution: Motion Passes

Yes: Mark Alfonso, Mike Box, Marilyn Bradford, Julie Curry, Todd Gibson, Brenda Hill, Jenny Goodspeed, Karen Kinsey, Marissa Lightsey, Jeannette McNally, Philip Nguyen

2.05 Consideration to Accept Actuarial Valuation of PLS Pension Plan (DB).

Resolution: Approval of Consent Agenda Items 2.01-2.12 in Accordance with the Recommended Action on Each Listed Below.

Approval of Consent Agenda Items 2.01-2.12 in Accordance with the Recommended Action on Each Listed Below.

Motion by Mark Alfonso, second by Todd Gibson.

Final Resolution: Motion Passes

Yes: Mark Alfonso, Mike Box, Marilyn Bradford, Julie Curry, Todd Gibson, Brenda Hill, Jenny Goodspeed, Karen Kinsey, Marissa Lightsey, Jeannette McNally, Philip Nguyen

2.06 Consideration of Formula for Participants in DC Plan Only.

Resolution: Approval of Consent Agenda Items 2.01-2.12 in Accordance with the Recommended Action on Each Listed Below.

Approval of Consent Agenda Items 2.01-2.12 in Accordance with the Recommended Action on Each Listed Below.

Motion by Mark Alfonso, second by Todd Gibson.

Final Resolution: Motion Passes

Yes: Mark Alfonso, Mike Box, Marilyn Bradford, Julie Curry, Todd Gibson, Brenda Hill, Jenny Goodspeed, Karen Kinsey, Marissa Lightsey, Jeannette McNally, Philip Nguyen

2.07 Consideration of New Formula for Participants in DC and DB Plans.

Resolution: Approval of Consent Agenda Items 2.01-2.12 in Accordance with the Recommended Action on Each Listed Below.

Approval of Consent Agenda Items 2.01-2.12 in Accordance with the Recommended Action on Each Listed Below.

Motion by Mark Alfonso, second by Todd Gibson.

Final Resolution: Motion Passes

Yes: Mark Alfonso, Mike Box, Marilyn Bradford, Julie Curry, Todd Gibson, Brenda Hill, Jenny Goodspeed, Karen Kinsey, Marissa Lightsey, Jeannette McNally, Philip Nguyen

2.08 Consideration of Exhibit A to DC Plan.

Resolution: Approval of Consent Agenda Items 2.01-2.12 in Accordance with the Recommended Action on Each Listed Below.

Approval of Consent Agenda Items 2.01-2.12 in Accordance with the Recommended Action on Each Listed Below.

Motion by Mark Alfonso, second by Todd Gibson.

Final Resolution: Motion Passes

Yes: Mark Alfonso, Mike Box, Marilyn Bradford, Julie Curry, Todd Gibson, Brenda Hill, Jenny Goodspeed, Karen Kinsey, Marissa Lightsey, Jeannette McNally, Philip Nguyen

2.09 Consideration of Contribution Amounts for all Participants.

Resolution: Approval of Consent Agenda Items 2.01-2.12 in Accordance with the Recommended Action on Each Listed Below.

Approval of Consent Agenda Items 2.01-2.12 in Accordance with the Recommended Action on Each Listed Below.

Motion by Mark Alfonso, second by Todd Gibson.

Final Resolution: Motion Passes

Yes: Mark Alfonso, Mike Box, Marilyn Bradford, Julie Curry, Todd Gibson, Brenda Hill, Jenny Goodspeed, Karen Kinsey, Marissa Lightsey, Jeannette McNally, Philip Nguyen

2.10 Consideration to Adopt DC Plan Resolution.

Resolution: Approval of Consent Agenda Items 2.01-2.12 in Accordance with the Recommended Action on Each Listed Below.



Approval of Consent Agenda Items 2.01-2.12 in Accordance with the Recommended Action on Each Listed Below.

Motion by Mark Alfonso, second by Todd Gibson.

Final Resolution: Motion Passes

Yes: Mark Alfonso, Mike Box, Marilyn Bradford, Julie Curry, Todd Gibson, Brenda Hill, Jenny Goodspeed, Karen Kinsey, Marissa Lightsey, Jeannette McNally, Philip Nguyen

2.11 Consideration to Adopt DB Plan Amendment Resolution.

Resolution: Approval of Consent Agenda Items 2.01-2.12 in Accordance with the Recommended Action on Each Listed Below.

Approval of Consent Agenda Items 2.01-2.12 in Accordance with the Recommended Action on Each Listed Below.

Motion by Mark Alfonso, second by Todd Gibson.

Final Resolution: Motion Passes

Yes: Mark Alfonso, Mike Box, Marilyn Bradford, Julie Curry, Todd Gibson, Brenda Hill, Jenny Goodspeed, Karen Kinsey, Marissa Lightsey, Jeannette McNally, Philip Nguyen

2.12 Consideration of New Quarterly Contribution Amount to DB Plan.

Resolution: Approval of Consent Agenda Items 2.01-2.12 in Accordance with the Recommended Action on Each Listed Below.

Approval of Consent Agenda Items 2.01-2.12 in Accordance with the Recommended Action on Each Listed Below.

Motion by Mark Alfonso, second by Todd Gibson.

Final Resolution: Motion Passes

Yes: Mark Alfonso, Mike Box, Marilyn Bradford, Julie Curry, Todd Gibson, Brenda Hill, Jenny Goodspeed, Karen Kinsey, Marissa Lightsey, Jeannette McNally, Philip Nguyen

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

3.01 Consideration of Encumbrances in the Amounts and to the Accounts as Charged, March 1 - March 31, 2020.

Approval of Encumbrances in the Amounts and to the Accounts as Charged, March 1 - March 31, 2020.

Motion by Karen Kinsey second by Brenda Hill.

Final Resolution: Motion Passes

Yes: Mark Alfonso, Mike Box, Marilyn Bradford, Julie Curry, Todd Gibson, Brenda Hill, Jenny Goodspeed, Karen Kinsey, Marissa Lightsey, Jeannette McNally, Philip Nguyen

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

4.01 Executive Director and Staff Reports.

Lisa Wells discussed the closing of the Pioneer Library System due to COVID-19. All Pioneer Library libraries closed effective March 12th. Staff are working remotely from home. Several new things have come from this event. The PLS Business Continuity Plan is in place and ready to roll out. Thank you to Andy Peters and his staff for working to make sure everyone has connectivity. Managers have worked with staff that do not have internet service by giving them other duties. The Branch phones have been rolled to remote locations so that staff can answer calls during normal business hours for that location. Hours have been increased for the Chat reference "Ask Us" to 7 days a week 9am - 9pm. Digital services have increased during the month of March. Check outs are up 8,000 digital items over 3 different platforms for Overdrive, Hoopla and Kanopy. We increased checks out from 6 per month to 8 per month through April and will extend it if needed. Within 48 hours of closing the Digital programming increased from 4.5 hours per week to 33 hours per week. Pioneer staff and the PLS Board have been nimble though all. Majority of the credit goes to our Staff and Managers that have really answered the call. Staff have been willing to be service orientated to help our community in the mist of a crisis. Wells thanked the Board and staff for all the support.

#### 4.02 Board Comments

Marilyn Bradford thanked Wells for her Leadership during this time.

Mark Alfonso is relayed being proud of the work everyone has done.

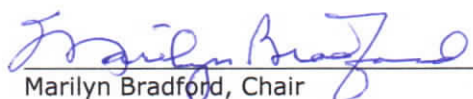
Marissa Lightsey stated being grateful for the work Pioneer has done for the school districts by pulling together to get things up and running so quickly.

Philip Nguyen thanked the Leadership for all their hard work.

### 5. Adjournment.

#### 5.01 Adjourn the Meeting.

Bradford, Chair, adjourned the meeting at 7:15 pm.

  
Marilyn Bradford, Chair

  
Lisa Wells, Executive Director