

**Meeting of the Pioneer Library System Board of Trustees
Via Tecumseh Public Library and Video conference
June 30, 2020**

Generated by Janet Armbrister on Wednesday, July 1, 2020

1. Meeting is Called to Order

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

1.01 Roll Call

Members present at Location

Karen Kinsey, Marilyn Bradford, Brenda Hill, Todd Gibson

Members present via Video Conference

Mark Alfonso, Mike Box, Jeannette McNally, Marissa Lightsey, Julie Curry, Mary Pointer

Executive Director, Lisa Wells was also in attendance.

Other PLS staff present via Video Conference

Jennifer Marshall, Keith Merckx, Kelly Sitzman, Aiden Street, Peggy Cook, Jason Casarez, Michael Autrey, Caroline Dulworth

1.02 Introduction of Guests.

Public Guest present via Video Conference

Bonnie Campbell

1.03 Branch Update and Board Recognition.

No Branch update or Board Recognition presented.

1.04 Public Comments.

No public comments received.

2. Consent Docket

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

Approval of Consent Docket Items 2.01 - 2.09 and the removal of Consent Item 2.10 pending additional information from Oklahoma City, in Accordance with the Recommended Action on Each List Below.

Motion by Karen Kinsey, second by Mary Pointer.

Final Resolution: Motion Passes

Yes: Mark Alfonso, Karen Kinsey, Marilyn Bradford, Brenda Hill, Todd Gibson, Jeannette McNally, Marissa Lightsey, Julie Curry, Mary Pointer

2.02 Consideration of May 26, 2020, Minutes.

Resolution: Approval of the May 26, 2020, Minutes.

Approval of Consent Docket Items 2.01 - 2.10 in Accordance with the Recommended Action on Each Listed Below.

Motion by Karen Kinsey, second by Mary Pointer.

Final Resolution: Motion Passes

Yes: Mark Alfonso, Karen Kinsey, Marilyn Bradford, Brenda Hill, Todd Gibson, Jeannette McNally, Marissa Lightsey, Julie Curry, Mary Pointer

2.03 Consideration of May 31, 2020 Financial Statement

Resolution: Approval of May 31, 2020 Financial Statement.

Approval of Consent Docket Items 2.01 - 2.10 in Accordance with the Recommended Action on Each Listed Below.

Motion by Karen Kinsey, second by Mary Pointer.

Final Resolution: Motion Passes

Yes: Mark Alfonso, Karen Kinsey, Marilyn Bradford, Brenda Hill, Todd Gibson, Jeannette McNally, Marissa Lightsey, Julie Curry, Mary Pointer

2.04 Consideration of Annual Addendum Renewal for Paycom- Payroll and Human Management Solution.

Resolution: Annual Addendum Renewal for Paycom- Payroll and Human Management Solution.

Approval of Consent Docket Items 2.01 - 2.10 in Accordance with the Recommended Action on Each Listed Below.

Motion by Karen Kinsey, second by Mary Pointer.

Final Resolution: Motion Passes

Yes: Mark Alfonso, Karen Kinsey, Marilyn Bradford, Brenda Hill, Todd Gibson, Jeannette McNally, Marissa Lightsey, Julie Curry, Mary Pointer

2.05 Consideration of Agreement Between PLS and City of Blanchard for Library Services, Facilities & Maintenance FY 2020-2021.

Resolution: Approval of Agreement Between PLS and City of Blanchard for Library Services, Facilities & Maintenance FY 2020-2021.

Approval of Consent Docket Items 2.01 - 2.10 in Accordance with the Recommended Action on Each Listed Below.

Motion by Karen Kinsey, second by Mary Pointer.

Final Resolution: Motion Passes

Yes: Mark Alfonso, Karen Kinsey, Marilyn Bradford, Brenda Hill, Todd Gibson, Jeannette McNally, Marissa Lightsey, Julie Curry, Mary Pointer

2.06 Consideration of Agreement Between PLS and City of Moore for Library Services, Facilities & Maintenance FY 2020-2021.

Resolution: Approval of Agreement Between PLS and City of Moore for Library Services, Facilities & Maintenance FY 2020-2021.

Approval of Consent Docket Items 2.01 - 2.10 in Accordance with the Recommended Action on Each Listed Below.

Motion by Karen Kinsey, second by Mary Pointer.

Final Resolution: Motion Passes

Yes: Mark Alfonso, Karen Kinsey, Marilyn Bradford, Brenda Hill, Todd Gibson, Jeannette McNally, Marissa Lightsey, Julie Curry, Mary Pointer

2.07 Consideration of Agreement between PLS and City of Newcastle for Library Services, Facilities & Maintenance FY 2020-2021.

Resolution: Approval of Agreement between PLS and City of Newcastle for Library Services, Facilities & Maintenance FY 2020-2021.

Approval of Consent Docket Items 2.01 - 2.10 in Accordance with the Recommended Action on Each Listed Below.

Motion by Karen Kinsey, second by Mary Pointer.

Final Resolution: Motion Passes

Yes: Mark Alfonso, Karen Kinsey, Marilyn Bradford, Brenda Hill, Todd Gibson, Jeannette McNally, Marissa Lightsey, Julie Curry, Mary Pointer

2.08 Consideration of Agreement Between PLS and City of Noble for Library Services, Facilities & Maintenance FY 2020-2021.

Resolution: Approval of Agreement Between PLS and City of Noble for Library Services, Facilities & Maintenance FY 2020-2021.

Approval of Consent Docket Items 2.01 - 2.10 in Accordance with the Recommended Action on Each Listed Below.

Motion by Karen Kinsey, second by Mary Pointer.

Final Resolution: Motion Passes

Yes: Mark Alfonso, Karen Kinsey, Marilyn Bradford, Brenda Hill, Todd Gibson, Jeannette McNally, Marissa Lightsey, Julie Curry, Mary Pointer

2.09 Consideration of Agreement Between PLS and City of Shawnee for Library Services, Facilities & Maintenance FY 2020-2021.

Resolution: Approval of Agreement Between PLS and City of Shawnee for Library Services, Facilities & Maintenance FY 2020-2021.

Approval of Consent Docket Items 2.01 - 2.10 in Accordance with the Recommended Action on Each Listed Below.

Motion by Karen Kinsey, second by Mary Pointer.

Final Resolution: Motion Passes

Yes: Mark Alfonso, Karen Kinsey, Marilyn Bradford, Brenda Hill, Todd Gibson, Jeannette McNally, Marissa Lightsey, Julie Curry, Mary Pointer

2.10 Consideration of Agreement Between PLS and City of Oklahoma City for Library Services, Facilities & Maintenance FY 2020-2021.

Resolution: Approval to Remove from Consent Docket Item 2.10 pending additional information.

Motion by Karen Kinsey, second by Mary Pointer.

Final Resolution: Motion Passes

Yes: Mark Alfonso, Karen Kinsey, Marilyn Bradford, Brenda Hill, Todd Gibson, Jeannette McNally, Marissa Lightsey, Julie Curry, Mary Pointer

3. Other Items for Board Consideration

3.01 Consideration of Encumbrances in the Amounts and to the Accounts as Charged, May 28, 2020 - June 30, 2020.

Approval of the Encumbrances in the Amounts and to the Accounts as Charged, May 28, 2020 - June 30, 2020.

Motion by Mary Pointer, second by Brenda Hill.

Final Resolution: Motion Passes

Yes: Mark Alfonso, Karen Kinsey, Marilyn Bradford, Brenda Hill, Todd Gibson, Jeannette McNally, Marissa Lightsey, Julie Curry, Mary Pointer

3.02 Consideration of Annual Contract Renewal for Support Services with Phase 2.

Approval of Annual Contract Renewal for Support Services with Phase 2.

Motion by Brenda Hill, second by Karen Kinsey.

Final Resolution: Motion Passes

Yes: Mark Alfonso, Karen Kinsey, Marilyn Bradford, Brenda Hill, Mike Box, Todd Gibson, Jeannette McNally, Marissa Lightsey, Julie Curry, Mary Pointer

3.03 Consideration of 2020-2021 Annual Maintenance Contract Renewal for LaptopsAnytime in the amount of \$16,177.50.

Approval of 2020-2021 Annual Maintenance Contract Renewal for LaptopsAnytime in the amount of \$16,177.50.

Motion by Mary Pointer, second by Brenda Hill.

Final Resolution: Motion Passes

Yes: Mark Alfonso, Karen Kinsey, Marilyn Bradford, Brenda Hill, Mike Box, Todd Gibson, Jeannette McNally, Marissa Lightsey, Julie Curry, Mary Pointer

3.04 Consideration of Sonicwall Firewall/Filtering Gateway Security Suite Yearly Renewal software licenses in the amount of \$42,562.80.

Approval of Sonicwall Firewall/Filtering Gateway Security Suite Yearly Renewal software licenses in the amount of \$42,562.80.

Motion by Mary Pointer, second by Mark Alfonso.

Final Resolution: Motion Passes

Yes: Mark Alfonso, Karen Kinsey, Marilyn Bradford, Brenda Hill, Mike Box, Todd Gibson, Jeannette McNally, Marissa Lightsey, Julie Curry, Mary Pointer

3.05 Consideration of Convergent Technologies, LLC Service Contract in the amount of \$19,419.46.

Approval of Convergent Technologies, LLC Service Contract in the amount of \$19,419.46.

Motion by Jeannette McNally, second by Julie Curry.

Final Resolution: Motion Passes

Yes: Mark Alfonso, Karen Kinsey, Marilyn Bradford, Brenda Hill, Mike Box, Todd Gibson, Jeannette McNally, Marissa Lightsey, Julie Curry, Mary Pointer

3.06 Consideration of Commercial Roof Repair and Maintenance RFP.

Remove from agenda pending additional information.

3.07 Consideration of Governance Committee Report.

Brenda Hill presented the Governance Committee Report.

The Committee met via video conference to discuss the Slate of Officers FY 2020-2021.

3.08 Consideration of Election of Board Officers FY 2020-2021.

Approval of Election of Board Officers FY 2020-2021.

Chair - Karen Kinsey

Vice Chair - Jeannette McNally

Treasurer - Mary Pointer

All have agreed to service as officers.

Motion by Brenda Hill, second by Mike Box.

Final Resolution: Motion Passes

Yes: Mark Alfonso, Karen Kinsey, Marilyn Bradford, Brenda Hill, Mike Box, Todd Gibson, Jeannette McNally, Marissa Lightsey, Julie Curry, Mary Pointer

4. Reports/Updates

4.01 Executive Director and Staff Reports.

Lisa Wells presented an update regarding reopening and staffing schedules due to COVID 19. Regular work schedules for staff began this past Sunday. There have not been any announcements made to the public regarding a "return to normal service" date yet. The libraries are currently offering curbside pickup of materials, copies and faxes. Public computer use is available with short time limits. We are awaiting updates from tonight's study session at the City of Norman to see if executive orders have been

extended, if not we are anticipating Sunday, July 12th as a move into a next phase date. Executive Team meeting today to determine if that will be 50% or 100% capacity. We'll be looking closely at capacity numbers for each location. We have had a hand full of staff test positive. We have updated our FAQ's. Staff that have been directly exposed have been notified. As an organization we are strongly encouraging testing. We are offering to reimburse the testing expense for our hourly staff that are not covered by insurance. We are being diligent about contact tracing. Staff that are experiencing symptoms or awaiting test results are self-quarantining until that they get a test result and if the test is positive then they will need a return to work from a physician. We had a virtual town hall for PLS Staff on June 13th. There were 143 people in attendance. We updated the staff about the next step of reopening and gave them an update on our Strategic Plan process. We will discuss the Plan with the Board soon.

Today's is the last day as the OLA president. The live OLA conference had to be moved to a virtual conference at the end of July.

Wells shared information about the PLS Foundation Employee Campaign. There was not a full employee campaign this year because the timing wasn't right due to the pandemic. Each branch has a Foundation Campaign that talks about the employee campaign with staff. The campaign received around \$3,500.00 from payroll deductions from staff.

Wells recognized Mike Box, Blanchard, for agreeing to service another 3-year term on the Board. Also recognized Brenda Hill, McLoud, Todd Gibson, Cleveland County and Mark Alfonso, McClain County, for there years of service on the Board. Mandy Haws was appointed and approved as the new McClain County representative. We look forward to having the other seats filled soon.

Wells also recognized Marilyn Bradford for servicing as Chair to the Board from 2019-2020.

4.02 Board Highlights.

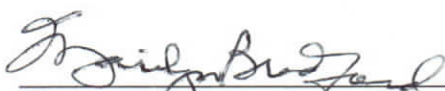
4.03 Board Comments.

Mark Alfonso thanked Lisa and Pioneer for his time on the Board. Parting thought: "Not everything that is faced can be changed but nothing can be changed until it's faced".

5. Adjournment

5.01 Adjourn the Meeting.

Marilyn Bradford, Chair, adjourned the meeting at 6:59 pm.



Marilyn Bradford, Chair



Lisa Wells, Executive Director