

Regular Meeting of the Pioneer Library System Board of Trustees
Tuesday, May 26, 2020
Video/Teleconference

Generated by Janet Armbrister on Thursday, May 28, 2020

1. Meeting is Called to Order

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

1.01 Roll Call.

Members present via Video/Teleconference

Karen Kinsey, Marilyn Bradford, Brenda Hill, Mike Box, Todd Gibson, Jonathan Fowler, Marissa Lightsey, Julie Curry, Philip Nguyen, Mary Pointer

Executive Director, Lisa Wells, was in attendance.

Guest present via Video/Teleconference

Heather Thompson, Chris Manna, Jennifer Marshall, Keith Merckx, Meghan Hollingsworth, Sara McGaha, Becky Pauls, Caroline Dulworth, Doug Buck, Aiden Street, Cassie Spindle, Janice Bailey, Rebekah Lynam

1.02 Public Comments.

No public comments received.

2. Consent Docket

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

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

Approval of Consent Agenda items 2.01 - 2.10 in Accordance with the Recommended Action on Each List Below.

Motion by Jonathan Fowler second by Mike Box.

Final Resolution: Motion Passes

Yes: Mike Box, Marilyn Bradford, Julie Curry, Jonathan Fowler, Todd Gibson, Brenda Hill, Karen Kinsey, Philip Nguyen, Mary Pointer

2.02 Consideration of April 28, 2020 Minutes.

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

Approval of Consent Agenda items 2.01 - 2.10 in Accordance with the Recommended Action on Each List Below.

Motion by Jonathan Fowler second by Mike Box.

Final Resolution: Motion Passes

Yes: Mike Box, Marilyn Bradford, Julie Curry, Jonathan Fowler, Todd Gibson, Brenda Hill, Karen Kinsey, Philip Nguyen, Mary Pointer

2.03 Consideration of April 30, 2020 Financial Statement.

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

Approval of Consent Agenda items 2.01 - 2.10 in Accordance with the Recommended Action on Each List Below.

Motion by Jonathan Fowler second by Mike Box.

Final Resolution: Motion Passes

Yes: Mike Box, Marilyn Bradford, Julie Curry, Jonathan Fowler, Todd Gibson, Brenda Hill, Karen Kinsey, Philip Nguyen, Mary Pointer

2.04 Consideration of Annual Maintenance for EnvisionWare Solutions at a Cost of \$227,254.86

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

Approval of Consent Agenda items 2.01 - 2.10 in Accordance with the Recommended Action on Each List Below.

Motion by Jonathan Fowler second by Mike Box.

Final Resolution: Motion Passes

Yes: Mike Box, Marilyn Bradford, Julie Curry, Jonathan Fowler, Todd Gibson, Brenda Hill, Karen Kinsey, Philip Nguyen, Mary Pointer

2.05 Consideration of Police Professional Liability Policy Renewal at a Cost of \$10,907.40.

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

Approval of Consent Agenda items 2.01 - 2.10 in Accordance with the Recommended Action on Each List Below.

Motion by Jonathan Fowler second by Mike Box.

Final Resolution: Motion Passes

Yes: Mike Box, Marilyn Bradford, Julie Curry, Jonathan Fowler, Todd Gibson, Brenda Hill, Karen Kinsey, Philip Nguyen, Mary Pointer

2.06 Consideration of Property, General Liability, and Commercial Auto Insurance in the amount of \$78,369.

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

Approval of Consent Agenda items 2.01 - 2.10 in Accordance with the Recommended Action on Each List Below.

Motion by Jonathan Fowler second by Mike Box.

Final Resolution: Motion Passes

Yes: Mike Box, Marilyn Bradford, Julie Curry, Jonathan Fowler, Todd Gibson, Brenda Hill, Karen Kinsey, Philip Nguyen, Mary Pointer

2.07 Consideration of Renewal of Subscription for Fold3 Genealogy Database in the Amount of \$14,168.12

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

Approval of Consent Agenda items 2.01 - 2.10 in Accordance with the Recommended Action on Each List Below.

Motion by Jonathan Fowler second by Mike Box.

Final Resolution: Motion Passes

Yes: Mike Box, Marilyn Bradford, Julie Curry, Jonathan Fowler, Todd Gibson, Brenda Hill, Karen Kinsey, Philip Nguyen, Mary Pointer

2.08 Consideration of Renewal of Subscription for Heritage Quest Genealogy Database in the Amount of \$12,410.84.

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

Approval of Consent Agenda items 2.01 - 2.10 in Accordance with the Recommended Action on Each List Below.

Motion by Jonathan Fowler second by Mike Box.

Final Resolution: Motion Passes

Yes: Mike Box, Marilyn Bradford, Julie Curry, Jonathan Fowler, Todd Gibson, Brenda Hill, Karen Kinsey, Philip Nguyen, Mary Pointer

2.09 Consideration of Renewal of Subscription for Simply Analytics Database in the Amount of \$10,845.00

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

Approval of Consent Agenda items 2.01 - 2.10 in Accordance with the Recommended Action on Each List Below.

Motion by Jonathan Fowler second by Mike Box.

Final Resolution: Motion Passes

Yes: Mike Box, Marilyn Bradford, Julie Curry, Jonathan Fowler, Todd Gibson, Brenda Hill, Karen Kinsey, Philip Nguyen, Mary Pointer

2.10 Consideration of the PLS Mission Statement.

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

Approval of Consent Agenda items 2.01 - 2.10 in Accordance with the Recommended Action on Each List Below.

Motion by Jonathan Fowler second by Mike Box.

Final Resolution: Motion Passes

Yes: Mike Box, Marilyn Bradford, Julie Curry, Jonathan Fowler, Todd Gibson, Brenda Hill, Karen Kinsey, Philip Nguyen, Mary Pointer

3. Other Items for Board Consideration

3.01 Consideration of Encumbrances in the Amounts and to the Accounts as Charged, April 30, 2020 - May 27, 2020.

Approval of Encumbrances in the Amounts and to the Accounts as Charged, April 30, 2020 - May 27, 2020.

Motion by Mary Pointer second by Karen Kinsey.

Final Resolution: Motion Passes

Yes: Mike Box, Marilyn Bradford, Julie Curry, Jonathan Fowler, Todd Gibson, Brenda Hill, Karen Kinsey, Philip Nguyen, Mary Pointer

3.02 Consideration of Preliminary Budget FY 2020-2021.

Approval of Preliminary Budget FY 2020-2021.

Motion by Brenda Hill second by Julie Curry.

Final Resolution: Motion Passes

Yes: Mike Box, Marilyn Bradford, Julie Curry, Jonathan Fowler, Todd Gibson, Brenda Hill, Karen Kinsey, Marissa Lightsey, Philip Nguyen, Mary Pointer

3.03 Consideration of Cyber Security Insurance in the Amount of \$5,417.

Approval of Cyber Security Insurance in the Amount of \$5,417.00.

Motion by Mary Pointer second by Karen Kinsey.

Final Resolution: Motion Passes

Yes: Mike Box, Marilyn Bradford, Julie Curry, Jonathan Fowler, Todd Gibson, Brenda Hill, Karen Kinsey, Marissa Lightsey, Philip Nguyen, Mary Pointer

4. Reports/Updates

4.01 Executive Director and Staff Reports.

Lisa Wells - Our phased reopening is going well. We continue to offer curbside material pickup, copying, faxing services and public computer use. Most locations have been steady. We will continue to evaluate active cases in each of our counties and determine when we might allow for more capacity in our physical buildings.

Wells stated, like most businesses, we continue to have fraudulent unemployment claims. We have 297 employees and on May 1st we had 20 fraudulent claims. We

have prepared a fact sheet to communicate with staff advising them of actions they should take to monitor the security breach.

We closed to the public on Sunday, March 15th and reopened on Monday, May 18th. We were closed for 64 days and during that time we issued 827 new library cards.

Wells thanked the PLS board for their continued support this past year.

Karen Kinsey mentioned the work we had accomplished on our Crisis Response Plan and the fact we had not 1 but 2 opportunities to use the plan this fiscal year. The work on the Business Continuity Plan truly allowed us to make expedient decisions regarding staffing models, remote working and quickly shift our focus to serving our customers during a time of need and many of our colleagues weren't in such a position.

Wells communicated that we were the first in the state and region to have virtual programming available. It ranged from Rhymes and Yoga for kids to healthy cooking and knitting for all ages. Staff mentioned that the ability to make a difference to our community made the early days bearable. When most libraries were ready to implement virtual programming, we were ready to focus on staff and their needs. We are proud of our staff and the work they've accomplished during this pandemic.

We're preparing for a virtual summer and Cassie Spindle will share about this year's Summer Learning Challenge.

Cassie Spindle - This year's Summer Learning Challenge began on May 1st and runs through August 15th and 1,000 points (minutes) equals completion. Customers will earn points by logging reading and learning activities through the PLS Connect app, on the website under "My Learning", or with a paper log. Although we are not offering in-person programming this summer due to the virus, customers of all ages can engage in numerous learning experiences through our social media channels. These opportunities include our Summer Learning Challenge Kickoff, with performances at 10 am and 6 pm daily May 26th - May 31st. As a personal touch during this year's challenge, when participants earn their first 250 points, staff will call to congratulate them, ask how they're doing, and ask if there are any needs we can meet. Children and teens who complete the Summer Learning Challenge will earn a book of their choice. To encourage learning beyond the initial challenge of 1,000 minutes, for every additional 1,000 minutes of learning that participants complete, they will earn an entry into their local branch's grand prize drawing. Our community goal is to spend 6 million minutes learning this summer, and with the support of the Pioneer Library System Foundation, we will donate books to McClain and Cleveland County Health Departments and the Citizen Potawatomi Nation. Visit pioneer.beanstack.org to sign up today!

4.02 Impact PLS Presentation.

Impact PLS presentation - PLS Historical Timeline Project presented via video by Beverly Theige, Cassie Spindle, Meghan Hollingsworth, Lauren Panichelli, Sara McGaha and Taryn Kingery.

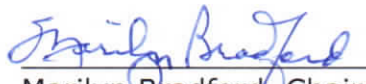
4.03 Branch Highlights.

A PowerPoint presentation featuring highlights of library branch activities during the month of April is included on the agenda for viewing.

4.04 Board Comments.

5. Adjournment

5.01 Meeting was adjourned by Marilyn Bradford, Chair at 7:15 pm.


Marilyn Bradford, Chair


Lisa Wells, Executive Director