

## MINUTES

### Meeting of the Pioneer Library System Board of Trustees Tuesday, August 25, 2015

Generated by Vicki Tichenor on Friday, September 4, 2015.

#### **1. Meeting is Called to Order**

Jon Myers, Chair, called the meeting to order at 6:30 p.m.

##### **1.01 Roll Call.**

###### **Members present**

Mark Alfonso, McClain County; Mary Blankenship Pointer, Oklahoma City, Annette Brown, McLoud; Allyson Horton, Slaughterville; Lynda Howeth, Newcastle; Suzanne McClain Atwood, Cleveland County; Susan Moffat, Lexington; Jon Myers, Noble; Paula Nagode, Blanchard; Bob Perry, Shawnee; Anita Semtner, Pottawatomie County; Chuck Thompson, Norman; and Brent Wheelbarger, Moore.

###### **Members absent**

Heather Fox, Purcell.

Director Anne Masters was in attendance.

##### **1.02 Introduction of Guests.**

Lisa Wells, Louise Whitaker, Theresa Dickson, Andy Peters, Susan Grossman, Doug Buck, Caroline Dulworth, Gary Kramer, Christian Potts, Jennifer Marshall, Elissa Fox, Cheryl Raney, Cylinda Richardson-Martin, Nancy Littlejohn, Peggy Cook, Leanne Cheek, Rosa Cantu, Tara McCleod, Judy Day, Aaron Pence, Ashley Evans, and Vicki Tichenor.

Myers welcomed Allyson Horton to her first official board meeting representing the Town of Slaughterville on the PLS Board of Trustees.

##### **1.03 Board Recognition.**

Norman Branch Manager Caroline Dulworth recognized Jaci Williams, President of the Friends of the Norman Public Library. The Friends of the Library organization gives generously each year to the Norman Public Libraries, raising money through their annual book sale, special books sales, and book bag sales. Money raised helps with programming and events, prizes for Summer Reading and other reading events, and staff training.

Williams will receive a Certificate of Appreciation for her tireless service through the years to the Norman Public Library and the Pioneer Library System.

#### **2. Consent Docket**

##### **2.01 Consider Approval of Consent Items 2.01 – 2.03 in Accordance with the Recommended Action on Each Listed Below.**

Motion by Chuck Thompson, second by Mary Blankenship Pointer.

Approval of Consent Docket Items 2.01 - 2.03 in Accordance with the Recommended Action on Each Listed Below.

Final Resolution: Motion Carries

Yes: Mark Alfonso, Mary Blankenship Pointer, Annette Brown, Allyson Horton, Lynda Howeth, Suzanne McClain Atwood, Susan Moffat, Jon Myers, Paula Nagode, Bob Perry, Anita Semtner, Chuck Thompson, Brent Wheelbarger

## **2.02 Consideration of July 28, 2015, Minutes.**

Motion by Chuck Thompson, second by Mary Blankenship Pointer.

Approval of Consent Docket Items 2.01 - 2.03 in Accordance with the Recommended Action on Each Listed Below.

Final Resolution: Motion Carries

Yes: Mark Alfonso, Mary Blankenship Pointer, Annette Brown, Allyson Horton, Lynda Howeth, Suzanne McClain Atwood, Susan Moffat, Jon Myers, Paula Nagode, Bob Perry, Anita Semtner, Chuck Thompson, Brent Wheelbarger

## **2.03 Consideration of Revisions to the Criteria for Community Branch Library Facilities, Current or Proposed Policy.**

Motion by Chuck Thompson, second by Mary Blankenship Pointer.

Approval of Consent Docket Items 2.01 - 2.03 in Accordance with the Recommended Action on Each Listed Below.

Final Resolution: Motion Carries

Yes: Mark Alfonso, Mary Blankenship Pointer, Annette Brown, Allyson Horton, Lynda Howeth, Suzanne McClain Atwood, Susan Moffat, Jon Myers, Paula Nagode, Bob Perry, Anita Semtner, Chuck Thompson, Brent Wheelbarger

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

### **3.01 Consideration of July 31, 2015, Financial Statement.**

There was no July financial statement for the meeting due to Great Plains, our accounting software, being down. The board will be approving two financial statements (July and August, 2015) at the September 29 board meeting. Buck gave his full report on Great Plains during his discussion of item 3.02.

### **3.02 Consideration of Encumbrances in the Amounts and to the Accounts as Charged, August 1 – August 26, 2015.**

The encumbrances for the meeting had a different format. There were no check or invoice numbers or check dates.

Buck reported Thursday morning there was a problem when we closed the 2014-2015 fiscal year. Friday our software support vendor opened a case with Microsoft, and has been working with them since first thing Monday. They received what they needed from Microsoft to fix tables and, as of 4:30 p.m. the afternoon of the board meeting, had to go back to 2008 and reclose all the years. Trial balances were sent to them from 2008 forward so they can verify everything is back where it should be.

Buck reviewed the encumbrances with the board as presented. Invoices will be paid as soon as we can get back into Great Plains accounting software.

As with the financials, the board will review both August and September, 2015, claims at the September 29 board meeting.

Motion by Mary Blankenship Pointer, second by Paula Nagode.

Approval of the Encumbrances as Presented, August 1 - August 26, 2015.

Final Resolution: Motion Carries

Yes: Mark Alfonso, Mary Blankenship Pointer, Annette Brown, Allyson Horton, Lynda Howeth, Suzanne McClain Atwood, Susan Moffat, Jon Myers, Paula Nagode, Bob Perry, Anita Semtner, Chuck Thompson, Brent Wheelbarger

### **3.03 Consideration of Personnel Committee Report and Recommendation**

The Committee met August 17 to consider salary adjustments for 2015/2016. Revised budget is the time of year that we make recommendations for any kind of salary adjustments based on performance.

Dickson reported on the annual review of market and cost of living surveys of local entities and library systems. Based on those conversations, and a review of county ad valorem income, a 3% salary adjustment was proposed for PLS staff receiving a successful performance evaluation in April, 2015, currently employed, and not in their first six months of employment. Staff will receive the salary adjustment beginning September 1, 2015, retroactive to July, 2015. Hourly staff will receive the new rate beginning September 1, 2015.

In addition, longevity checks will be awarded to 11 employees (\$300), certification bonuses will be given to 4 employees (\$900), and the sub-pool hourly was increased (\$579).

Buck reported on other changes from the salary budget. Salary adjustments were made for 7 employee positions, and 2 positions were reclassified. In addition, one branch received 20 additional hours, one branch converted 16 shelver hours to 16 library assistant hours, and 1 branch received 25 additional security hours.

\$10,000 is included in the personnel budget to implement a policy for reimbursement of unused sick leave for exiting employees. Staff and Personnel Committee will study plans in place in other organizations with the goal of recommending a policy change to the board at the October, 2015, meeting.

Motion by Lynda Howeth, second by Mary Blankenship Pointer.

Acceptance of Personnel Committee Report and Recommendation.

Final Resolution: Motion Carries

Yes: Mark Alfonso, Mary Blankenship Pointer, Annette Brown, Allyson Horton, Lynda Howeth, Suzanne McClain Atwood, Susan Moffat, Jon Myers, Paula Nagode, Bob Perry, Anita Semtner, Chuck Thompson, Brent Wheelbarger

### **3.04 Consideration of Finance Committee Report and Recommendation.**

Chair of the Finance Committee Blankenship Pointer reported that the Committee met on August 20 to review the certified estimates of ad valorem income for 2015/2016 from Cleveland, McClain, and Pottawatomie counties, as well as an overview of those counties' estimates. In addition, Buck reviewed the history of ad valorem collections compared to estimated income since 2003.

Using this information, the income for 2015/2016 revised budget was created. The expenses for the revised budget reflect recommended changes to personnel, as well as continuing education and technology. The revised budget FY2015/16 was adopted and recommended by the Personnel Committee for Finance Committee consideration.

The Finance Committee recommends adoption of the revised 2015/2016 budget as presented.

Motion by Bob Perry, second by Lynda Howeth.  
Acceptance of Finance Committee Report and Recommendation.  
Final Resolution: Motion Carries

Yes: Mark Alfonso, Mary Blankenship Pointer, Annette Brown, Allyson Horton, Lynda Howeth, Suzanne McClain Atwood, Susan Moffat, Jon Myers, Paula Nagode, Bob Perry, Anita Semtner, Chuck Thompson, Brent Wheelbarger

### **3.05 Consideration of Ad Valorem Reports and Proposed Revised FY2015/2016 Budget.**

Buck reviewed ad valorem revenue for 2015/2016, and ad valorem history since 1980/90. The August 2015/2016 income budget shows ad valorem incomes and all other income lines for the revised budget. The expenses budgeted for August 2015/2016 shows the recommended revised budget as well as comparisons to last year's projected amount and amount received. Also shown is the amount and percent of the change from the 2014/2015 revised budget approved August 2014.

Masters noted the fund balance shows that over \$1 million has been added to our reserves. The changes from 2014/2015 include \$230,000 placed in reserve to pay for the Maker Mobile, dollars budgeted but not spent in other line items, and additional ad valorem dollars received. We are moving forward with the goal of replacing over \$6 million in reserve funds, the amount before purchasing and remodeling the Pioneer Building. We will need those funds in reserve for library materials and technology if our cities build new libraries in the future.

Motion by Bob Perry, second by Anita Semtner.  
Acceptance of Ad Valorem Reports and Proposed Revised FY2015/2016 Budget.  
Final Resolution: Motion Carries

Yes: Mark Alfonso, Mary Blankenship Pointer, Annette Brown, Allyson Horton, Lynda Howeth, Suzanne McClain Atwood, Susan Moffat, Jon Myers, Paula Nagode, Bob Perry, Anita Semtner, Chuck Thompson, Brent Wheelbarger

### **3.06 Consideration of Review and Recommendation of LMS RFP.**

Training and Staff Development Coordinator Whitaker reported on acquiring a Learning Management System, a one-stop shop for everything related to training. It seamlessly maintains the training records for all staff, provides access to the training calendar/training registration, and provides a body of training courses as outlined by the attached recommendation.

Maintaining this information requires a great deal of data entry and access to information in several locations. Training records are a part of our performance evaluation system, and reports for all employees must presently be prepared individually for all staff for consideration during the annual April evaluation. Implementation of a Learning Management System will streamline this process while also making additional online courses available.

Motion by Anita Semtner, second by Chuck Thompson.  
Acceptance of Review and Recommendation of LMS RFP.  
Final Resolution: Motion Carries

Yes: Mark Alfonso, Mary Blankenship Pointer, Annette Brown, Allyson Horton, Lynda Howeth, Suzanne McClain Atwood, Susan Moffat, Jon Myers, Paula Nagode, Bob Perry, Anita Semtner, Chuck Thompson, Brent Wheelbarger

### **3.07 Consideration of Purchase of Lynda.com for Staff Development.**

Whitaker reported on Lynda.com for staff development. We currently have one license per branch for Lynda.com. It offers online tutorials, videos, and has a total of 80,000 different trainings available on a variety of subjects. Lynda.com was purchased recently by LinkedIn and currently are adding twenty-five new trainings a week. They anticipate that number will increase

drastically. By purchasing Lynda Enterprise (product name) the trainings would be available to all staff. As of March, 2016, we will require more trainings for staff and this is the best way to provide quality trainings. Also, supervisors will be able to customize the trainings for a particular employee(s). It will be integrated into the Learning Management System.

Moving to more online courses makes it possible for staff to complete training requirements without traveling to classes offered across the system. This saves travel and staff time. In addition, many of our staff work evenings and weekends and, while we make every effort to provide group classes at a certain time, this is often impossible. Individualization of much of the training is essential.

As noted in the attached recommendation to the board, Lynda.com is a sole source provider.

Motion by Mary Blankenship Pointer, second by Brent Wheelbarger.

Approval of Purchase of Lynda.com for Staff Development.

Final Resolution: Motion Carries

Yes: Mark Alfonso, Mary Blankenship Pointer, Annette Brown, Allyson Horton, Lynda Howeth, Suzanne McClain Atwood, Susan Moffat, Jon Myers, Paula Nagode, Bob Perry, Anita Semtner, Chuck Thompson, Brent Wheelbarger

### **3.08 Consideration of Review and Recommendation of PLS Vehicle Wrap RFP.**

PIO Kramer reported that of all of our options for getting our brand out to the communities we serve, our vehicle wraps give us the biggest return on our investment. Our vehicles go every place we provide service. Currently we only have our box trucks wrapped, but we are proposing we wrap our entire fleet. There are benefits for this. Our fleet is varied with different colors, ages, and styles of vehicles. By getting a partial wrap all vehicles will have a purple backside and will be branded uniformly. Wherever we have a vehicle on the road, it will be identifiable as a Pioneer Library System vehicle, reminding people that they are being served by our library system.

We recommend acceptance of this bid for \$21,920 from Signs Now, a Norman company, for new vehicle wraps for our vehicles.

Motion by Chuck Thompson, second by Susan Moffat.

Acceptance of Review and Recommendation of PLS Vehicle Wrap RFP.

Final Resolution: Motion Carries

Yes: Mark Alfonso, Mary Blankenship Pointer, Annette Brown, Allyson Horton, Lynda Howeth, Suzanne McClain Atwood, Susan Moffat, Jon Myers, Paula Nagode, Bob Perry, Anita Semtner, Chuck Thompson, Brent Wheelbarger

## **4. Reports/Updates**

### **4.01 Report on Maker Mobile by Lisa Wells and Leanne Cheek.**

Wells and Cheek recently met with our project manager at Farber Specialty Vehicles at their manufacturing plant in Columbus, Ohio. They reported on the visit and gave an update to the board on the timeline for production of the vehicle. Farber confirmed that the vehicle will be ready April, 2016.

### **4.02 Director and Staff Reports.**

Masters reported that the PLS Foundation Board has been working with nonprofit consultant Diana Hartley. A focus group meeting was held August 20 and 21 in each county to discuss the "why" of the PLS Foundation. Library branch managers, Friends group officers, and Foundation board members for the county attended. They discussed the needs of their communities and of

their libraries. The Foundation Board and Diana Hartley will make a presentation to the PLS Board of Trustees when their study is completed.

The 2015 Summer Reading Program has ended. There will be a report at the September 29 board meeting.

The Norman Forward initiative group has successfully seen their proposal accepted by the Norman City Council. The citizens of Norman will vote on October 13, and a new Norman Central Library and new East Side Library will be a part of that package. At this time we are working to provide a creative question and answer brochure we can use to provide information about the new libraries, and about Pioneer's operation of those libraries.

The Starbucks training for the Norman West branch coffee shop operators will be held September 9, and the coffee shop will open shortly after that. We are looking forward to the coffee shop resuming operation at the Norman West branch.

The board viewed a PowerPoint presentation of system and branch highlights during August, 2015.

#### **4.03 Board Comments.**

Myers and the board thanked the staff of the Norman Library for hosting the meeting.

### **5. Executive Session**

#### **5.01 Consider Convening in Proposed Executive Session to Discuss Employment and Salary of the Executive Director for 2015/2016.**

Motion by Bob Perry, second by Suzanne McClain Atwood.

Approval to Enter Executive Session to Consider Director's Salary 2015/2016.

Final Resolution: Motion Carries

Yes: Mark Alfonso, Mary Blankenship Pointer, Annette Brown, Allyson Horton, Lynda Howeth, Suzanne McClain Atwood, Susan Moffat, Jon Myers, Paula Nagode, Bob Perry, Anita Semtner, Chuck Thompson, Brent Wheelbarger

#### **5.02 Consider Resuming Open Session of Meeting Following Executive Session.**

Motion by Suzanne McClain Atwood, second by Annette Brown.

Approval to Resume Open Session of Meeting Following Executive Session.

Final Resolution: Motion Carries

Yes: Mark Alfonso, Mary Blankenship Pointer, Annette Brown, Allyson Horton, Lynda Howeth, Suzanne McClain Atwood, Susan Moffat, Jon Myers, Paula Nagode, Bob Perry, Anita Semtner, Chuck Thompson, Brent Wheelbarger

#### **5.03 Consideration of Minutes of Executive Session.**

Motion by Chuck Thompson, second by Paula Nagode.

Approval of Minutes of Executive Session.

Final Resolution: Motion Carries

Yes: Mark Alfonso, Mary Blankenship Pointer, Annette Brown, Allyson Horton, Lynda Howeth, Suzanne McClain Atwood, Susan Moffat, Jon Myers, Paula Nagode, Bob Perry, Anita Semtner, Chuck Thompson, Brent Wheelbarger

**5.04 Consider Director's Salary FY2015/2016.**

As Chair of the Personnel Committee, Howeth moved that Anne Masters' compensation for FY2015/2016 be set as agreed by the board of trustees after discussion and deliberation. This amount is to be paid retroactively to July, 2015, as with all PLS salaried employees.

In accordance with the Oklahoma Meeting Act, this Executive Session was used for discussion purposes only. No votes were taken. Notes from this Executive Session are sealed and will be forwarded to HR for storage.

Motion by Lynda Howeth, second by Chuck Thompson.

Approval of Director's Salary FY2015/2016.

Final Resolution: Motion Carries

Yes: Mark Alfonso, Mary Blankenship Pointer, Annette Brown, Allyson Horton, Lynda Howeth, Suzanne McClain Atwood, Susan Moffat, Jon Myers, Paula Nagode, Bob Perry, Anita Semtner, Chuck Thompson, Brent Wheelbarger

**6. Adjournment.**

**6.01** At 8:37 p.m., hearing no further business or comments, Myers adjourned the meeting.

  
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Jon Myers, Chair

  
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Anne Masters, Director

