

MINUTES

Meeting of the Pioneer Library System Board of Trustees Tuesday, November 28, 2017

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1. Meeting Called to Order.

Chuck R. Thompson, Chair, was absent, Vice-Chair Charlie Sherman called the meeting to order at 6:30 p.m.

1.01 Roll Call.

Members present

Mark Alfonso, McClain County; Mike Box, Blanchard; Marilyn Bradford, Pottawatomie County; Lenora Burdine, Oklahoma City; Todd Gibson, Cleveland County; Brenda Hill, McLoud; Lynda Howeth, Newcastle; Karen Kinsey, Tecumseh; Susan Moffat, Lexington; Jon Myers, Noble, Bob Perry, Shawnee; Charlie Sherman, Purcell; and Brent Wheelbarger, Moore.

Members absent

Chuck R. Thompson, Norman, and Allyson Horton, Slaughterville, were absent.

Executive Director Lisa Wells was in attendance.

1.02 Introduction of Guests.

Andy Peters, Doug Buck, Amber Cole, Peggy Cook, Chris Manna, Mike Pierson, Aiden Street, Kelly Sitzman, Jenny Stenis, Kelsey Williamson, Eric Stevenson, Jessica Givens, Gayland Kitch, Shirley Kitch, students from the OU School of Library and Information Studies, Alicia Turley, Larissa Balzer, and Vicki Tichenor.

1.03 Branch Update and Board Recognition.

Moore Branch Manager Chris Manna gave the branch update and recognition. On September 16 the Moore Library presented their first Veterans Resources Fair. During the fair a number of people came in who had served in the military and were having trouble locating the services they needed. Nine specific people that day were able to receive VA benefits that were not receiving them. One was going through a series of evaluations due to a disability from serving in Vietnam. He worked at Walmart and was unable to make an appointment during regular working hours. As a result of attending the program, he was able to meet with the Oklahoma Department of Veterans Affairs and schedule an after-hours appointment to receive extra benefits.

Another veteran lost his job the day before, and the Oklahoma Employment Security Commission was able to get him a job by the end of the month. These are two examples of how individuals can be helped through the Moore Library and the Pioneer Library System online services.

Manna invited board members and guests to attend the 50th Anniversary Gala Friday night, December 1, 5:30 p.m., at the Moore Library.

Gayland Kitch, Director of Emergency Management, City of Moore, was recognized. Kitch is one of the library's great partners. He serves to keep this community safe anytime there is a possibility of a storm. In addition, there have been times when staff have had to rely on him for other things. One of the Children's Services Librarians was on the phone with him while he was on vacation. Staff were going through a potential storm situation and were uncertain if we should close the library. He stayed on the phone with her for hours, while on vacation.

Kitch also helps with the Summer Reading Kick-offs. The library uses his ATV gator to take pictures of what is going on during the event and, if needed, allows us to use his gator to get supplies from one end of the city to another.

Manna presented Kitch with a Certificate of Appreciation, and a big thank you, for his outstanding service to the Moore Public Library.

Wells added that Kitch works closely with Pioneer's Security Coordinator to keep our entire service area safe during severe weather situations.

Unfortunately, Roger White, *Qdoba*, was unable to attend the meeting. Manna shared that events like the Job Fair, Military Fair, and give-a-ways for the Summer Reading Programs could not take place without the generous donations White provides through *Qdoba*. He supplies free food for the vendors, and all the people who come to our events. Many of these vendors provide their services entirely for free, a wonderful service to us.

1.04 Public Comments.

There were no public comments.

2. Consent Docket

2.01 Consider Approval of the Consent Items 2.01 – 2.06 in Accordance with the Recommended Action on Each Listed Below.

Motion by Bob Perry, second by Lenora Burdine.

Approval of Consent Items 2.01 – 2.06 in Accordance with the Recommended Action on Each Listed Below.

Final Resolution: Motion Passes

Yes: Mark Alfonso, Lynda Howeth, Karen Kinsey, Susan Moffat, Jon Myers, Bob Perry, Charlie Sherman, Brent Wheelbarger, Marilyn Bradford, Lenora Burdine, Brenda Hill, Mike Box, Todd Gibson

2.02 Consideration of October 31, 2017, Minutes.

Motion by Bob Perry, second by Lenora Burdine.

Approval of Consent Items 2.01 – 2.06 in Accordance with the Recommended Action on Each Listed Below.

Final Resolution: Motion Passes

Yes: Mark Alfonso, Lynda Howeth, Karen Kinsey, Susan Moffat, Jon Myers, Bob Perry, Charlie Sherman, Brent Wheelbarger, Marilyn Bradford, Lenora Burdine, Brenda Hill, Mike Box, Todd Gibson

2.03 Consideration of Revised Budget FY 2017-2018.

Motion by Bob Perry, second by Lenora Burdine.

Approval of Consent Items 2.01 – 2.06 in Accordance with the Recommended Action on Each Listed Below.

Final Resolution: Motion Passes

Yes: Mark Alfonso, Lynda Howeth, Karen Kinsey, Susan Moffat, Jon Myers, Bob Perry, Charlie Sherman, Brent Wheelbarger, Marilyn Bradford, Lenora Burdine, Brenda Hill, Mike Box, Todd Gibson

2.04 Consideration to Purchase a 9-Bin Sorter for the Moore Public Library in the Amount of \$143,009.75.

Motion by Bob Perry, second by Lenora Burdine.

Approval of Consent Items 2.01 – 2.06 in Accordance with the Recommended Action on Each Listed Below.

Final Resolution: Motion Passes

Yes: Mark Alfonso, Lynda Howeth, Karen Kinsey, Susan Moffat, Jon Myers, Bob Perry, Charlie Sherman, Brent Wheelbarger, Marilyn Bradford, Lenora Burdine, Brenda Hill, Mike Box, Todd Gibson

2.05 Consideration to Purchase a 10-Bin Sorter for Norman Public Library East in the Amount of \$140,009.75.

Motion by Bob Perry, second by Lenora Burdine.

Approval of Consent Items 2.01 – 2.06 in Accordance with the Recommended Action on Each Listed Below.

Final Resolution: Motion Passes

Yes: Mark Alfonso, Lynda Howeth, Karen Kinsey, Susan Moffat, Jon Myers, Bob Perry, Charlie Sherman, Brent Wheelbarger, Marilyn Bradford, Lenora Burdine, Brenda Hill, Mike Box, Todd Gibson

2.06 Consideration to Purchase a Mediasurfer iPad Checkout Machine for Norman Public Library East in the Amount of \$40,523.

Motion by Bob Perry, second by Lenora Burdine.

Approval of Consent Items 2.01 – 2.06 in Accordance with the Recommended Action on Each Listed Below.

Final Resolution: Motion Passes

Yes: Mark Alfonso, Lynda Howeth, Karen Kinsey, Susan Moffat, Jon Myers, Bob Perry, Charlie Sherman, Brent Wheelbarger, Marilyn Bradford, Lenora Burdine, Brenda Hill, Mike Box, Todd Gibson

3. Other Items for Board Consideration

3.01 Consideration of October 31, 2017, Financial Statement.

There were no questions or comments from the board.

Motion by Lynda Howeth, second by Jon Myers.

Approval of October 31, 2017, Financial Statement.

Final Resolution: Motion Passes

Yes: Mark Alfonso, Lynda Howeth, Karen Kinsey, Susan Moffat, Jon Myers, Bob Perry, Charlie Sherman, Brent Wheelbarger, Marilyn Bradford, Lenora Burdine, Brenda Hill, Mike Box, Todd Gibson

3.02 Consideration of Encumbrances in the Amounts and to the Accounts as Charged, November 1, 2017 – November 29, 2017.

Buck reported that a quarterly contribution, in the amount of \$42,401.75, was made to the Defined Benefit Plan on November 9, 2017.

Motion by Jon Myers, second by Karen Kinsey.

Approval of Encumbrances, as Presented, in the Amounts and to the Accounts as Charged, November 1 - November 29, 2017.

Final Resolution: Motion Passes

Yes: Mark Alfonso, Lynda Howeth, Karen Kinsey, Susan Moffat, Jon Myers, Bob Perry, Charlie Sherman, Brent Wheelbarger, Marilyn Bradford, Lenora Burdine, Brenda Hill, Mike Box, Todd Gibson

3.03 Consideration of Encumbrances to be Paid in December, 2017.

Because the board does not usually meet in December, it is necessary for the board to approve those anticipated bills that need to be paid prior to the January, 2018, board meeting.

Motion by Marilyn Bradford, second by Lenora Burdine.

Approval of Encumbrances to be Paid in December, 2017.

Final Resolution: Motion Passes

Yes: Mark Alfonso, Lynda Howeth, Karen Kinsey, Susan Moffat, Jon Myers, Bob Perry, Charlie Sherman, Brent Wheelbarger, Marilyn Bradford, Lenora Burdine, Brenda Hill, Mike Box, Todd Gibson

3.04 Consideration of Retirement Plans Committee Report.

Retirement Plans Committee Co-Chair Charlie Sherman gave the Committee report. The Committee met with Lockton and MassMutual representatives on Monday, November 20. The Defined Contribution and IRC 457(b) plans were reviewed and compared with benchmarks to make sure all the available categories were covered. Lockton and MassMutual received excellent ratings and it was a good meeting. Lockton and MassMutual have been working with Pioneer on the problems they have had in the past, and we are optimistic those are being corrected.

Motion by Lynda Howeth, second by Karen Kinsey.

Acceptance of Retirement Plans Committee Report.

Final Resolution: Motion Passes

Yes: Mark Alfonso, Lynda Howeth, Karen Kinsey, Susan Moffat, Jon Myers, Bob Perry, Charlie Sherman, Brent Wheelbarger, Marilyn Bradford, Lenora Burdine, Brenda Hill, Mike Box, Todd Gibson

3.05 Consideration of Additional Contributions to the Defined Benefit Plan.

With the excess funds last year, Sherman reported Pioneer made an additional \$250,000 contribution into the Defined Benefit Plan. The required benefit was \$240,000, but by putting that additional revenue in last year, the requirement this year dropped to \$169,000. Because the excess funds are available this year, we recommended an additional contribution of \$100,000 be added to the Defined Benefit Plan.

Wells added the revised budget, approved by the board, includes that additional contribution.

Motion by Susan Moffat, second by Mark Alfonso.

Approval of Additional Contributions to the Defined Benefit Plan.

Final Resolution: Motion Passes

Yes: Mark Alfonso, Lynda Howeth, Karen Kinsey, Susan Moffat, Jon Myers, Bob Perry, Charlie Sherman, Brent Wheelbarger, Marilyn Bradford, Lenora Burdine, Brenda Hill, Mike Box, Todd Gibson

3.06 Consideration to Purchase Samaritan Software for Volunteer Management in the Amount of \$24,100.

Samaritan Technologies will enhance Pioneer's volunteer program by automating the registration process and providing new features. Potential volunteers will register online, check listings at their convenience, and apply for opportunities. Volunteers will no longer need to fill out paperwork documenting their hours because they will record their time using a phone, iPad, or computer. This system will reduce staff hours spent on paper management, and individual

branches will gain the ability to email volunteers approval notices, schedules, reminders, and promotions about upcoming opportunities. Samaritan Technologies will streamline volunteer management while also creating the foundation for future growth of the volunteer program.

The first year the cost to initiate Samaritan software is \$19,600, but the ongoing costs for Samaritan will be reduced to \$9,000 in year two.

Motion by Lynda Howeth, second by Brent Wheelbarger.

Approval to Purchase Samaritan Software for Volunteer Management in the amount of \$24,100.

Final Resolution: Motion Passes

Yes: Mark Alfonso, Lynda Howeth, Karen Kinsey, Susan Moffat, Jon Myers, Bob Perry, Charlie Sherman, Brent Wheelbarger, Marilyn Bradford, Lenora Burdine, Brenda Hill, Mike Box, Todd Gibson

3.07 Consideration to Approve Recommended Revisions by the Governance Committee to the PLS Public Participation Policy.

Governance Committee Chair Bob Perry reported the Committee reviewed the proposed revisions to the policy and recommended board approval.

Motion by Brenda Hill, second by Karen Kinsey.

Approval of Recommended Revisions to the PLS Public Participation Policy.

Final Resolution: Motion Passes

Yes: Mark Alfonso, Lynda Howeth, Karen Kinsey, Susan Moffat, Jon Myers, Bob Perry, Charlie Sherman, Brent Wheelbarger, Marilyn Bradford, Lenora Burdine, Brenda Hill, Mike Box, Todd Gibson

3.08 Consideration to Amend 2018 PLS Board Meeting Schedule for April Meeting Date from April 24, 2018, to April 17, 2018.

Wells reported the April 24, 2018, board meeting date is in conflict with the Oklahoma Library Association's Annual Conference in Tulsa, OK, April 23-25. Many Pioneer staff attend and present sessions at the Conference. We recommend moving the Tuesday, April 24, 2018, board meeting date to Tuesday, April 17, 2018. The location will remain in McLoud.

Motion by Bob Perry, second by Jon Myers.

Approval to Amend 2018 Pioneer Board Meeting Schedule for April Meeting Date from April 24, 2018, to April 17, 2018.

Final Resolution: Motion Passes

Yes: Mark Alfonso, Lynda Howeth, Karen Kinsey, Susan Moffat, Jon Myers, Bob Perry, Charlie Sherman, Brent Wheelbarger, Marilyn Bradford, Lenora Burdine, Brenda Hill, Mike Box, Todd Gibson

3.09 Consideration to Approve Contract with Florencia Briglie for 190 Family Fun and GLART Bilingual Programs in the amount of \$19,800.

Florencia Briglie is a contract employee who provides *Growing Like a Read (GLART)* programming for the branches. She will provide 190 bilingual programs over the next 13 months. An anonymous grant is the funding source for the programs.

Motion by Jon Myers, second by Lynda Howeth.

Approval of Contract with Florencia Briglie, for 190 Family Fun and Bilingual Programs, in the amount of \$19,800.

Final Resolution: Motion Passes

Yes: Mark Alfonso, Lynda Howeth, Karen Kinsey, Susan Moffat, Jon Myers, Bob Perry, Charlie Sherman, Brent Wheelbarger, Marilyn Bradford, Lenora Burdine, Brenda Hill, Mike Box, Todd Gibson

4. Reports/Updates

4.01 Executive Director and Staff Reports.

Wells encouraged board members to attend the many holiday programs presented at Pioneer libraries in December.

She reported that there will be two board meetings during spring, 2018, that will be longer than usual. As part of the February board meeting there will be a short study session for board members, probably no longer than 30 minutes. We want to bring several large issues or changes to the board for their feedback. We don't think it will be necessary to have a separately scheduled study session. This study session on fines and fees will help us be ready to work on the budget in May.

And, Wells continued that Lockton and MassMutual will present their 4th Quarter Plan Investment Review during the March 27, 2018, board meeting.

Copies of *Five Skies*, the upcoming 2018 Big Read book by Ron Carlson, were available at the meeting. PLS Development Officer Amber Cole reported that each year PLS has an annual Big Read event that takes place at each of our libraries and includes lots of activities and discussion groups. We are considering a system-wide photo contest for submitted photos that correspond with the theme of *Five Skies*. The author will be arriving in mid-March, 2018, and we are planning some local events with him.

Cole thanked those who attended the November 5 PLS Brunch: *Literally Yours* fundraiser, *Guac & Roll*, and invited board and guests to purchase a signed copy of the book, *More Mexican Everyday* by Rick Bayless. The proceeds will support literacy and educational programs at library branches.

In closing Wells added that Pioneer's Annual Staff Day was a big success. Board Treasurer Jon Myers was a popular speaker at the event.

4.02 Branch Highlights.

During dinner, a PowerPoint presentation featuring highlights of library branch activities for the month of November was enjoyed by board members, staff, and guests.

4.03 Board Comments.

In closing, Myers shared that the friendly atmosphere and comradery of Pioneer staff working together during Staff Day was something all board members should experience. Wells added that a 40 year service pin was presented to Anne Harris who was only 16 years old when she began working at PLS.

5. Adjournment.

At 7:03 p.m., hearing no further business or comments, Sherman adjourned the meeting.



Charlie Sherman, Vice-Chair



Lisa Wells, Executive Director