

# MINUTES

## Meeting of the Pioneer Library System Board of Trustees Tuesday, January 30, 2018 Minutes

Generated by Vicki Tichenor on February 19, 2018.

### 1. Meeting Called to Order.

Chuck R. Thompson, Chair, called the meeting to order at 6:31 p.m.

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

##### **Members present**

Mike Box, Blanchard; Marilyn Bradford, Pottawatomie County; Lenora Burdine, Oklahoma City; Brenda Hill, McLoud; Lynda Howeth, Newcastle; Susan Moffat, Lexington; Charlie Sherman, Purcell; Chuck R. Thompson, Norman; and Brent Wheelbarger, Moore.

##### **Members absent**

Mark Alfonso, McClain County; Todd Gibson, Cleveland County; Allyson Horton, Slaughterville; Karen Kinsey, Tecumseh; Jon Myers, Noble, Bob Perry, Shawnee; 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, Kelly Sitzman, Jenny Stenis, Kelsey Williamson, Jessica Givens, Caroline Dulworth, Jennifer Marshall, Keith Merckx, Cylinda Richardson-Martin, Amber Luna, Eric Stevenson, Dana Taylor, Elaine Lyons, David Foster, Janie Davis, Jenny Stenis, John Grimm, Mary Maynard, Ashley Nixon-Amador, Aleta Wheelbarger, Rebecca Gorman, Heather Thompson, Alicia Turley, Larissa Balzer, and Vicki Tichenor.

#### **1.03 Branch Update and Board Recognition.**

Southwest Oklahoma City Library Branch Manager Kelly Sitzman gave the report, highlighting some of the ways the library has inspired innovation, engagement, and learning in the community. This year the library received the second round of the Health Literacy Grant provided by the Oklahoma Department of Libraries and the Institute of Museum and Library Services. They are focusing on the underserved populations, and have amazing programs associated with that. There is an Opioid Panel Discussion in March to discuss the epidemic and offer support to people who are experiencing that crisis. They offer regular Tai Chi classes. A woman who has lupus attended these classes for two years and attributes that to a better quality of life.

Library staff inspire customers and customers inspire them. A customer came in to the library recently. He had used *Overdrive* for years, but had not visited the library, and was curious about what it was like now. He watched the staff helping customers, and stopped by the front desk to say he was amazed by the outstanding customer service. When he left he said the library was more amazing than an historic cathedral in Europe!

This year SOKC also innovated in a number of ways. They took programming outside the library. This was different from Outreach whereas they host a program at a partnership. SOKC held programs at Republic Bank and Trust. And the SW OKC Village on the Park Senior Living Retirement Community where they presented a wine and cheese night. They also focused on Australia just a couple of weeks ago and over 50 people attended that.

The MakerMobile not only traveled around the service area, but also made several stops with the Moore Public Schools. Students were able to build, program, and fly their own quadcopters. They built roller coasters with connects and Lego robots, and designed their own items to be 3-D printed. They even brought the MakerMobile into a regular Storytime which shows you are never too young to learn how a laser cutter works!

SOKC also innovated and enhanced the Friends of the Library group. This year they celebrated Friends of the Library Week at SOKC and won the Folio Friends of the Library in Oklahoma Award for a large branch. They will be recognized at the State-Wide Association Conference in April, 2018, for their efforts in showcasing the SOKC Friends group.

Recently, SOKC Friends presented the first Friends of the Library Book Bazaar, and raised over \$500 in just two days! This year they decided to engage in new ways to make SOKC customers active library card users. They accomplished this in a variety of ways by reaching out to lax users and reengaging them. They signed up an entire grade at Moore West Junior High for library cards, and the next week showed everyone how to use PLS databases to prepare for college and study for upcoming tests. They promoted Pioneer's Mobile App, demonstrating how easy it is. SOKC succeeded in seeing an increase in Summer Reading 2018 sign-ups for all ages, and are especially proud of engaging adults and teens. This year SOKC led the library system in the number of signups for adult and teen users for Summer Reading Program.

SOKC reiterated that Summer Reading Program is not just for children, but for adults, teens and all ages. They created a Summer Reading Challenge to answer the question, "Why do we include adults if they don't have a summer break?" Teens are difficult to engage, but SOKC tackled that challenge by creating a Teen Advisory Group for teens to gather and share input on program ideas, and when they would like to see programs offered at the library. SOKC has seen an incredible increase in teen use as well.

SOKC also implemented Teen Lead volunteers, so last summer seasoned veteran teen volunteers were able to train the new ones, giving them more responsibility and actually made an experience for them to put on a job application in the future. Overall this summer SOKC saw over 50 volunteers come in and stay engaged throughout the rest of the year. Active users increased 7% last year and SOKC is up 20% since 2015!

From showing customers how to use the catalog, to teaching children the foundation of literacy, and parents how to read and engage with their children, SOKC helped people learn and reach their potential. One staff member worked so closely with a parent that they reported back that their child, who was nonverbal, became verbal for the first time just from visiting the library!

Esther, a long-time library user, moved to Oklahoma from Nigeria. When she first came to SOKC, she didn't know how to log on to a computer. She worked with our literacy staff and recently wrote a letter letting us know, "My teachers are Ashley and Jessica. What wonderful friends they are. They are so helpful and I can trust every bit of their lectures. They teach me a new lesson whenever they see me, bless their hearts. They are so patient with me, like a 12 year old who is just learning the computer. SOKC has given me new perspectives on

technology. I even asked the library about improving my English. These librarians have helped me learn a lot. I can now use a computer like I was born with it, and my English has improved a lot. I did not know these resources were free. The library has given me what I could not have gotten from a four year course in high school or beyond.”

SOKC staff are engaged in the community and are out in the community, in some capacity, every day of the week. They are actively involved in community groups such as the Southwest OKC Chamber, Moore Public Schools, YMCA, and Local Writing Groups. Last week Moore and SOKC partnered with PLS Business Outreach and went to a Job Fair called *Hiring Our Heroes* presented by the US Chamber of Commerce Foundation at the Chesapeake Arena. They spoke to over fifty people about not only job resources for job hunters, but job opportunities for employers to come and hire people at our job fairs.

Sitzman thanked the PLS Board of Trustees for their continued support.

Sitzman recognized two special people with Certificates of Recognition for their outstanding service to the SWOKC Library and library community.

Elaine Lyons is President of the South OKC Chamber of Commerce (since 2003) and is active in several community organizations such as Women of the South, Arts Festival of Oklahoma, Earlywine YMCA Council, and more. Lyons was one of the Journal Record’s nominees for the annual Woman of the Year Award in 2005 and 2008. And was recently named one of Cleveland County Lifestyle’s Women of Influence.

The SOKC Library has enjoyed many opportunities to partner with the Chamber of Commerce. Lyons has played an instrumental role in the beautification of I-240, and advocates tirelessly on behalf of this community. Under her leadership the Chamber has an incredible reach across Central Oklahoma. They host an Excellence in Education banquet each year to recognize the best and brightest students, teachers, and administrators.

David Foster, Executive Director of the Earlywine Park YMCA, has a long history with the YMCA in many capacities dating back to 1997. He moved back to Central Oklahoma from Texas and joined the Earlywine Park YMCA team in 2015. Since then, David has fostered the YMCA mission of strengthening community and building healthy spirit, mind, and body for all.

The Y’s four core values are caring, honesty, respect, and responsibility, and the Earlywine Park YMCA carries these out every day. Foster has continued to encourage a strong relationship between the YMCA and the SOKC library. He invited Council members to volunteer during Holiday Block Leave, when all the troops from Fort Sill come to the airport to be sent home for the holidays. Foster was there all night sitting with soldiers on the floor. Foster truly leads by example and that is seen in the SOKC community.

#### **1.04 Public Comments.**

There were no public comments.

## **2. Consent Docket**

### **2.01 Consider Approval of the Consent Items 2.01 – 2.05 in Accordance with the Recommended Action on Each Listed Below.**

Motion by Charlie Sherman, second by Lynda Howeth.  
Approval of Consent Agenda Items 2.01-2.05 in Accordance with the Recommended Action on Each Listed Below.  
Final Resolution: Motion Passes  
Yes: Lynda Howeth, Susan Moffat, Charlie Sherman, Chuck R. Thompson, Brent Wheelbarger, Marilyn Bradford, Lenore Burdine, Brenda Hill, Mike Box

## **2.02 Consideration of November 28, 2017, Minutes.**

Motion by Charlie Sherman, second by Lynda Howeth.  
Approval of Consent Agenda Items 2.01-2.05 in Accordance with the Recommended Action on Each Listed Below.  
Final Resolution: Motion Passes  
Yes: Lynda Howeth, Susan Moffat, Charlie Sherman, Chuck R. Thompson, Brent Wheelbarger, Marilyn Bradford, Lenore Burdine, Brenda Hill, Mike Box

## **2.03 Consideration of Auditing Services FY 2017-2018.**

Motion by Charlie Sherman, second by Lynda Howeth.  
Approval of Consent Agenda Items 2.01-2.05 in Accordance with the Recommended Action on Each Listed Below.  
Final Resolution: Motion Passes  
Yes: Lynda Howeth, Susan Moffat, Charlie Sherman, Chuck R. Thompson, Brent Wheelbarger, Marilyn Bradford, Lenore Burdine, Brenda Hill, Mike Box

## **2.04 Consideration of Annual Maintenance Renewal for SirsiDynix.**

Motion by Charlie Sherman, second by Lynda Howeth.  
Approval of Consent Agenda Items 2.01-2.05 in Accordance with the Recommended Action on Each Listed Below.  
Final Resolution: Motion Passes  
Yes: Lynda Howeth, Susan Moffat, Charlie Sherman, Chuck R. Thompson, Brent Wheelbarger, Marilyn Bradford, Lenore Burdine, Brenda Hill, Mike Box

## **2.05 Consideration to Sell or Dispose of Surplus and/or Obsolete Equipment.**

Motion by Charlie Sherman, second by Lynda Howeth.  
Approval of Consent Agenda Items 2.01-2.05 in Accordance with the Recommended Action on Each Listed Below.  
Final Resolution: Motion Passes  
Yes: Lynda Howeth, Susan Moffat, Charlie Sherman, Chuck R. Thompson, Brent Wheelbarger, Marilyn Bradford, Lenore Burdine, Brenda Hill, Mike Box

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

### **3.01 Consideration of November 30 and December 31, 2017, Financial Statements.**

Because the board does not usually meet in December, both November and December, 2017, Financial Statements were included.

Buck reported that Pioneer did not have to borrow money this year, as sometimes happens, due to the collection timing for ad valorem property tax revenue. We had enough in reserves this year to cover expenses. Also, the percentage of ad valorem tax revenue collected to date was up 22%, compared to 10% last year.

Motion by Lynda Howeth, second by Marilyn Bradford.  
Approval of November 30 and December 31, 2017, Financial Statements.  
Final Resolution: Motion Passes

Yes: Lynda Howeth, Susan Moffat, Charlie Sherman, Chuck Thompson, Brent Wheelbarger, Marilyn Bradford, Lenora Burdine, Brenda Hill, Mike Box

### **3.02 Consideration of Encumbrances in the Amounts and to the Accounts as Charged, January 1 – 31, 2018.**

There were no questions or comments from the board.

Motion by Marilyn Bradford, second by Lenora Burdine.  
Approval of Encumbrances in the Amounts and to the Accounts as Charged, January 1 - 31, 2018.  
Final Resolution: Motion Passes

Yes: Lynda Howeth, Susan Moffat, Charlie Sherman, Chuck Thompson, Brent Wheelbarger, Marilyn Bradford, Lenora Burdine, Brenda Hill, Mike Box

### **3.03 Consideration of Encumbrances Paid in December, 2017, in the Amounts and to the Accounts as Charged.**

Because the board does not usually meet in December, board members reviewed the encumbrances that were paid in December, 2017.

Buck reported that the quarterly Defined Benefit Pension Plan contribution was paid in the amount of \$142,401.75. Pioneer was able to make that contribution from the reserve funds in December, 2017, due to early receipt of ad valorem income.

Motion by Lynda Howeth, second by Charlie Sherman.  
Approval of Encumbrances Paid in December, 2017, in the Amounts and to the Accounts as Charged.  
Final Resolution: Motion Passes

Yes: Lynda Howeth, Susan Moffat, Charlie Sherman, Chuck Thompson, Brent Wheelbarger, Marilyn Bradford, Lenora Burdine, Brenda Hill, Mike Box

### **3.04 Quarterly CFO Reports.**

These are the Q4 reports for funds Pioneer has with the Community Foundation of Oklahoma. All accounts saw an increase during Q4. Additionally, PLS has scheduled the CFO Executive Director for a presentation at the April 17 board meeting in McLoud.

### **3.05 Consideration to Purchase a CCTV Security Camera System from Convergent Technology for NPL East, at a Cost of \$14,550.35.**

Wells stated the security of our libraries is the responsibility of the Pioneer Library System at all of the branch locations. These security cameras are for the Norman Public Library East branch, due to open this summer. We plan to install this system in May, and the cost is state contract pricing.

Motion by Brent Wheelbarger, second by Susan Moffat.  
Approval to Purchase a CCTV Security Camera System from Convergent Technology for NPL East.  
Final Resolution: Motion Passes

Yes: Lynda Howeth, Susan Moffat, Charlie Sherman, Chuck Thompson, Brent Wheelbarger, Marilyn Bradford, Lenora Burdine, Brenda Hill, Mike Box

## **4. Reports/Updates**

### **4.01 Annual Report on Pioneer Literacy Program by Jenny Stenis and Janie Davis.**

The PLS Board of Trustees serves as the governing council for the literacy programs in three counties. Part of Pioneer's responsibility with the Literacy Department is to do a report annually to the Board of Trustees. This allows us to continue to be eligible to receive state funding from the Oklahoma Department of Libraries. Jenny Stenis, Readers' Services Coordinator, and Janie Davis, Pottawatomie County Literacy Specialist, gave the report.

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

Dulworth reported on the Norman Public Library East and the Norman Public Library Central building projects. There will be a Topping Ceremony for NPL Central on February 7 @ 10:00 a.m. She invited board members and staff to attend if possible. Email invitations to the event will be sent by City of Norman soon.

Wells reported that OneNet, Pioneer's internet provider, sent back a new proposal. We will be able to upgrade the internet speed to a gigabit at all but four of our locations, including NPL East. The price is coming down and the speed is going up.

The board received a new library statistics sheet for calendar year 2017 for the library system that is replacing the old version. In the past we've had a lot of attachments, pages of numbers. We still have all those numbers, they are broken out by the individual branches. If necessary, we can still make those available to board members, but the new, one page version, really gives a good snap shot monthly of what's up, and how much, and what's down.

Wells reported many of these numbers are going down. When we see that the average library visits are going down and new card holders are going down, that really has to do with what is going up. The last couple of years our system-wide focus has been on keeping library cards active. So, we would try to sign up as many new card holders as possible. But, what would happen is they would never use the cards. So there were many people with a library card, but were not active users. Last year specifically we changed our focus from increasing card holders, to keeping card holders active. Active means you've used your library card in the last year. Although we see new card holders going down, active card holders are up by .2%. This is huge across our system, and something we will continue to work on. At the bottom of the report, on the left, you see circulation is going down. But on the right, you see downloads are going up. We believe that is also contributing to our daily attendance going down. Because we have a lot of people who are using our services who are not walking through the doors.

During the branch report, it was announced that the Friends of the SOKC Library won the Folio State Award for Friends of the Library in Oklahoma for a large branch. The good news is that the McLoud Library won the small branch award. We are so thankful and honored to have such volunteers in each of our communities who are really working to contribute to the success of those libraries and support things our general operating budget isn't supporting.

At the November 30, 2017, board meeting Jon Myers requested PLS play the video during the January 30, 2018, board meeting that was shown at Staff Day 2017. The video was produced by one of our partners, SirsiDynix, and they gave us the ability to brand it and personalize it for our library system. It is really a summation to what we do in our communities each and every day. We want to inspire innovation, engagement, and learning in our communities, and we want to see those communities changed for the better.

#### **4.02 Branch Highlights.**

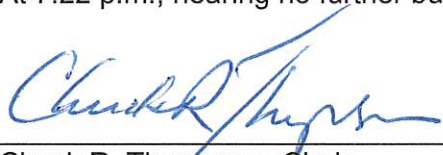
During dinner, a PowerPoint presentation featuring highlights of library branch activities for the months of December, 2017, and January, 2018, was enjoyed by board members, staff, and guests.

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

In closing, Thompson thanked the SOKC branch staff for hosting the meeting, and congratulated Elaine Lyons and David Foster on the recognition of their outstanding contributions to the South OKC Library and community.

#### **5. Adjournment.**

At 7:22 p.m., hearing no further business or comments, Thompson adjourned the meeting.



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Chuck R. Thompson, Chair



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Lisa Wells, Executive Director

