

MINUTES

Meeting of the Pioneer Library System Board of Trustees Tuesday, April 17, 2018 Minutes

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1. Meeting Called to Order.

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

1.01 Roll Call.

Members present

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; Bob Perry, Shawnee; Charlie Sherman, Purcell; and Brent Wheelbarger, Moore.

Members absent

Mark Alfonso, McClain County, Allyson Horton, Slaughterville; Jon Myers, Noble, and Chuck Thompson, Norman, were absent.

Executive Director Lisa Wells was in attendance.

1.02 Introduction of Guests.

Andy Peters, Doug Buck, Amber Cole, Mike Pierson, Keith Merckx, Aiden Street, Pamela Holt, Sharon Smith, Elissa Fox, Teresa Crook, Randy Macon, Michael Autrey, Angel Wilde, Tassej Beeson, Janet Armbrister, and Vicki Tichenor.

1.03 Branch Update and Board Recognition.

McLoud Branch Manager Wanda Haynes gave a brief update on activities at her branch and board recognition for the evening.

The posters mounted on the walls of the McLoud Library were received as part of the Avedis Grant for the Pottawatomie County Health Department. They were designed by Marketing and Communications Manager Keith Merckx. The grant gave the library the money to work with the Pottawatomie County Health Department to provide free books to the WIC Program, ages 0 – 5 years of age, and the Immunization Program, ages 0 – 18 years of age. The library is preparing to start the second half of that. More books have been ordered and delivered to Pioneer, and will be delivered to the County Health Department later in the month. The Health Department is excited as this has been a very successful program, and their clients have really appreciated receiving the books.

Some upcoming library programs were highlighted including a Teen Summer Job Fair, Wednesday, April 18, the Annual Spring Fling, Saturday, April 21, and Family Literacy Night, Monday, April 30, 2018.

Library Assistant Tassej Beeson thanked the board for allowing her to attend the Texas Library Association Conference. She returned to Oklahoma with many great ideas that she hopes to implement in some of her programming.

The Family Literacy Program came about because of a partnership with the Indian Education Director and the Johnson O'Mally (JOM) program she works with. Beeson currently works with her on the United Nations Indian Tribal Youth (Unity) Program, and also for about 7-8 years during the Life Skills Program. She and Beeson brainstormed together and decided to start a Family Literacy Night for the JOM families. The first one was presented in March. They also did a Bingo for Books for all ages that was great fun, and everyone went home with a free book.

Beeson has many more ideas and enjoys the great partnerships she made along the way. "This is going to be a great family program!"

Library Assistant Angel Wilde showed off her ABC Monsters that she gave away at Storytime the day of the meeting. The decorated boxes were full of little bottle caps she collected for about three years that have upper and lower case alphabets printed on them. There are many educational games children can play with those. "Teaching little children pre-reading skills is the highlight of her day."

Board recognition recipient Betty Muse was unable to attend the meeting. Haynes reported that Muse was a valued member of the McLoud Library Board for 10 years, serving two 5-year terms, May, 2008 - February 2018. Serving on the Library Board sparked her civic interest, and she now regularly attends the McLoud City Council meetings.

Muse was a Breakfast Buddies mentor for 2 years when McLoud offered that reading program to the McLoud and Dale 1st and 2nd grade students several years ago. She is an avid reader and a cherished McLoud Library customer. Muse will receive a Certificate of Appreciation for her many contributions to the McLoud Library.

1.04 Public Comments.

There were no public comments.

2. Consent Docket

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

Motion by Bob Perry, second by Karen Kinsey.

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

Final Resolution: Motion Passes

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

2.02 Consideration of March 27, 2018, Minutes.

Motion by Bob Perry, second by Karen Kinsey.

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

Final Resolution: Motion Passes

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

2.03 Consideration of Resolution for Schools and Libraries Universal Services (E-Rate) for 2018-19. This Resolution Authorizes Filing of the Form 471 Applications for Funding Year 2018-19 and the Payment of the Applicant's Share Upon Approval of Funding and Receipt of Services.

Motion by Bob Perry, second by Karen Kinsey.

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

Final Resolution: Motion Passes

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

2.04 Consideration to Purchase Six Firewall Upgrades for Norman Central, Norman West/PLS, Moore, Shawnee, South OKC, and Noble to Accommodate Higher Internet Speeds at a Cost of \$78,887.52.

Motion by Bob Perry, second by Karen Kinsey.

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

Final Resolution: Motion Passes

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

2.05 Consideration to Purchase a Laser Cutter for the Maker Mobile at a Cost of \$17,885.00.

Motion by Bob Perry, second by Karen Kinsey.

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

Final Resolution: Motion Passes

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

2.06 Consideration of Renewal of Subscription for Brainfuse Database in the Amount of \$27,270.00.

Motion by Bob Perry, second by Karen Kinsey.

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

Final Resolution: Motion Passes

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

2.07 Consideration of Renewal of Subscription for Newsbank Database in the Amount of \$11,115.00.

Motion by Bob Perry, second by Karen Kinsey.

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

Final Resolution: Motion Passes

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

2.08 Consideration of Renewal of Subscription for Chilton Database in the Amount of \$17,391.76.

Motion by Bob Perry, second by Karen Kinsey.

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

Final Resolution: Motion Passes

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

2.09 Consideration of Renewal of Subscription for Fold3 Genealogy Database in the Amount of \$12,900.00.

Motion by Bob Perry, second by Karen Kinsey.

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

Final Resolution: Motion Passes

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

2.10 Consideration to Sell or Dispose of Surplus and/or Obsolete Equipment.

Motion by Bob Perry, second by Karen Kinsey.

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

Final Resolution: Motion Passes

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

3. Other Items for Board Consideration

3.01 Presentation by Executive Director, Communities Foundation of Oklahoma.

Communities Foundation of Oklahoma Executive Director Teresa Rose Crook gave the presentation to board and staff. CFO is an organization that works with individuals with assets that want to be philanthropic, and also with organizations as they work to create sustainability, and find and develop resources to support the work that they do. Also attending was Chief Operations Officer Randy Macon.

The Pioneer Library System currently has four funds with CFO: Pioneer Library System Endowment Fund, and Liability Fund; Noble Education Programming and Outreach Endowment Fund, and Liability Fund; Noble Public Library Endowment Fund, and Liability Fund; and Shawnee Public Library Dougherty Endowment Fund, and Liability Fund.

The CFO Statement of Activity for January 1, 2018, through March 31, 2018 was presented.

3.02 Consideration of March 31, 2018, Financial Statement.

There were no questions or comments from board or staff.

Motion by Lynda Howeth, second by Brenda Hill.

Approval of March 31, 2018, Financial Statement.

Final Resolution: Motion Passes

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

3.03 Consideration of Encumbrances in the Amounts and to the Accounts as Charged, March 1 – March 28, 2018.

Buck reported on two items of interest. The first was a \$100,000 contribution to the Defined Benefit Plan as recommended by the Retirement Plans Committee at the March 27 board meeting. The second was to note that, due to the early April meeting date, the May 29 board meeting will include two payable cycles, April 19 – April 30, and May 1 – May 30.

Motion by Marilyn Bradford, second by Susan Moffat.

Approval of Encumbrances, as Presented, in the Amounts and to the Accounts as Charged, March 29-April 18, 2018.

Final Resolution: Motion Passes

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

3.04 Consideration of Resolution to Adopt Defined Contribution Plan Amendment.

Motion by Lynda Howeth, second by Marilyn Bradford.

Approval of Resolution to Adopt Defined Contribution Plan Amendment.

Final Resolution: Motion Passes

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

3.05 Consideration of 2018 First Amendment to the Defined Contribution Plan.

Motion by Karen Kinsey, second by Lenora Burdine.

Approval of 2018 First Amendment to the Defined Contribution Plan.

Final Resolution: Motion Passes

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

3.06 Consideration of Elimination of Overdue Fines on Youth Materials.

An overview of this item and item 3.07 was presented to the board and discussed at the February 27 board meeting. Three board members, unable to attend this meeting, met in the Pioneer Library System board room for the presentation and discussion.

Motion by Lynda Howeth, second by Karen Kinsey.

Approval of Elimination of Overdue Fines on Youth Materials.

Final Resolution: Motion Passes

Yes: Lynda Howeth, Karen Kinsey, Susan Moffat, Bob Perry, Charlie Sherman, Brent Wheelbarger, Marilyn Bradford, Lenora Burdine, Brenda Hill, Todd Gibson

No: Mike Box

3.07 Consideration of Clearing Retrospective Fines on Youth Accounts.

During the board study session it was recommended that Pioneer do a trial to see how many children that are blocked will return if their fines are waived. As part of the 2018 Summer Reading Program materials, a Bingo Card of Reading Activities is included on the front of the Summer Reading Log. There are a variety of suggested reading activities including, "Read a Book You Normally Wouldn't Read," and "Read Off Your Fines." During the trial, PLS will reduce fines by one dollar for each 20 minutes of children's reading reported, with a maximum fine reduction of \$20.00. This summer we will track the response to this program. If successful, Pioneer hopes to implement this each summer. The one-time clearing of retrospective fines on youth accounts will be coordinated as part of a "Back to School" Campaign.

Motion by Marilyn Bradford, second by Karen Kinsey.

Approval of Clearing Retrospective Fines on Youth Accounts.

Final Resolution: Motion Passes

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

4. Executive Session

4.01 Consider Convening in Proposed Executive Session to Discuss the Annual Evaluation of the Executive Director.

Motion by Karen Kinsey, second by Bob Perry.

Approval to Convene in Proposed Executive Session Under the Authority of the Open Records Act 307 for the Executive Director's Annual Performance Evaluation.

Final Resolution: Motion Passes

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

4.02 Consider Resuming Open Session of Meeting Following Executive Session.

Motion by Bob Perry, second by Lynda Howeth.

Approval to Resume Open Session of Meeting Following Executive Session.

Final Resolution: Motion Passes

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

4.03 Consideration of Minutes of Executive Session.

Motion by Marilyn Bradford, second by Lynda Howeth.

In Accordance with the Open Meeting Act, this Executive Session was used for Discussion Purposes Only, No Votes were Taken. Notes from this Meeting will be Sealed and Forwarded to HR for Storage.

Final Resolution: Motion Passes

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

4. Reports/Updates

5.01 Executive Director and Staff Reports.

Pioneer Library System statistics quarterly reports for comparing Q1 2018 – Q1 2017 were provided to the board for comparison. There were three categories that were down from last year. Due to the cold and icy weather conditions on February 20, 21, and 22, there were 217 lost hours of operation across the system that dramatically affected the numbers.

Wells reported Pioneer staff are beginning to schedule meetings in each of our communities to present the Annual Report 2017 to City Councils and County Commissioners. As those meetings are scheduled, board members will be invited to be a part of that if it is in their community or county.

5.02 Branch Highlights.

During dinner, a PowerPoint presentation featuring highlights of library branch activities during the month of April, 2018, was enjoyed by board members, staff, and guests.

5.03 Board Comments.

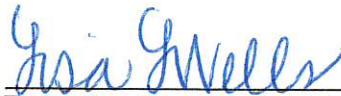
Bradford shared that board members appreciate the Executive Director's leadership, her commitment to the Pioneer Library System, and the wonderful direction she sets for the future of the library system.

6. Adjournment.

At 7:28 p.m., hearing no further business or comments, Sherman adjourned the meeting.



Vice-Chair Charlie Sherman



Executive Director Lisa Wells

