

## MINUTES

### Meeting of the Pioneer Library System Board of Trustees Tuesday, May 29, 2018 Minutes

Generated by Vicki Tichenor on 6/19/2018.

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

Chair Chuck R. Thompson called the meeting to order at 6:30 p.m.

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

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

Mark Alfonso, McClain County; Mike Box, Blanchard; Lenora Burdine, Oklahoma City; Todd Gibson, Cleveland County; Brenda Hill, McLoud; Allyson Horton, Slaughterville; Lynda Howeth, Newcastle; Karen Kinsey, Tecumseh; Susan Moffat, Lexington; Jon Myers, Noble; Chuck R. Thompson, Norman; and Brent Wheelbarger, Moore.

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

Marilyn Bradford, Pottawatomie County; Bob Perry, Shawnee; and Charlie Sherman, Purcell.

Executive Director Lisa Wells was in attendance.

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

Andy Peters, Doug Buck, Amber Cole, Peggy Cook, Keith Merckx, Jennifer Marshall, Aiden Street, Pamela Holt, Shalla Strider, Cathy Adams, Elissa Fox, Caroline Dulworth, Rebekah Lynam, Kelly Sitzman, Chris Manna, Miranda French, Jessica Givens, Phil Clark, Donna Houck, Dana Taylor, Ann Miller, Heather Thompson, Eric Stevenson, Dana Taylor, David Brown, Amber Luna, Leanne Cheek, Heidi Bookout, Joan Williams, Kelsey Williamson, Janet Armbrister, and Vicki Tichenor.

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

Noble Library Branch Manager Cathy Adams welcomed board and staff to her branch. The library will soon receive new furniture. The original furniture was purchased in 1986, when the original building was built, and in 2006 that furniture was reupholstered during the library expansion project. The City of Noble has purchased six chairs and two benches that will arrive around the end of June, first of July. They will be placed in the magazine reading area and the pre-school area.

The second space is the Noble Creator Space (Studio 204). Over the years the library has received support from City of Noble friends, PLS (especially with technology), and through the PLS Foundation. The library has acquired some really cool stuff including software and hardware, cameras, tripods, photo lights, sewing machines, and all sorts of various Lego stuff. To create this spot, staff relocated the teen fiction area. The City of Noble removed the shelves and painted the room, including the green screen on the north wall. The current group of Teen T.V. participants have made great use of that wall, and have been practicing and learning new skills and techniques.

One of the new items is a film editing computer for the public. The library also received some tripods for smart phones, so participants can use their phones as their camera. A new Cricut Maker is expected soon. A Cricut is a shape cutting machine, and a Cricut Maker is a very fast shape cutting machine. It will cut fabric, and includes a sewing pattern library with over 100 patterns. It will cut items such as balsa wood and foam board. That room is a work in progress and probably always will be.

This year the library has continued to grow their partnership with the Oklahoma Healthy Aging Initiative, or OHAI, through the University of Oklahoma. Noble's Heidi Bookout was trained to lead Tai Chi and Resistance Band classes, and the library began offering those classes. One of the participants, Joan Williams, became an OHAI trained leader as well. She volunteers at the Senior Center, creates a monthly newsletter, and maintains their Facebook page. OHAI and the Senior Center have formed their own partner relationship.

Joan Williams is the dynamic volunteer behind the growth of healthy programming in Noble. Adams presented Williams with a Certificate of Appreciation on behalf of the Noble Library and the citizens of the City of Noble.

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

There were no public comments.

### **2. Consent Docket**

#### **2.01 Consider Approval of the Consent Items 2.01 – 2.08 in Accordance with the Recommended Action on Each Listed Below.**

Motion by Susan Moffat, second by Brent Wheelbarger.  
Approval of Consent Agenda Items 2.01-2.08 in Accordance with the Recommended Action on Each Listed Below.

Final Resolution: Motion Passes

Yes: Mark Alfonso, Lynda Howeth, Karen Kinsey, Susan Moffat, Brent Wheelbarger, Allyson Horton, Jon Myers, Lenora Burdine, Brenda Hill, Mike Box, Todd Gibson, Chuck R. Thompson

#### **2.02 Consideration of April 17, 2018, Minutes.**

Motion by Susan Moffat, second by Brent Wheelbarger.  
Approval of Consent Agenda Items 2.01-2.08 in Accordance with the Recommended Action on Each Listed Below.

Final Resolution: Motion Passes

Yes: Mark Alfonso, Lynda Howeth, Karen Kinsey, Susan Moffat, Brent Wheelbarger, Allyson Horton, Jon Myers, Lenora Burdine, Brenda Hill, Mike Box, Todd Gibson, Chuck R. Thompson

#### **2.03 Consideration of Amended Circulation Policy to Reflect the Elimination of Overdue Fines on Youth Materials.**

Motion by Susan Moffat, second by Brent Wheelbarger.  
Approval of Consent Agenda Items 2.01-2.08 in Accordance with the Recommended Action on Each Listed Below.

Final Resolution: Motion Passes

Yes: Mark Alfonso, Lynda Howeth, Karen Kinsey, Susan Moffat, Brent Wheelbarger, Allyson Horton, Jon Myers, Lenora Burdine, Brenda Hill, Mike Box, Todd Gibson, Chuck R. Thompson

**2.04 Consideration of ITRE Invoice for Maintenance on Pioneer MovieBoxes at a Cost of \$14,741.72**

Motion by Susan Moffat, second by Brent Wheelbarger.  
Approval of Consent Agenda Items 2.01-2.08 in Accordance with the Recommended Action on Each Listed Below.

Final Resolution: Motion Passes

Yes: Mark Alfonso, Lynda Howeth, Karen Kinsey, Susan Moffat, Brent Wheelbarger, Allyson Horton, Jon Myers, Lenora Burdine, Brenda Hill, Mike Box, Todd Gibson, Chuck R. Thompson

**2.05 Consideration of Three Additional Mediasurfers (iPad Checkout Machines) for Shawnee, Noble, and Purcell at a cost of \$121,569.00.**

Motion by Susan Moffat, second by Brent Wheelbarger.  
Approval of Consent Agenda Items 2.01-2.08 in Accordance with the Recommended Action on Each Listed Below.

Final Resolution: Motion Passes

Yes: Mark Alfonso, Lynda Howeth, Karen Kinsey, Susan Moffat, Brent Wheelbarger, Allyson Horton, Jon Myers, Lenora Burdine, Brenda Hill, Mike Box, Todd Gibson, Chuck R. Thompson

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

Motion by Susan Moffat, second by Brent Wheelbarger.  
Approval of Consent Agenda Items 2.01-2.08 in Accordance with the Recommended Action on Each Listed Below.

Final Resolution: Motion Passes

Yes: Mark Alfonso, Lynda Howeth, Karen Kinsey, Susan Moffat, Brent Wheelbarger, Allyson Horton, Jon Myers, Lenora Burdine, Brenda Hill, Mike Box, Todd Gibson, Chuck R. Thompson

**2.07 Consideration of Renewal of Subscription for EBSCO Databases in the Amount of \$95,752.00.**

Motion by Susan Moffat, second by Brent Wheelbarger.  
Approval of Consent Agenda Items 2.01-2.08 in Accordance with the Recommended Action on Each Listed Below.

Final Resolution: Motion Passes

Yes: Mark Alfonso, Lynda Howeth, Karen Kinsey, Susan Moffat, Brent Wheelbarger, Allyson Horton, Jon Myers, Lenora Burdine, Brenda Hill, Mike Box, Todd Gibson, Chuck R. Thompson

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

Motion by Susan Moffat, second by Brent Wheelbarger.  
Approval of Consent Agenda Items 2.01-2.08 in Accordance with the Recommended Action on Each Listed Below.

Final Resolution: Motion Passes

Yes: Mark Alfonso, Lynda Howeth, Karen Kinsey, Susan Moffat, Brent Wheelbarger, Allyson Horton, Jon Myers, Lenora Burdine, Brenda Hill, Mike Box, Todd Gibson, Chuck R. Thompson

**3. Other Items for Board Consideration**

**3.01 Consideration of April 30, 2018, Financial Statement.**

Motion by Lynda Howeth, second by Jon Myers.

Approval of April 30 2018, Financial Statement.

Final Resolution: Motion Passes

Yes: Mark Alfonso, Lynda Howeth, Karen Kinsey, Susan Moffat, Brent Wheelbarger, Allyson Horton, Jon Myers, Lenora Burdine, Brenda Hill, Mike Box, Todd Gibson, Chuck R. Thompson

**3.02 Consideration of Encumbrances in the Amounts and to the Accounts as Charged, April 19 – April 30, 2018.**

Motion by Jon Myers, second by Lynda Howeth.

Approval of Encumbrances, as Presented, in the Amounts and to the Accounts as Charged, April 19 - April 30, 2018.

Final Resolution: Motion Passes

Yes: Mark Alfonso, Lynda Howeth, Karen Kinsey, Susan Moffat, Brent Wheelbarger, Allyson Horton, Jon Myers, Lenora Burdine, Brenda Hill, Mike Box, Todd Gibson, Chuck R. Thompson

**3.03 Consideration of Encumbrances in the Amounts and to the Accounts as Charged, May 1, 2018 – May 30, 2018**

Motion by Allyson Horton, second by Mark Alfonso.

Approval of Encumbrances, as Presented, in the Amounts and to the Accounts as Charged, May 1, 2018 - May 30, 2018.

Final Resolution: Motion Passes

Yes: Mark Alfonso, Lynda Howeth, Karen Kinsey, Susan Moffat, Brent Wheelbarger, Allyson Horton, Jon Myers, Lenora Burdine, Brenda Hill, Mike Box, Todd Gibson, Chuck R. Thompson

**3.04 Consideration of Personnel Committee Report.**

The Committee met on May 23, 2018. Personnel Committee Chair Karen Kinsey gave the report. Out of 248 total evaluations given, 52 received an overall rating of Outstanding. Information by branch was also given to the Committee.

This year, higher bonus amounts were recommended. Based on the numbers provided, proposed amounts to be awarded were: \$2,200 to full-time employees, \$1,650 to three quarter time employees, \$1,100 to half time employees, and \$825 to hourly employees. The Committee reviewed and noted the increase would be over the allotted bonus pool amount by about \$4,000. The Committee agreed that bonuses are an important incentive to employees and were supportive of raising the bonus amount.

The overall personnel budget is underspent due to some positions not being filled for a period of time after vacated, and also Norman Public Library East personnel starting later than budgeted.

Motion by Karen Kinsey, second by Lynda Howeth.

Acceptance of Personnel Report

Final Resolution: Motion Passes

Yes: Mark Alfonso, Lynda Howeth, Karen Kinsey, Susan Moffat, Brent Wheelbarger, Allyson Horton, Jon Myers, Lenora Burdine, Brenda Hill, Mike Box, Todd Gibson, Chuck R. Thompson

**3.05 Consideration of 2018-2019 Performance Evaluation Outstanding Bonuses.**

Motion by Karen Kinsey, second by Susan Moffat.

Approval of 2018-2019 Performance Evaluation Outstanding Bonuses.

Final Resolution: Motion Passes

Yes: Mark Alfonso, Lynda Howeth, Karen Kinsey, Susan Moffat, Brent Wheelbarger, Allyson Horton, Jon Myers, Lenora Burdine, Brenda Hill, Mike Box, Todd Gibson, Chuck R. Thompson

### **3.06 Consideration of Preliminary Budget FY 2018-2019.**

By State Statute, Pioneer is mandated to file a budget with our entities by June 1<sup>st</sup> of each year. However, because we don't know what our income will be until we receive the certified totals from our three counties, usually in August, we must submit a revised budget. The August board meeting is usually when the board votes on the revised budget.

Motion by Jon Myers, second by Lenora Burdine.

Approval of Preliminary Budget FY 2018-2019.

Final Resolution: Motion Passes

Yes: Mark Alfonso, Lynda Howeth, Karen Kinsey, Susan Moffat, Brent Wheelbarger, Allyson Horton, Jon Myers, Lenora Burdine, Brenda Hill, Mike Box, Todd Gibson, Chuck R. Thompson

### **3.07 Consideration of Copier Proposal for Leasing of 24 Copiers Located in Pioneer Branches.**

RFP's were issued on May 4, 2018. The responses received for a 60-month lease of photocopiers from five vendors were reviewed by the Finance Manager and Executive Director.

Although not the lowest bid, per requirements specified in the RFP, and to provide consistency of service to staff and interface to customers, and assure clarity when making a service call, staff recommended accepting the bid from R.K. Black, Inc.

We currently lease eight copiers from R.K. Black and have been very happy with the response time and quality of their service.

Motion by Lenora Burdine, second by Lynda Howeth.

Approval of Copier Proposal for Leasing of 24 Copiers Located in Pioneer Branches.

Final Resolution: Motion Passes

Yes: Mark Alfonso, Lynda Howeth, Karen Kinsey, Susan Moffat, Brent Wheelbarger, Allyson Horton, Jon Myers, Lenora Burdine, Brenda Hill, Todd Gibson, Chuck R. Thompson

Abstain: Mike Box

### **3.08 Consideration to Purchase a 2019 F-350 Delivery Truck at a Cost of \$42,993.**

Staff recommended the purchase of a new gasoline -powered delivery truck with lift gate. The funds are included in this year's budget. Although the current CNG-powered delivery truck has afforded PLS significant savings in fuel, the current downward trend in the CNG market has made maintenance of the CNG more difficult (fewer maintenance facilities) and the purchase of CNG-prepped vehicles more expensive.

Pioneer will keep our current CNG-powered delivery truck as a backup delivery truck, and to surplus the current backup delivery truck which has 233,000+ miles and is becoming less reliable with age.

Motion by Jon Myers, second by Karen Kinsey.

Approval to Purchase a 2019 F-350 Delivery Truck at a Cost of \$42,993.

Final Resolution: Motion Passes

Yes: Mark Alfonso, Lynda Howeth, Karen Kinsey, Susan Moffat, Brent Wheelbarger, Allyson Horton, Jon Myers, Lenora Burdine, Brenda Hill, Mike Box, Todd Gibson, Chuck R. Thompson

## **4. Reports/Updates**

### **4.01 PLS Impact Class Presentation.**

IMPACT PLS is Pioneer's internal leadership program. Six employees are selected annually from a competitive application process to be a part of a ten-month leadership training. They

accomplish many things as part of their year, one of which is an annual project, and report on that project to the board. This year their project coincided with Pioneer's core competencies. They are doing a part of Pioneer's customer service philosophy work, and bridging the work the Critical Mission Team has been doing.

This is the seventh year of IMPACT PLS. Members of the 2017-2018 IMPACT PLS team include Eric Stevenson, Jessica Givens, Dana Taylor, Anne Miller, Amber Luna, and Donna Houck.

#### **4.02 PLS Foundation Employee Campaign Update.**

Development Officer Amber Cole updated board and staff on the 2018 Employee Campaign. This was the second year of the campaign. Last year, PLS employees donated a total of \$9,564. This year, they donated a total of \$10,210. She reminded everyone that the PLS Foundation supports literacy and a love of learning and includes many of Pioneer's programs such as the Summer Reading Program, the BigRead event, Growing Like a Read, our educational programs encouraging parents and kids to read together, as well as partnering with the Regional Food Bank for school backpack programs.

This year the Foundation gave five hundred dollar grants to each Pioneer library branch.

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

Wells gave updates on the two library building projects: Norman Public Library East and Norman Public Library Central. As expected, Norman East is a little delayed, but we are tentatively looking at a soft opening sometime the week of July 9. The City of Norman is working to schedule the grand opening, sometime between July 18<sup>th</sup> and 20<sup>th</sup>. "It's a beautiful location and much needed for that side of Norman. It will be a great addition to our library system."

Norman Central is currently on schedule for a grand opening sometime the summer of 2019. Wells invited board and guests to drop by and take a look at the new branches.

Associate Director Aiden Street and PLS Board Member Brent Wheelbarger were accepted into Leadership Oklahoma, Class 32.

In closing, Wells thanked the many staff who are attending the board meetings each month in support of Pioneer's core competencies and the work we are doing. Most are not required to attend, so they attend out of a choice to come and be a part of what we are doing, "Inspiring Innovation, Engagement, and Learning" throughout our library communities.

#### **4.04 Board Comments.**

The board thanked Noble Library staff for the great food they provided for the meeting.

Myers reported that he will not be able to attend the June 26 board meeting, but wanted to acknowledge and thank those board members who will cycle off the board July 1 after serving two consecutive three year terms: Chuck Thompson, Lynda Howeth, and Bob Perry. They will be honored at the June 26 board meeting.

Thompson added his thanks to Pioneer staff who are regularly attending the board meetings, going above and beyond in their support. "You do a wonderful job representing our library system every day, and then you give your evenings each month for the board meetings. We really do appreciate all your hard work."

Horton reported her son went on an adventure to find a voters registration form. He went to several places and couldn't find one, so Horton suggested the library. PLS staff printed a form and placed it in the mail to him the day of the board meeting.

**5. Adjournment.**

At 7:50 p.m., hearing no further business or comments, Thompson adjourned the meeting.



Chair Chuck R. Thompson



Executive Director Lisa Wells

