

MINUTES

Meeting of the Pioneer Library System Board of Trustees Tuesday, June 26, 2018 Minutes

Generated by Vicki Tichenor on 7/10/2018.

1. Meeting Called to Order.

Chair Chuck R. Thompson called the meeting to order at 6:37 p.m.

1.01 Roll Call.

Members present

Mike Box, Blanchard; Marilyn Bradford, Pottawatomie County; Brenda Hill, McLoud; Lynda Howeth, Newcastle; Karen Kinsey, Tecumseh; Susan Moffat, Lexington; Bob Perry, Shawnee; and Chuck R. Thompson, Norman.

Members absent

Mark Alfonso, McClain County; Lenora Burdine, Oklahoma City; Todd Gibson, Cleveland County; Allyson Horton, Slaughterville; Jon Myers, Noble; Charlie Sherman, Purcell; and Brent Wheelbarger, Moore.

Executive Director Lisa Wells was in attendance.

1.02 Introduction of Guests.

Andy Peters, Doug Buck, Keith Merckx, Jennifer Marshall, Aiden Street, Caroline Dulworth, Chris Manna, Joshua Peck, Dana Taylor, Beth Lyle, Traci Damron, The Love Family – Steve and Beverly & Devin and Caitlin; the Anderson Family – David and Esther & Trey, Sarah, Jacob, Joshua, Ryan, Jonathan, Darren, Caroline, & Emily, Janet Armbrister, & Vicki Tichenor.

1.03 Branch Update and Board Recognition.

Tecumseh Branch Manager Beth Lyle recognized very special volunteers with Certificates of Appreciation. Traci Damron is truly a library MVP. She has given hundreds of hours to the library this year, and we appreciate her help. She makes herself available on a weekly basis, and is willing to work on any project.

The Love Family, Steve and Beverly, Devin and Caitlin are library super users and participate in many events at both the Tecumseh and Shawnee libraries. They volunteer at library events and are always ready to help clean up after a program. At 8:00 p.m., after a long day, this is a true gift to staff.

The Anderson Family, David and Esther, Trey, Jacob, Joshua, Ryan, Jonathan, Darren, Caroline, and Emma, we can't say enough good things about them. From the oldest to the youngest, they pitch in and work together to make a big job easier. For many years they have been treasured volunteers.

Lyle gave the branch report. It has been a wonderful and busy year at the Tecumseh Library. Highlights included Tecumseh was one of only four libraries across the state selected for the September *Reading Round Up* tour with Oklahoma Book Award winner Alton Carter

Library staff worked with the Friends of the Library to hold their annual Mystery Dinner fundraiser, also in September. 148 tickets were sold and the event raised \$7,800 to sponsor programming throughout the year.

The library offered their first *Sit. Stay. Read!* reading therapy program in October in partnership with local volunteers from the *Doggie Spot*. They also gave out hundreds of treats and bookmarks in the community *Trick or Treat on Broadway*.

In April the library partnered with Cross Timbers Elementary School to hold the annual school wide *STEAM* night for all Tecumseh's 3rd, 4th, and 5th grade students. Students and families could participate in the class of their choice for the evening.

Now June is almost over after months of planning. The Summer Reading Program, our favorite time of year, is here. The library has hosted crowds of 225 for children's and teen programs.

Wells recognized two Pioneer employees receiving longevity awards in recognition of their many years of service. Both were unable to attend the meeting. Moore Library Shelver, Mary Margaret Wilson, will receive longevity pay in recognition of her 30 years of service. Moore Branch Manager Chris Manna accepted on Wilson's behalf.

Library Assistant Sharon Smith, McCloud Library, will receive longevity pay for her 25 years of service. Associate Director Aiden Street accepted the award on Smith's behalf.

1.04 Public Comments.

There were no public comments.

2. Consent Docket

2.01 Consider Approval of the Consent Items 2.01 – 2.07 in Accordance with the Recommended Action on Each Listed Below.

Motion by Lynda Howeth, second by Karen Kinsey
Approval of Consent Agenda Items 2.01-2.07 in Accordance with the Recommended Action on Each Listed Below.

Final Resolution: Motion Passes

Yes: Mike Box, Marilyn Bradford, Brènda Hill, Lynda Howeth, Karen Kinsey, Susan Moffat, Bob Perry, and Chuck R. Thompson

2.02 Consideration of May 29, 2018, Minutes.

Motion by Lynda Howeth, second by Karen Kinsey
Approval of Consent Agenda Items 2.01-2.07 in Accordance with the Recommended Action on Each Listed Below.

Final Resolution: Motion Passes

Yes: Mike Box, Marilyn Bradford, Brenda Hill, Lynda Howeth, Karen Kinsey, Susan Moffat, Bob Perry, and Chuck R. Thompson

2.03 Consideration of Renewal of Property, General Liability, and Commercial Auto Insurance.

Motion by Lynda Howeth, second by Karen Kinsey

Approval of Consent Agenda Items 2.01-2.07 in Accordance with the Recommended Action on Each Listed Below.

Final Resolution: Motion Passes

Yes: Mike Box, Marilyn Bradford, Brenda Hill, Lynda Howeth, Karen Kinsey, Susan Moffat, Bob Perry, and Chuck R. Thompson

2.04 Consideration of Contract Renewal for Support Services with Phase 2.

Motion by Lynda Howeth, second by Karen Kinsey

Approval of Consent Agenda Items 2.01-2.07 in Accordance with the Recommended Action on Each Listed Below.

Final Resolution: Motion Passes

Yes: Mike Box, Marilyn Bradford, Brenda Hill, Lynda Howeth, Karen Kinsey, Susan Moffat, Bob Perry, and Chuck R. Thompson

2.05 Consideration of Renewal of One Year Contract with Paisley Café.

Motion by Lynda Howeth, second by Karen Kinsey

Approval of Consent Agenda Items 2.01-2.07 in Accordance with the Recommended Action on Each Listed Below.

Final Resolution: Motion Passes

Yes: Mike Box, Marilyn Bradford, Brenda Hill, Lynda Howeth, Karen Kinsey, Susan Moffat, Bob Perry, and Chuck R. Thompson

2.06 Consideration of Charges for Staff Day 2018 in the Amount of \$15,000.

Motion by Lynda Howeth, second by Karen Kinsey

Approval of Consent Agenda Items 2.01-2.07 in Accordance with the Recommended Action on Each Listed Below.

Final Resolution: Motion Passes

Yes: Mike Box, Marilyn Bradford, Brenda Hill, Lynda Howeth, Karen Kinsey, Susan Moffat, Bob Perry, and Chuck R. Thompson

2.07 Consideration of Renewal of Subscription for Heritage Quest Genealogy Database in the Amount of \$11,300.

Motion by Lynda Howeth, second by Karen Kinsey

Approval of Consent Agenda Items 2.01-2.07 in Accordance with the Recommended Action on Each Listed Below.

Final Resolution: Motion Passes

Yes: Mike Box, Marilyn Bradford, Brenda Hill, Lynda Howeth, Karen Kinsey, Susan Moffat, Bob Perry, and Chuck R. Thompson

3. Other Items for Board Consideration

3.01 Consideration of May 31, 2018, Financial Statement.

Motion by Lynda Howeth, second by Marilyn Bradford

Approval of May 31, 2018, Financial Statement.

Final Resolution: Motion Passes

Yes: Mike Box, Marilyn Bradford, Brenda Hill, Lynda Howeth, Karen Kinsey, Susan Moffat, Bob Perry, and Chuck R. Thompson

3.02 Consideration of Encumbrances in the Amounts and to the Accounts as Charged, May 31, 2018 – June 27, 2018.

Motion by Karen Kinsey, second by Susan Moffat

Approval of Encumbrances as Presented, in the Amounts and to the Accounts as Charged, May 31, 2018 – June 27, 2018.

Final Resolution: Motion Passes

Yes: Mike Box, Marilyn Bradford, Brenda Hill, Lynda Howeth, Karen Kinsey, Susan Moffat, Bob Perry, and Chuck R. Thompson

3.03 Consideration of Encumbered Items as of June 30, 2018.

The list of outstanding items is of June 30, 2018. If we receive any of these items by June 30th, we will unencumber the funds and record the items as purchased, received, and paid for during the current year. To accomplish this we will need to issue the checks before the next board meeting, July 31. The dollar total for the encumbered items is \$623,732.15.

Motion by Bob Perry, second by Susan Moffat

Approval of Encumbrances as Presented, in the Amounts and to the Accounts as Charged, May 31, 2018 – June 27, 2018.

Final Resolution: Motion Passes

Yes: Mike Box, Marilyn Bradford, Brenda Hill, Lynda Howeth, Karen Kinsey, Susan Moffat, Bob Perry, and Chuck R. Thompson

3.04 Consideration of Payroll and Human Capital Management Services Agreement with Paycom Payroll, LLC.

Paycom's Payroll and Human Management solution will facilitate better communication while providing increased efficiency and productivity to employees and managers. Additionally, we estimate the time spent processing payroll will be decreased by 50%. And employees will be able to manage their information in one system with one login.

Motion by Lynda Howeth, second by Karen Kinsey

Approval of Payroll and Human Capital Management Services Agreement with Paycom Payroll, LLC.

Final Resolution: Motion Passes

Yes: Mike Box, Marilyn Bradford, Brenda Hill, Lynda Howeth, Karen Kinsey, Susan Moffat, Bob Perry, and Chuck R. Thompson

3.05 Consideration and Election of Board Officers FY 2018-2019.

The Governance Committee recommended the following slate of board officers for FY 2018-2019.

Jon Myers, Chair

Marilyn Bradford, Vice-Chair

Charlie Sherman, Treasurer

Motion by Brenda Hill, second by Karen Kinsey

Approval of Board Officers FY 2018-2019.

Final Resolution: Motion Passes

Yes: Mike Box, Marilyn Bradford, Brenda Hill, Lynda Howeth, Karen Kinsey, Susan Moffat, Bob Perry, and Chuck R. Thompson

4. Reports/Updates

4.01 Executive Director and Staff Reports.

Wells reported that board members should receive an invitation soon from the City of Norman for the Grand Opening of the Norman Public Library East on Friday, July 20, at 10:00 a.m.

The Art Dedication of "Prairie Wind" will be held on Thursday, June 28, at 10:30 a.m., at Norman Public Library East.

And, on Wednesday, July 27, at 8:30 a.m., there will be a "Bricking Out" Ceremony held at Norman Library Central. PLS Board Chair Chuck Thompson and City of Norman Mayor and former PLS Board Chair Lynne Miller will place the final bricks.

Board and staff said goodbye to three outgoing board members who completed two consecutive three-year terms on the Pioneer Board of Trustees: Lynda Howeth, Newcastle, Bob Perry, Shawnee, and Chuck Thompson, Norman. Wells presented each with engraved bookends and thanked them for their service to the library system. "The expertise and professionalism you have brought to this board has made us a better organization. We appreciate your service and dedication."

Three new board members have been appointed by the cities they represent. Their first board meeting will be July 31 at the Purcell Library. They are Jonathan Fowler, representing the City of Norman; Marissa Lightsey, representing the City of Shawnee; and Jeannette Lore McNally, representing the City of Newcastle.

4.02 Branch Highlights.

During dinner, a PowerPoint presentation featuring highlights of Summer Reading Program activities during the month of June, 2018, was enjoyed by board members, staff, and guests.

4.03 Board Comments.

In closing, Thompson stated it has been his great fortune and privilege to serve on the PLS Board of Trustees. He has served on many boards and wouldn't have thought a library board would be so life changing. But, being a part of an organization that makes this much difference to this many communities has been a humbling experience. Thanks to all of you!

5. Adjournment.

At 7:45 p.m., hearing no further business or comments, Thompson adjourned the meeting.



Chair Chuck R. Thompson



Executive Director Lisa Wells

