

## MINUTES

### Meeting of the Pioneer Library System Board of Trustees Tuesday, July 31, 2018 Minutes

Generated by Vicki Tichenor on 8/13/2018.

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

Chair Jon Myers called the meeting to order at 6:31 p.m.

Executive Director Lisa Wells introduced three new board members to board and staff, Jeannette McNally, City of Newcastle; Jonathan Fowler, City of Norman, and Marissa Lightsey, City of Shawnee, who was unable to attend the meeting.

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

##### **Members present**

Mark Alfonso, McClain County; Mike Box, Blanchard; Marilyn Bradford, Pottawatomie County; Lenora Burdine, Oklahoma City; Jonathan Fowler, Norman; Todd Gibson, Cleveland County; Brenda Hill, McLoud; Allyson Horton, Slaughterville; Karen Kinsey, Tecumseh; Jeannette McNally, Newcastle; Jon Myers, Noble; and Charlie Sherman, Purcell.

##### **Members absent**

Marissa Lightsey, Shawnee; Susan Moffat, Lexington; 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, Kelly Sitzman, Rebekah Lynam, Peggy Cook, Pamela Holt, Amber Cole, Jennifer Fourcade, Samantha Resendiz, Jason Midkiff, Janet Armbrister, & Vicki Tichenor.

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

Purcell Branch Manager Rebekah Lynam welcomed everyone. She asked Samantha Resendiz to join her up front. Resendiz is a recent graduate of Purcell High School and will be attending East Central University in the fall. During the summer she has worked as an intern with Purcell staff because of a fantastic opportunity.

This summer Purcell Public Library was selected as a recipient of an Inclusive Internship Initiative grant through the Public Library Association. This is only the second year the Inclusive Internship Initiative has existed, and only fifty libraries around the country were selected to receive these grants. The goal of the grant is to encourage young people from diverse backgrounds to consider librarianship as a profession. The grant provided funding for Resendiz to work full time with Purcell staff this summer, where she has been of immense help.

In addition to her time here, the grant covered expenses for Resendiz and Lynam to travel in June to Washington, DC, for a kickoff event with other interns and mentors from Maine to Florida and from California to Alaska. While spending three days around 50 teenagers was a bit exhausting, if I had any gloomy thoughts about the future, seeing those motivated and passionate teens banished those thoughts. Resendiz has been wonderful all summer, and we have had many opportunities to see her in action making a difference in our community, from her day-to-day work on the desk, her assistance in summer programs, the ooey-goey slime program she ran earlier this month, and her special assistance with our Spanish-speaking customers, to the chalk art festival she is planning that will take place this Saturday.

Resendiz is just one of many great things that have come out of Purcell Public Schools. Purcell Schools, especially the superintendent, Jason Midkiff, are vital partners in what we do here in Purcell. The school has helped us make improvements in the building, including installing a new bike rack, and partnering with them to help cover costs of an upcoming and much anticipated restroom remodel project.

Lynam and the PLS Board of Trustees recognized both Resendiz for her support of the Purcell Public Library and Pioneer Library System, and Purcell Public Schools Superintendent Jason Midkiff for his continued support of the efforts and work of the Purcell Public Library, and his assistance in improving services and facilities in our community. Both received Certificates of Appreciation.

During board meetings Pioneer honors long time employees. This month, Wells recognized Lenore Warden with a longevity award for her 20 years of service. Warden has held a number of positions throughout the Pioneer Library System, but for the last several years has been our Circulation System Specialist. Warden was unable to attend the board meeting. Associate Director--Technology Andy Peters accepted her award in her absence.

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

There were no public comments.

### **2. Consent Docket**

#### **2.01 Consider Approval of the Consent Items 2.01 – 2.15 in Accordance with the Recommended Action on Each Listed Below.**

Motion by Charlie Sherman, second by Karen Kinsey  
Approval of Consent Agenda Items 2.01-2.15 in Accordance with the Recommended Action on Each Listed Below.

Final Resolution: Motion Passes

Yes: Mike Box, Marilyn Bradford, Brenda Hill, Karen Kinsey, Mark Alfonso, Lenora Burdine, Jonathan Fowler, Todd Gibson, Allyson Horton, Jeannette McNally, Jon Myers, Charlie Sherman.

#### **2.02 Consideration of June 26, 2018, Minutes.**

Motion by Charlie Sherman, second by Karen Kinsey  
Approval of Consent Agenda Items 2.01-2.15 in Accordance with the Recommended Action on Each Listed Below.

Final Resolution: Motion Passes

Yes: Mike Box, Marilyn Bradford, Brenda Hill, Karen Kinsey, Mark Alfonso, Lenora Burdine, Jonathan Fowler, Todd Gibson, Allyson Horton, Jeannette McNally, Jon Myers, Charlie Sherman.

### **2.03 Consideration of 2019 PLS Board Meeting Schedule.**

Motion by Charlie Sherman, second by Karen Kinsey  
Approval of Consent Agenda Items 2.01-2.15 in Accordance with the Recommended Action on Each Listed Below.

Final Resolution: Motion Passes

Yes: Mike Box, Marilyn Bradford, Brenda Hill, Karen Kinsey, Mark Alfonso, Lenora Burdine, Jonathan Fowler, Todd Gibson, Allyson Horton, Jeannette McNally, Jon Myers, Charlie Sherman.

### **2.04 Consideration of 2019 PLS Holiday Schedule.**

Motion by Charlie Sherman, second by Karen Kinsey  
Approval of Consent Agenda Items 2.01-2.15 in Accordance with the Recommended Action on Each Listed Below.

Final Resolution: Motion Passes

Yes: Mike Box, Marilyn Bradford, Brenda Hill, Karen Kinsey, Mark Alfonso, Lenora Burdine, Jonathan Fowler, Todd Gibson, Allyson Horton, Jeannette McNally, Jon Myers, Charlie Sherman.

### **2.05 Consideration of Agreement with NCED for Staff Day 2018 Venue.**

Motion by Charlie Sherman, second by Karen Kinsey  
Approval of Consent Agenda Items 2.01-2.15 in Accordance with the Recommended Action on Each Listed Below.

Final Resolution: Motion Passes

Yes: Mike Box, Marilyn Bradford, Brenda Hill, Karen Kinsey, Mark Alfonso, Lenora Burdine, Jonathan Fowler, Todd Gibson, Allyson Horton, Jeannette McNally, Jon Myers, Charlie Sherman.

### **2.06 Consideration of Renewal of Subscription for Mango Languages Database in the Amount of \$13,526.57.**

Motion by Charlie Sherman, second by Karen Kinsey  
Approval of Consent Agenda Items 2.01-2.15 in Accordance with the Recommended Action on Each Listed Below.

Final Resolution: Motion Passes

Yes: Mike Box, Marilyn Bradford, Brenda Hill, Karen Kinsey, Mark Alfonso, Lenora Burdine, Jonathan Fowler, Todd Gibson, Allyson Horton, Jeannette McNally, Jon Myers, Charlie Sherman.

### **2.07 Consideration of Agreement Between PLS and City of Blanchard for Library Services, Facilities, and Maintenance FY 2018-2019.**

Motion by Charlie Sherman, second by Karen Kinsey  
Approval of Consent Agenda Items 2.01-2.15 in Accordance with the Recommended Action on Each Listed Below.

Final Resolution: Motion Passes

Yes: Mike Box, Marilyn Bradford, Brenda Hill, Karen Kinsey, Mark Alfonso, Lenora Burdine, Jonathan Fowler, Todd Gibson, Allyson Horton, Jeannette McNally, Jon Myers, Charlie Sherman.

### **2.08 Consideration of Agreement Between PLS and City of McCloud for Library Services, Facilities, and Maintenance FY 2018-2019.**

Motion by Charlie Sherman, second by Karen Kinsey  
Approval of Consent Agenda Items 2.01-2.15 in Accordance with the Recommended Action on Each Listed Below.

Final Resolution: Motion Passes

Yes: Mike Box, Marilyn Bradford, Brenda Hill, Karen Kinsey, Mark Alfonso, Lenora Burdine, Jonathan Fowler, Todd Gibson, Allyson Horton, Jeannette McNally, Jon Myers, Charlie Sherman.

**2.09 Consideration of Agreement Between PLS and City of Moore for Library Services, Facilities, and Maintenance FY 2018-2019.**

Motion by Charlie Sherman, second by Karen Kinsey  
Approval of Consent Agenda Items 2.01-2.15 in Accordance with the Recommended Action on Each Listed Below.  
Final Resolution: Motion Passes  
Yes: Mike Box, Marilyn Bradford, Brenda Hill, Karen Kinsey, Mark Alfonso, Lenora Burdine, Jonathan Fowler, Todd Gibson, Allyson Horton, Jeannette McNally, Jon Myers, Charlie Sherman.

**2.10 Consideration of Agreement Between PLS and City of Newcastle for Library Services, Facilities, and Maintenance FY 2018-2019.**

Motion by Charlie Sherman, second by Karen Kinsey  
Approval of Consent Agenda Items 2.01-2.15 in Accordance with the Recommended Action on Each Listed Below.  
Final Resolution: Motion Passes  
Yes: Mike Box, Marilyn Bradford, Brenda Hill, Karen Kinsey, Mark Alfonso, Lenora Burdine, Jonathan Fowler, Todd Gibson, Allyson Horton, Jeannette McNally, Jon Myers, Charlie Sherman.

**2.11 Consideration of Agreement Between PLS and City of Noble for Library Services, Facilities, and Maintenance FY 2018-2019.**

Motion by Charlie Sherman, second by Karen Kinsey  
Approval of Consent Agenda Items 2.01-2.15 in Accordance with the Recommended Action on Each Listed Below.  
Final Resolution: Motion Passes  
Yes: Mike Box, Marilyn Bradford, Brenda Hill, Karen Kinsey, Mark Alfonso, Lenora Burdine, Jonathan Fowler, Todd Gibson, Allyson Horton, Jeannette McNally, Jon Myers, Charlie Sherman.

**2.12 Consideration of Agreement Between PLS and City of Oklahoma City for Library Services, Facilities, and Maintenance FY 2018-2019.**

Motion by Charlie Sherman, second by Karen Kinsey  
Approval of Consent Agenda Items 2.01-2.15 in Accordance with the Recommended Action on Each Listed Below.  
Final Resolution: Motion Passes  
Yes: Mike Box, Marilyn Bradford, Brenda Hill, Karen Kinsey, Mark Alfonso, Lenora Burdine, Jonathan Fowler, Todd Gibson, Allyson Horton, Jeannette McNally, Jon Myers, Charlie Sherman.

**2.13 Consideration of Agreement Between PLS and City of Purcell for Library Services, Facilities, and Maintenance FY 2018-2019.**

Motion by Charlie Sherman, second by Karen Kinsey  
Approval of Consent Agenda Items 2.01-2.15 in Accordance with the Recommended Action on Each Listed Below.  
Final Resolution: Motion Passes  
Yes: Mike Box, Marilyn Bradford, Brenda Hill, Karen Kinsey, Mark Alfonso, Lenora Burdine, Jonathan Fowler, Todd Gibson, Allyson Horton, Jeannette McNally, Jon Myers, Charlie Sherman.

**2.14 Consideration of Agreement Between PLS and City of Shawnee for Library Services, Facilities, and Maintenance FY 2018-2019.**

Motion by Charlie Sherman, second by Karen Kinsey

Approval of Consent Agenda Items 2.01-2.15 In Accordance with the Recommended Action on Each Listed Below.

Final Resolution: Motion Passes

Yes: Mike Box, Marilyn Bradford, Brenda Hill, Karen Kinsey, Mark Alfonso, Lenora Burdine, Jonathan Fowler, Todd Gibson, Allyson Horton, Jeannette McNally, Jon Myers, Charlie Sherman.

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

Motion by Charlie Sherman, second by Karen Kinsey

Approval of Consent Agenda Items 2.01-2.15 In Accordance with the Recommended Action on Each Listed Below.

Final Resolution: Motion Passes

Yes: Mike Box, Marilyn Bradford, Brenda Hill, Karen Kinsey, Mark Alfonso, Lenora Burdine, Jonathan Fowler, Todd Gibson, Allyson Horton, Jeannette McNally, Jon Myers, Charlie Sherman.

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

#### **3.01 Consideration of June 26, 2018, Financial Statement.**

Motion by Marilyn Bradford, second by Allyson Horton

Approval of June 26, 2018 Financial Statement

Final Resolution: Motion Passes

Yes: Mike Box, Marilyn Bradford, Brenda Hill, Karen Kinsey, Mark Alfonso, Lenora Burdine, Jonathan Fowler, Todd Gibson, Allyson Horton, Jeannette McNally, Jon Myers, Charlie Sherman.

#### **3.02 Consideration of Encumbrances in the Amounts and to the Accounts as Charged, June 28, 2018 – June 30, 2018.**

Because June 30 is the end of the fiscal year, we have to close out those encumbrances for the last two days of June. That is why there are two sets of encumbrances for this month.

Motion by Marilyn Bradford, second by Mark Alfonso

Approval of Encumbrances in the Amounts and to the Accounts as Charged, June 28, 2018 – June 30, 2018.

Final Resolution: Motion Passes

Yes: Mike Box, Marilyn Bradford, Brenda Hill, Karen Kinsey, Mark Alfonso, Lenora Burdine, Jonathan Fowler, Todd Gibson, Allyson Horton, Jeannette McNally, Jon Myers, Charlie Sherman.

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

Motion by Karen Kinsey, second by Lenora Burdine

Approval of Encumbrances in the Amounts and to the Accounts as Charged, July 1, 2018 – July 31, 2018.

Final Resolution: Motion Passes

Yes: Mike Box, Marilyn Bradford, Brenda Hill, Karen Kinsey, Mark Alfonso, Lenora Burdine, Jonathan Fowler, Todd Gibson, Allyson Horton, Jeannette McNally, Jon Myers, Charlie Sherman.

#### **3.04 Report on Receipt of First Quarter Investments Report from Lockton Retirement Services.**

Wells stated this item is Pioneer's investment report from Lockton Retirement Services. The market has been good, and all our funds experienced slight increases. A Retirement Plans Committee meeting will be scheduled in September preceding the September 25 board meeting when Lockton will present the Second Quarter report to the board.

### **3.05 Report on Second Quarter Investments Held by Communities Foundation of Oklahoma.**

The Pioneer Library System has six different funds held by the Communities Foundation of Oklahoma. All six funds saw slight increases in the first quarter.

## **4. Reports/Updates**

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

Board folders for the meeting included a sheet with six different date options suggested for the PLS Board annual retreat. Wells requested that board members review the choices and select the dates they would be available. The Board Planning Committee will assist staff in planning the retreat.

August 9 and 10, Lisa Wells, Aiden Street, and Andy Peters will be presenting at the OrangeBoy Users Group Conference in Cleveland, Ohio. OrangeBoy is the product Pioneer uses for statistical analysis, and marketing to customers via email.

Pioneer has initiated three pilot projects over the last two years with OrangeBoy which all revolve around our strategic plan to increase active card holders, meaning you have used the library within the last ninety days. This is our second year for all staff to have goals that focus on increasing active card holders, rather than increasing new cards.

The three development projects include: Event Tracking, WiFi usage and Incident Reporting. Event tracking allows customers attending events to scan their library card to document attendance. We always counted attendance, and you see that reflected in the program statistics, but it never kept your library card active.

One of the pilots was at the Purcell Library focusing on their health literacy events. They consistently had six to nine people attending their Tai Chi and Resistance Band classes. When they began the pilot to track attendance, only one person had a library card. All the other ladies wanted to be a member. We are seeing an increase in active card holders, and in this instance an increase in card holders.

The second pilot project is WiFi. If you visit any of our libraries you are asked to login with your library card, it recognizes your device the next time you visit the library, and you will not have to do that for one year. If you're logging on as a guest, you will need to reestablish your connection every thirty minutes. So there is some incentive to getting a library card if you don't have one. WiFi usage is also updating active card users.

Lastly, we worked with OrangeBoy on automating and streamlining our incident reporting process. Previously we had front line staff reporting customer incidents, staff accidents, illnesses, and vandalism through an email group, and administrative staff manually managed the electronically files. Now incidents reports are completed online and populated directly in the Savannah platform. The new process is very manageable and much more efficient than our previous process.

Wells reported that the quarterly statistics, received by the board comparing the second quarter of this year with the second quarter of last year, are showing our digital usage continues to rise.

Norman Public Library East Branch Manager Kelly Sitzman reported on activity at the branch since their Grand Opening July 20. The last two weeks have been a whirlwind of nonstop traffic through their doors, but it is starting to slow down. "Almost 13% of our collection was checked out that first week!"

**4.02 Branch Highlights.**

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

**4.03 Board Comments.**

Myers thanked Purcell Library staff for a lovely dinner, and reported that he enjoyed a tour of the Norman Public Library East branch. He added that if a board member has not seen the new facility yet, he highly recommended it. It is beautiful! And he can't wait to see the new Norman Public Library Central opening in another year!

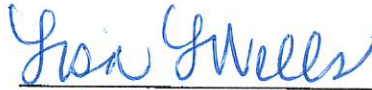
**5. Adjournment.**

At 7:01 p.m., hearing no further business or comments, Myers adjourned the meeting.



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Chair Jon Myers



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Executive Director Lisa Wells

