

## MINUTES

### **Meeting of the Pioneer Library System Board of Trustees Tuesday, August 28, 2018 Minutes**

Generated by Vicki Tichenor on 9/10/2018.

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

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

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

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

Mark Alfonso, McClain County; Mike Box, Blanchard; Marilyn Bradford, Pottawatomie County; Lenora Burdine, Oklahoma City; Todd Gibson, Cleveland County; Brenda Hill, McLoud; Allyson Horton, Slaughterville; Karen Kinsey, Tecumseh; Marissa Lightsey, Shawnee; Jeannette McNally, Newcastle; Susan Moffat, Lexington; Jon Myers, Noble; and Charlie Sherman, Purcell. Jonathan Fowler, Norman, arrived at 6:40 p.m.

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

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, Peggy Cook, Amber Cole; Pamela Holt, Amber Cole, Elissa Fox; Cylinda Richardson-Martin, Galyn Hembree, Aaron Pence, Jenny Stenis, Joshua Peck, Leanne Cheek, Meghan Hollingsworth, Laura Callahan, Kathryn Lewis, Tara McCleod, Theresa Lansford, Ella McAdams, Andrea Post, Janet Armbrister, & Vicki Tichenor.

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

Norman Branch Manager Caroline Dulworth welcomed staff and guests to the library. Two people were recognized for the evening: Teresa Lansford, Teacher/Librarian, Lincoln Elementary School, and Ella McAdams who soon will be joining the staff of Norman Library Central. McCleod told a story that illustrates what Pioneer has been doing this past year, and shows how PLS inspires engagement and learning in our communities and in our schools. We tend to think of technology as innovative, but programming can be innovative too.

For the past few years in Norman Library Central Children's Department we have offered a program called Sensory Lessons for our sensory sensitive friends. Usually regular story time is a little too much for them. We offered this for about two years. Unfortunately, we didn't have a big turnout. But in May, 2017, Tara was contacted by Lansford asking about services for the sensory sensitive students at Lincoln Elementary.

Last fall we took the program to Lincoln Elementary. For the first two months we watched Lansford and how she approached programming or learning with sensory sensitive students, and we adjusted our story time focus more on learning.

After attending for a while, we had great feedback from the educators, and from some of the more social students. McCleod contacted Gayla Mears, Director of Special Services, APS, and offered the program to other schools, but we never got any further. Then McAdams was doing an internship at Roosevelt Elementary, and invited us to come and do our program there. We started going monthly in the spring. Then McAdams moved to Reagan Elementary and invited us to come there. We were there until the end of the school year. In May we also went to Monroe Elementary.

So, at the beginning of the school year we were not in any of the elementary schools with our sensory sensitive programming but, by the end of the school year, we were in four different schools going monthly. Without their help, our sensory lessons in Norman Elementary Schools wouldn't exist. We are engaging students with sensory sensitivities at their schools, and continuing to inspire a love of books and learning.

McCleod presented Lansford and McAdams with Certificates of Appreciation for helping our staff reach these students and make a positive difference in their lives.

For her branch report, Dulworth noted we are asked many questions about why we need a new facility, or why do you need libraries anymore? What goes on in libraries is very important. She shared a day in the life of her library this summer with board and guests.

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

There were no public comments.

### **2. Consent Docket**

#### **2.01 Consider Approval of the Consent Items 2.01 – 2.03 in Accordance with the Recommended Action on Each Listed Below.**

Motion by Charlie Sherman, second by Mark Alfonso  
Approval of Consent Agenda Items 2.01-2.03 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, Marissa Lightsey, Susan Moffat, Jon Myers, Charlie Sherman.

#### **2.02 Consideration of July 31, 2018, Minutes.**

Motion by Charlie Sherman, second by Mark Alfonso  
Approval of Consent Agenda Items 2.01-2.03 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, Marissa Lightsey, Susan Moffat, Jon Myers, Charlie Sherman.

**2.03 Consideration of Renewal of Subscription for Lynda.com Database in the Amount of \$20,000.**

Motion by Charlie Sherman, second by Mark Alfonso  
Approval of Consent Agenda Items 2.01-2.03 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, Marissa Lightsey, Susan Moffat, Jon Myers, Charlie Sherman.

**3. Other Items for Board Consideration**

**3.01 Consideration of August, 2018, Encumbrances.**

Wells reported there were some extenuating circumstances this month, and we do not have the encumbrances or the financials for board review. Due to a death in the family, the Finance Manager was unable to complete the August financials or encumbrances. In keeping with the PLS Purchase Policy, "Payment of Claims," approval of this item will allow the Executive Director to authorize payment of August expenditures. The August financials and encumbrances will be presented at the September 25, 2018, meeting.

Motion by Marilyn Bradford, second by Karen Kinsey

Approval of August 1-August 29, 2018, Encumbrances to be Paid in September, 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, Marissa Lightsey, Susan Moffat, Jon Myers, Charlie Sherman.

**3.02 Consideration of Ad Valorem Report.**

Wells reported we have not received the certified totals for Cleveland County. We do have certified totals for McClain and Pottawatomie Counties. We estimated the Cleveland County increase at a very conservative 2.23%, the lowest increase in five years, and moved forward with the budget. When we receive the certified total from Cleveland County, hopefully in September, we will bring another revised budget to the board.

The ad valorem report shows the assessed valuation, the percentage of the millage which is 0.006%, and what it would be at 100% assessed. We have budgeted in all three counties at 99.5%. We have been budgeting at that percentage for the last four-five years and always come in above 100%. It shows the figure that we used, the increase over the prior year, and the percentage of increase. We dated it back to 2008 when, across all three counties, we went to 6 mills. We feel confident that the Cleveland County number is very conservative at 2.23%.

Motion by Allyson Horton, second by Lenora Burdine

Acceptance of Ad Valorem Report.

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, Marissa Lightsey, Susan Moffat, Jon Myers, Charlie Sherman.

**3.03 Consideration of Personnel Committee Report.**

Chair of the Personnel Committee Karen Kinsey reported the Committee met Friday, August 17, to review ad valorem history, ad valorem revenue, and the revised 2018-2019 personnel budget. Wells reviewed the 2018-2019 revised budget and highlighted the personnel changes. Fox surveyed similar entities in our service area regarding their performance adjustments. The

national cost of living increase is 2.87. Staff felt good bringing a recommendation of a 3% performance adjustment to the Committee.

Salaried staff who completed the 2017-2018 annual performance evaluation with a successful or outstanding rating (and not in the first six months of employment) will be paid 3% retroactively to July 1. Hourly staff who completed the 2017-2018 annual performance evaluation with a successful or outstanding rating (and are not in the first six months of employment) will begin their recommended 3% performance adjustment September 1, and be paid concurrently. The total cost of the recommended 3% performance adjustment is \$226,901.

Longevity, Certification and Sub-pool: Longevity will be awarded to five employees (\$800). The certification monetary award has been discontinued (\$500). Total cost \$226,901.

Other changes include salaried staff positions including reclassification/adjustments totaling \$104,697. Hourly staff positions including reclassification/adjustment, totaling \$50,994.

Total changes in salaries and payroll taxes is \$410,461.

Motion by Jonathan Fowler, second by Susan Moffat  
Acceptance of Personnel Committee Report.

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, Marissa Lightsey, Susan Moffat, Jon Myers, Charlie Sherman.

### **3.04 Consideration of Revisions to Personnel Budget 2018-2019.**

Motion by Susan Moffat, second by Karen Kinsey  
Approval of Revisions to Personnel Budget 2018-2019.

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, Marissa Lightsey, Susan Moffat, Jon Myers, Charlie Sherman.

### **3.05 Consideration of Finance Committee Report.**

The Finance Committee met Monday, August 20. Committee Chair Charlie Sherman reviewed the income and expenditures for the revised budget FY2018/2019. Sherman discussed the changes to the 2019 income budget moving forward. They reflect the \$543,365 addition to the ad valorem taxes we will be receiving. Total revenue change totals \$552,962. If you add the changes to the fund balances, total revenue increased \$1,754,686.

Sherman reviewed the revised budget expenses. The Committee did take into consideration the changes to the personnel budget. Salaries increased \$382,150. Fortunately most of that was off-set by a lower cost for health insurance for this year, so the total personnel services increase was \$194,059. The good news is we removed the materials cost (\$420,000) of opening Norman Library East, but had to add \$900,000 to Norman Library Central materials cost.

In Administrative Services, Professional Services increased \$175,000 because the Strategy and Innovation budget from last year is now being included in that total. Overall the expenditures increased \$1,447,052 and, with the fund balances, totals \$1,754,686.

Motion by Karen Kinsey second by Brenda Hill  
Acceptance of Finance Committee Report.

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, Marissa Lightsey, Susan Moffat, Jon Myers, Charlie Sherman.

### **3.06 Consideration of Proposed Revised FY 2018/2019 Budget.**

Wells stated this is the one page document for board review that is signed by the Chair of the Board and Library System Executive Director, and filed with our entities as required. It basically summarizes the revenue and the expenditures.

The good news is we are in the process of our audit, and we hope to bring that to the board at the September 25 board meeting. Once we have the audit confirmed, we expect about 1.02 million into the fund balance. We feel very confident about that. Also, we planned part of the funds to go into the Norman Library East building project, and were able to fund from the general operating budget. We anticipated about a 2.25 million dollar fund balance deficit, but it will be about one million. The rest we will complete with general operating funds. So, we think we will bring in two new libraries, in two years, with a healthy fund balance when they both are completed.

We are very pleased with how we are managing tax payers' dollars, and we are providing a lot of services for our service area. We feel the money is well-spent and that we are being very responsible with those funds.

When we receive the certified totals from Cleveland County, we will bring a revised budget to the board.

Motion by Charlie Sherman, second by Lenora Burdine

Approval of Proposed Revised Budget 2018/2019

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, Marissa Lightsey, Susan Moffat, Jon Myers, Charlie Sherman.

## **4. Reports/Updates**

### **4.01 Summer Reading Program 2018 Report by Galyn Hembree.**

Programming Specialist Galyn Hembree presented her report on the 2018 Summer Reading Program. Hembree contracts with all the Summer Reading Program performers because all their scheduling gets them to each library location. She also tries to see their first performance to know if we need to make any adjustments before they go to the next location. This year the Summer Reading Program theme was "Libraries Rock!"

We take pride in the number of children, teens, and adults who attend our Summer Reading Programs, but what we do is more about the ways we're inspiring innovation, engagement, and learning, and the lives we are changing daily.

Leanne Cheek and Meghan Hollingsworth, PLS Reading Center, shared some exciting impact stories that happened at our library branches over the summer. These programs are designed and selected to attract new and returning customers. "Quality programs have impact, we know because our customers tell us."

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

Wells reported on Pioneer staff efforts to get the budget to reflect how we are spending our money, personnel services has grown, and other budget areas have decreased. But we are just making sure the budget categories are reflective of the money we are spending.

Aiden Street and Wells attended the OrangeBoy-Savannah Portal User Group meeting in Columbus, Ohio. We had the opportunity to present on three different new things OrangeBoy and Pioneer are working on in the Savannah Portal. The presentation was very interactive and well received. We are on the cutting edge and appreciate the board's support. We are very proud when we attend national conferences and meetings to find we are often ahead of other library systems in developing new technology.

Caroline Dulworth, Wells, and Jon Myers will be attending the 2018 Urban Libraries Council Annual Forum on Leading Forward. Every odd number year, ULC hosts a Partnership Conference and always on a specific topic. Pioneer is lobbying to be the host in 2019.

The week after that, Wells, Street, Amber Cole, and Janet Armbrister, will attend the BoardDocs Conference 2018, in Orlando, Florida.

In closing, Wells gave the Planning Committee update. The board retreat will be held October 3<sup>rd</sup> and 4<sup>th</sup>, 4:30 – 8:30 p.m. The Planning Committee met August 27 to talk about the agenda and locale. We want the board retreat to summarize Pioneer's core values and our customer service philosophy. The Critical Mission Team and our libraries have worked hard on these issues. We will present this the first evening of the retreat.

Thursday evening we will start with a hard hat tour of Norman Library Central construction site, and follow with some activities that lead into board discussion and sharing of ideas of what the issues are in their communities, and how the library might help improve some of those issues. This will help Pioneer identify what being a 21<sup>st</sup> century library looks like.

Development Officer Amber Cole invited board and guests to the annual Touch A Truck event on Saturday, October 20, 9:30 a.m.–12:00 p.m., and will be held at Cleveland County Fairgrounds, in Norman. The event is free of charge, but the PLS Foundation will be selling sponsorships for the next couple of weeks.

PLS & Cleveland County Literacy Coordinator Jenny Stenis reported Overdrive is offering *Harry Potter and the Sorcerer's Stone* as a simultaneous use through September 10.

#### **4.03 Branch Highlights.**

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

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

Myers shared that as a district administrator of a school system, how appreciative he is of the summer programs the library system provides, not just for adults, but especially for the kids. He thanked Norman Library Central staff for the dinner provided for the meeting.

Bradford added it is especially true for where our libraries are located outside of Cleveland County. Those kids really don't have access, so the fact that our libraries supply that need in our smaller communities is a wonderful thing.

**5. Adjournment.**

At 7:23 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

