

## MINUTES

### **Meeting of the Pioneer Library System Board of Trustees Tuesday, September 25, 2018 Minutes**

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

Chair Jon Myers called the meeting to order at 6:32 p.m.

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

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

Mike Box, Blanchard; Marilyn Bradford, Pottawatomie County; Lenora Burdine, Oklahoma City; Brenda Hill, McLoud; Allyson Horton, Slaughterville; Karen Kinsey, Tecumseh; Marissa Lightsey, Shawnee; Susan Moffat, Lexington; Jon Myers, Noble; and Charlie Sherman, Purcell.

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

Mark Alfonso, McClain County; Jonathan Fowler, Norman; Todd Gibson, Cleveland County; Jeannette McNally, Newcastle; 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, Peggy Cook, Amber Cole, Lisa Lempges, Candace Montgomery, Glenda Pitts, Mary Sims, Ross Roye, Gray, Blodgett & Company, PLLC, Ron Packingham, MassMutual, State Representative Del Kerbs, and Janet Armbrister, & Vicki Tichenor.

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

Shawnee Branch Manager Peggy Cook reported on exciting services in Shawnee that inspire innovation, engagement, and learning in our community, and support strong partnerships with many organizations. Cook highlighted the work these people help us accomplish in serving our community. Last year we received the colorful horse *Story Dancer* as a gift to Shawnee funded by the Cleo Craig Foundation. Now *Story Dancer* is engaging and inspiring people across the U.S. because the Shawnee tourism agency created a photographic image of *Story Dancer* and took him on a road trip to different stops and sites along the way to attend a national conference in Indiana. *Story Dancer* engaged and inspired people all across the U.S. We were thrilled to share the library story.

We celebrated and assisted the literacy coordinator with some mutual students this year when they attained their citizenship and others received their high school equivalency diplomas. One student had been in the same job for twenty years. His goal was to receive his high school diploma and be able to apply for other jobs. We were able to help him achieve that. We are appreciative of the work that partnership brings us at the library.

This branch is now benefiting from social work interns. We had our second intern this summer and she helped numerous customers with social services questions. She was very knowledgeable of the community resources available, and referred people in an effort to connect them to resources. While customers visited the library, she also did some day-to-day tasks to assist in filling out complicated and extended forms. She helped a man who found a job by filling out a form at the library. We were very happy that customer has been able achieve a personal goal and become employed.

Our new intern, Gabriella Smith, is from the OU School of Social Work and will be with us for two semesters. She is just beginning, and we are looking forward to working with her.

Cook shared a story about a customer who was excited about a museum experience kit and brought her friend to the library to get a library card so she could also check out a museum experience kit. She wanted to take her grandchildren on trips to museums. We are thrilled to have a new active cardholder, and it is wonderful when customers are encouraging their friends to use the library.

One service we provided to families this year saw a big increase in people who needed digital help to prove they live where they live. Shawnee schools emphasized proof of address at enrollment time this year. Because many more people are now digitally paying their bills online, they do not have a paper copy of their bill to show during enrollment. During August, the Information Services staff, besides doing back to school visits, were helping numerous people get their kids enrolled and have paper copies of their correct documentation.

This fall as the Children's Department began our Storytime semester, we have a new service arranged with an Epic charter school pre k teacher who is bringing her students to attend Storytime, and they stay for directed instruction. They have a great time.

During Summer Reading Program, two thirds of Shawnee staff went on a Virtual Walk to Key West. Their goal was to track their steps for a virtual walk to Miami, and they enjoyed this so much, they logged enough steps to reach Key West!

Cook recognized the Blue Zones Organization of Pottawatomie County, a community-wide well-being improvement initiative to help make healthy choices easier for everyone in our community. The Organization Lead Miriam Bell accepted the Certificate of Appreciation.

Cook also honored Oklahoma State Representative Del Kerbs. Kerbs is President of the Safe Events for Families (SEFF) Organization in Shawnee, and has been in operation for twenty years. It offers family friendly events in downtown Shawnee. Block parties and the Christmas Parade are some of the events they support. Kerbs stated, "A block party is an excellent opportunity to showcase this library every month. We could not be who we are without the involvement of the Shawnee Library that is so much a part of our community."

Cook presented Kerbs with a Certification of Appreciation for SEFF and all the wonderful events SEFF presents in downtown Shawnee.

Wells honored PLS Circulation Clerk Candace Montgomery for her fifteen years of service to the Pioneer Library System. Montgomery began as both a Shelver and Circulation Clerk at the Shawnee Library. She transferred in March 2017 to the Pioneer Service Center, and has been doing great work there as well. Montgomery will receive a longevity award for her dedication and commitment to PLS.

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

There were no public comments.

### **2. Consent Docket**

#### **2.01 Consider Approval of the Consent Items 2.01 – 2.04 in Accordance with the Recommended Action on Each Listed Below.**

Motion by Charlie Sherman, second by Karen Kinsey.

Approval of Consent Agenda Items 2.01-2.04 in Accordance with the Recommended Action on Each Listed Below.

Motion Passes

Yes: Allyson Horton, Karen Kinsey, Susan Moffat, Jon Myers, Charlie Sherman, Marilyn Bradford, Lenora Burdine, Brenda Hill, Mike Box, Marissa Lightsey

#### **2.02 Consideration of August 28, 2018, Minutes.**

Motion by Charlie Sherman, second by Karen Kinsey.

Approval of Consent Agenda Items 2.01-2.04 in Accordance with the Recommended Action on Each Listed Below.

Motion Passes

Yes: Allyson Horton, Karen Kinsey, Susan Moffat, Jon Myers, Charlie Sherman, Marilyn Bradford, Lenora Burdine, Brenda Hill, Mike Box, Marissa Lightsey

#### **2.03 Consideration of Agreement for Library Services, Facilities, and Maintenance with City of Tecumseh, 2019-2020.**

Motion by Charlie Sherman, second by Karen Kinsey.

Approval of Consent Agenda Items 2.01-2.04 in Accordance with the Recommended Action on Each Listed Below.

Motion Passes

Yes: Allyson Horton, Karen Kinsey, Susan Moffat, Jon Myers, Charlie Sherman, Marilyn Bradford, Lenora Burdine, Brenda Hill, Mike Box, Marissa Lightsey

#### **2.04 Consideration of Information Station Agreements for Asher, Dibble, Lexington, Macomb, Maud, and Wanette.**

Motion by Charlie Sherman, second by Karen Kinsey.

Approval of Consent Agenda Items 2.01-2.04 in Accordance with the Recommended Action on Each Listed Below.

Motion Passes

Yes: Allyson Horton, Karen Kinsey, Susan Moffat, Jon Myers, Charlie Sherman, Marilyn Bradford, Lenora Burdine, Brenda Hill, Mike Box, Marissa Lightsey

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

#### **3.01 Consideration of July 31, 2018, Financial Statement.**

Wells reminded board members that, due to unforeseen circumstances, the financial statements and claims for both July and August 2018 were unavailable for the August 28, 2018, board meeting. Both July 31, 2018, and August 31, 2018, financials and claims need board approval.

Motion by Marilyn Bradford, second by Lenora Burdine.

Approval of July 31, 2018, Financial Statement.

Motion Passes

Yes: Allyson Horton, Karen Kinsey, Susan Moffat, Jon Myers, Charlie Sherman, Marilyn Bradford, Lenora Burdine, Brenda Hill, Mike Box, Marissa Lightsey

### **3.02 Consideration of August 31, 2018, Financial Statement.**

Motion by Charlie Sherman, second by Lenora Burdine.

Approval of August 31, 2018, Financial Statement.

Motion Passes

Yes: Allyson Horton, Karen Kinsey, Susan Moffat, Jon Myers, Charlie Sherman, Marilyn Bradford, Lenora Burdine, Brenda Hill, Mike Box, Marissa Lightsey

### **3.03 Consideration of Encumbrances, as Presented, in the Amounts and to the Accounts as Charged, August 1- August 31, 2018.**

Motion by Charlie Sherman, second by Lenora Burdine.

Approval of Encumbrances, as Presented, in the Amounts and to the Accounts as Charged, August 1 - August 31, 2018.

Motion Passes

Yes: Allyson Horton, Karen Kinsey, Susan Moffat, Jon Myers, Charlie Sherman, Marilyn Bradford, Lenora Burdine, Brenda Hill, Mike Box, Marissa Lightsey

### **3.04 Consideration of Encumbrances, as Presented, in the Amounts and to the Accounts as Charged, September 1-September 26, 2018.**

Motion by Marilyn Bradford, second by Charlie Sherman.

Approval of Encumbrances, as Presented, in the Amounts and to the Accounts as Charged, September 1-September 26, 2018.

Motion Passes

Yes: Allyson Horton, Karen Kinsey, Susan Moffat, Jon Myers, Charlie Sherman, Marilyn Bradford, Lenora Burdine, Brenda Hill, Mike Box, Marissa Lightsey

### **3.05 Consideration of Auditor's Report for FY 2017-2018.**

By law, the deadline for filing the audit is October 1. Ross Roye, Gray, Blodgett & Company, PLLC, presented the audit report FY 2017-2018.

The board approved the audit as a draft. The signed audit will be on the October 30, 2018, agenda consent docket.

Motion by Karen Kinsey, second by Allyson Horton.

Approval of the audit draft.

Motion Passes

Yes: Allyson Horton, Karen Kinsey, Susan Moffat, Jon Myers, Charlie Sherman, Marilyn Bradford, Lenora Burdine, Brenda Hill, Mike Box, Marissa Lightsey

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

Pioneer did not receive the certified totals from Cleveland County by the August 28, 2018, board meeting date. The board reviewed the official income budget FY 2018/2019, which included the Cleveland County certified totals.

Motion by Marilyn Bradford, second by Charlie Sherman.

Approval of Revised FY 2018-2019 Budget.

Motion Passes

Yes: Allyson Horton, Karen Kinsey, Susan Moffat, Jon Myers, Charlie Sherman, Marilyn Bradford, Lenora Burdine, Brenda Hill, Mike Box, Marissa Lightsey

### **3.07 Consideration of Planning Committee Report.**

Chair of the Planning Committee Brent Wheelbarger was unable to attend the meeting. Bradford gave the committee report. The Planning Committee met Monday, August 27, 2018, to plan the Fall Board Retreat. The retreat dates are Wednesday, October 3, 4:30 p.m., at the Norman Public Library East, and Thursday, October 4, 4:30 p.m., at The Vista in downtown Norman.

A hardhat tour of the new Norman Public Library Central (under construction) is planned for the October 4 Retreat.

The Committee discussed the retreat and board engagement as it pertains to PLS staff and board members. Last year the board considered core values, this year they will be looking at customer impact studies, some of those will be videotaped and available during the retreat. What does "Inspiring innovation, engagement, and learning" look like for our library staff at our individual libraries? How do customers fit in with that perspective now and in the future? Staff will share customer impact stories during the retreat. How are our individual libraries serving the needs of our customers, and what will those future needs be?

## **4. Reports/Updates**

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

Wells reported it has been a busy month with the Pioneer Library System and Pioneer Foundation audits.

Wells and staff attended two conferences. Caroline Dulworth, Myers, and Wells attended the ULC (Urban Libraries Council) Annual Forum, *Leading Forward*, with the Center for Creative Leadership, held September 5-7, in Baltimore, Maryland.

Wells, Armbrister, Cole and Street attended the BoardDocs Conference 2018 in San Antonio, Texas. The last day of the Conference the Keynote speaker was author Mark Eaton who wrote *The Four Commitments of a Winning Team*. Eaton is a retired pro basketball player for the Utah Jazz.

On September 26, Dulworth and Wells are traveling to MS&R in Minneapolis, MN, the architects who designed the Norman Public Library Central, to pick out the furniture selection for the new library.

Street reported that PLS staff have been working on the Oklahoma Department of Libraries Annual Report, and are on track to completion by October 1. In addition, a former employee, Ashley Welke, will return on October 1 to PLS. She has accepted the position of Regional Coordinator of Moore and Purcell libraries, and Branch Manager of the South OKC Library.

### **4.02 Branch Highlights.**

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

### **4.03 Board Comments.**

Board members thanked the staff of the Shawnee Public Library for the dinner they provided for the meeting.

**5. Adjournment.**

At 7:26 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