

## MINUTES

### Meeting of the Pioneer Library System Board of Trustees Tuesday, October 30, 2018 Minutes

Generated by Vicki Tichenor on 11/13/2018.

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

Chair Jon Myers called the meeting to order at 6:30 p.m.

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

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

Mark Alfonso, McClain County; Lenora Burdine, Oklahoma City; Jonathan Fowler, Norman; Todd Gibson, Cleveland County; Brenda Hill, McCloud; Allyson Horton, Slaughterville; Karen Kinsey, Tecumseh; Susan Moffat, Lexington; Jon Myers, Noble; Charlie Sherman, Purcell; and Brent Wheelbarger, Moore.

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

Mike Box, Blanchard; Marilyn Bradford, Pottawatomie County; Marissa Lightsey, Shawnee; and Jeannette McNally, Newcastle.

Executive Director Lisa Wells was in attendance.

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

Andy Peters, Doug Buck, Keith Merckx, Jennifer Marshall, Aiden Street, Peggy Cook, Caroline Dulworth, Becky Pauls, Mike Pierson, Kelly Sitzman, Heather Thompson, Chris Manna, Jenny Stenis, Saidah Yakasai, Ashley Welke, Ibbie Huffine, Kari Lollis, Janet Armbrister, and Vicki Tichenor.

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

Blanchard Library Branch Manager Becky Pauls recognized Family & Consumer Science Instructor, Kari Lollis, for her partnership with the Blanchard Library. Lollis is the Johnson O'Malley Coordinator and, for the past four years, invited library staff to be a part of the summer Indian Education Program. The library worked with the students on STEM and art projects. Lollis introduced the library to the Chickasaw Nation Toksali Program that allows students to develop work skills while shadowing staff, and working in business environments. The library has benefited greatly having Toksali students during Summer Reading Program.

Also recognized was Ibbie Huffine for her work with the Friends of the Blanchard Library. Ibbie is a wonderful supporter of the library and its projects. She has served as the FOL's secretary for three years, and has helped with several fundraising projects such as the Friends Cook Book and the new Pergola. She has been indispensable when it comes to setting up and organizing the books for the big May Daze Book Sale and the Fall Book Sale, often providing baked goods for the sales as well.

Pauls presented Lollis and Huffine Certificates of Appreciation for outstanding service to the Blanchard Library and the Blanchard community.

Pauls gave her branch report. This year, the biggest project completed by the Blanchard Library was the Health Literacy grant, in August. The goal of the grant was to encourage families to include more fruits and vegetables in their meals and snacks. It involved 24 children's programs that promoted healthy cooking projects and gardening to grow your own vegetables. Following the programs, families were choosing recipes to cook together, and children were trying new vegetables for the first time. At the end of the grant, cumulative cookbooks were given to participants with the recipes featured during the cooking programs.

**The organizations who helped with the programs included:**

Ag in the Classroom Organization  
McClain County Healthy Living Program  
McClain County Health Department  
Chickasaw Nation Get Fresh Program  
Delta Head Start Organization  
Food For Thought, Inc.  
Scissortail Pediatrics  
Blanchard Friends of the Library

In June, the Pergola Project was completed. For a couple of years the Friends of the Library worked to raise funds for the project. Then we started working with Bill Herron, *Pergolas Supreme*, and it quickly started to come together. We found other local donors, and the Pergola was installed in time for children and families to enjoy all summer. We are very blessed to have that area for outdoor activities, summer lunches, and for the community to use while taking advantage of the library's 24/7 Wi-Fi.

The Blanchard Library was a first-time site for a summer lunch program with a grant from the Regional Food Bank, and help from Selectors Leanne Cheek and Meghan Hollingsworth, PLS Readers' Center. During the months of June and July, free meals were served on Mondays and Wednesdays for children ages 0-18, after summer reading programs. Immediately after the lunch, local partners presented nutritional and health-related information; 644 lunches were served.

**Presenters Included:**

Blanchard Parks & Recreation Department  
Blanchard Drug & Gift brought their mascot, Apothecary  
McClain County Health Department  
McClain Healthy Living (TSET)  
Florencia Briglie (PLS)

**1.04 Public Comments.**

There were no public comments.

**2. Consent Docket**

**2.01 Consider Approval of Consent Items 2.01 – 2.09 in Accordance with the Recommended Action on Each Listed Below.**

Motion by Brent Wheelbarger, second by Charlie Sherman.  
Approval of Consent Docket Items 2.01-2.09 in Accordance with the Recommended Action on Each Listed Below.

Final Resolution: Motion Passes

Yes: Mark Alfonso, Allyson Horton, Karen Kinsey, Susan Moffat, Jon Myers, Charlie Sherman, Brent Wheelbarger, Lenora Burdine, Brenda Hill, Todd Gibson, Jonathan Fowler

## **2.02 Consideration of September 25, 2018, Minutes.**

Motion by Brent Wheelbarger, second by Charlie Sherman.

Approval of Consent Docket Items 2.01-2.09 in Accordance with the Recommended Action on Each Listed Below.

Final Resolution: Motion Passes

Yes: Mark Alfonso, Allyson Horton, Karen Kinsey, Susan Moffat, Jon Myers, Charlie Sherman, Brent Wheelbarger, Lenora Burdine, Brenda Hill, Todd Gibson, Jonathan Fowler

## **2.03 Consideration of Signed Audit FY 2017-2018.**

Motion by Brent Wheelbarger, second by Charlie Sherman.

Approval of Consent Docket Items 2.01-2.09 in Accordance with the Recommended Action on Each Listed Below.

Final Resolution: Motion Passes

Yes: Mark Alfonso, Allyson Horton, Karen Kinsey, Susan Moffat, Jon Myers, Charlie Sherman, Brent Wheelbarger, Lenora Burdine, Brenda Hill, Todd Gibson, Jonathan Fowler

## **2.04 Consideration of October 3, 2018, Retreat Minutes.**

Motion by Brent Wheelbarger, second by Charlie Sherman.

Approval of Consent Docket Items 2.01-2.09 in Accordance with the Recommended Action on Each Listed Below.

Final Resolution: Motion Passes

Yes: Mark Alfonso, Allyson Horton, Karen Kinsey, Susan Moffat, Jon Myers, Charlie Sherman, Brent Wheelbarger, Lenora Burdine, Brenda Hill, Todd Gibson, Jonathan Fowler

## **2.05 Consideration of October 4, 2018, Retreat Minutes.**

Motion by Brent Wheelbarger, second by Charlie Sherman.

Approval of Consent Docket Items 2.01-2.09 in Accordance with the Recommended Action on Each Listed Below.

Final Resolution: Motion Passes

Yes: Mark Alfonso, Allyson Horton, Karen Kinsey, Susan Moffat, Jon Myers, Charlie Sherman, Brent Wheelbarger, Lenora Burdine, Brenda Hill, Todd Gibson, Jonathan Fowler

## **2.06 Consideration to Approve Agreement with OrangeBoy, Inc. for Library Consulting Services in the Amount of \$27,036.**

Motion by Brent Wheelbarger, second by Charlie Sherman.

Approval of Consent Docket Items 2.01-2.09 in Accordance with the Recommended Action on Each Listed Below.

Final Resolution: Motion Passes

Yes: Mark Alfonso, Allyson Horton, Karen Kinsey, Susan Moffat, Jon Myers, Charlie Sherman, Brent Wheelbarger, Lenora Burdine, Brenda Hill, Todd Gibson, Jonathan Fowler

## **2.07 Consideration of Renewal of Communico Software License and Maintenance in the Amount of \$19,500.**

Motion by Brent Wheelbarger, second by Charlie Sherman.

Approval of Consent Docket Items 2.01-2.09 in Accordance with the Recommended Action on Each Listed Below.

Final Resolution: Motion Passes

Yes: Mark Alfonso, Allyson Horton, Karen Kinsey, Susan Moffat, Jon Myers, Charlie Sherman, Brent Wheelbarger, Lenora Burdine, Brenda Hill, Todd Gibson, Jonathan Fowler

**2.08 Consideration of Renewal of Subscription for Simply Analytics Database in the Amount of \$10,670.**

Motion by Brent Wheelbarger, second by Charlie Sherman.

Approval of Consent Docket Items 2.01-2.09 in Accordance with the Recommended Action on Each Listed Below.

Final Resolution: Motion Passes

Yes: Mark Alfonso, Allyson Horton, Karen Kinsey, Susan Moffat, Jon Myers, Charlie Sherman, Brent Wheelbarger, Lenora Burdine, Brenda Hill, Todd Gibson, Jonathan Fowler

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

Motion by Brent Wheelbarger, second by Charlie Sherman.

Approval of Consent Docket Items 2.01-2.09 in Accordance with the Recommended Action on Each Listed Below.

Final Resolution: Motion Passes

Yes: Mark Alfonso, Allyson Horton, Karen Kinsey, Susan Moffat, Jon Myers, Charlie Sherman, Brent Wheelbarger, Lenora Burdine, Brenda Hill, Todd Gibson, Jonathan Fowler

**3. Other Items for Board Consideration**

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

Motion by Mark Alfonso, second by Brenda Hill.

Approval of September 30, 2018, Financial Statement.

Final Resolution: Motion Passes

Yes: Mark Alfonso, Allyson Horton, Karen Kinsey, Susan Moffat, Jon Myers, Charlie Sherman, Brent Wheelbarger, Lenora Burdine, Brenda Hill, Todd Gibson, Jonathan Fowler

**3.02 Consideration of Encumbrances in the Amounts and to the Accounts as Charged, September 27 – October 31, 2018.**

Motion by Karen Kinsey, second by Charlie Sherman

Approval of Encumbrances, as Presented, in the Amounts and to the Accounts as Charged, September 27, 2018 - October 31, 2018.

Final Resolution: Motion Passes

Yes: Mark Alfonso, Allyson Horton, Karen Kinsey, Susan Moffat, Jon Myers, Charlie Sherman, Brent Wheelbarger, Lenora Burdine, Brenda Hill, Todd Gibson, Jonathan Fowler

**3.03 Consideration of Retirement Plans Committee Report.**

The Retirement Plans Committee met on October 10. David Altimont (Lockton) and Ron Packingham (MassMutual) gave the plan update and review.

Packingham reported that the MassMutual employee fall training sessions went very well. Additional people signed up to participate in the 457(b) plan, and some people increased their pre-tax withholding amount.

Motion by Brent Wheelbarger, second by Karen Kinsey.

Acceptance of Retirement Plans Committee Report.

Final Resolution: Motion Passes

Yes: Mark Alfonso, Allyson Horton, Karen Kinsey, Susan Moffat, Jon Myers, Charlie Sherman, Brent Wheelbarger, Lenora Burdine, Brenda Hill, Todd Gibson, Jonathan Fowler

**3.04 Consideration of Quotes from Fowler AV Design Solutions to Upgrade AV Equipment in Five Pioneer Library Locations in the Amount of \$41,549.32.**

Wells reported the quotes to upgrade AV equipment included four library locations (Newcastle, Blanchard, Purcell, and South OKC), and two rooms in the Shawnee Library.

Motion by Charlie Sherman, second by Lenora Burdine.

Approval of Quotes, in the Amount of \$41,549.32, from Fowler AV Design Systems for Upgrades in Five Pioneer Branches.

Final Resolution: Motion Passes

Yes: Mark Alfonso, Allyson Horton, Karen Kinsey, Susan Moffat, Jon Myers, Charlie Sherman, Brent Wheelbarger, Lenora Burdine, Brenda Hill, Todd Gibson, Jonathan Fowler

**3.05 Consideration to Approve Contract for Hoopla Digital Service.**

Marshall reported Hoopla is a digital service provided by Midwest Tape, a vendor we have been purchasing from for more than 20 years. The service provides over 600,000 digital titles in music, movies, television, eBooks, and comic books. Customers can access all these free with their library card. At this time, we plan to offer six checkouts per month per customer, but may increase that later. They are all simultaneous use, meaning customers will never have to wait for items they wish to borrow. There are no maintenance fees, annual fees, or platform fees with Hoopla digital. The library pays, per use, for each digital item checked out by a customer.

Motion by Susan Moffat, second by Mark Alfonso.

Approval of Contract for Hoopla Digital Services.

Final Resolution: Motion Passes

Yes: Mark Alfonso, Allyson Horton, Karen Kinsey, Susan Moffat, Jon Myers, Charlie Sherman, Brent Wheelbarger, Lenora Burdine, Brenda Hill, Todd Gibson, Jonathan Fowler

**3.06 Consideration to Approve Agreement with Kanopy for Digital Video Content.**

Marshall reported that Kanopy offers over 30,000 streaming video titles, specializing in educational content and documentaries (including Great Courses, PBS titles, and children's content). Public Performance rights are included with every video. All videos are simultaneous use, meaning customers will never have to wait to watch something. Kanopy does not have any platform fees, set up fees, and no deposit is required. Kanopy is a big resource for educators, and classroom use.

Street added that Kanopy has an option that as a teacher, you can just show a clip from a documentary in your classroom. To do this, you go into your account and create a clip library, have that preloaded, so it would be immediately accessible.

Motion by Jonathan Fowler, second by Charlie Sherman.

Approval of Agreement with Kanopy for Digital Video Content.

Final Resolution: Motion Passes

Yes: Mark Alfonso, Allyson Horton, Karen Kinsey, Susan Moffat, Jon Myers, Charlie Sherman, Brent Wheelbarger, Lenora Burdine, Brenda Hill, Todd Gibson, Jonathan Fowler

**3.07 Approval of Revisions to PLS Collection Development Policy.**

Both the PLS Collection Development Policy and PLS Programming Policy were both up for renewal this year. The Oklahoma Department of Libraries requires that we review our policies every four years. The Collection Development Policy is Pioneer's plan on how we manage our collections and a guide for selection staff. Stenis highlighted the changes and commented on the ways the policy is used.

Motion by Jonathan Fowler, second by Brenda Hill.

Approval of Revisions to the PLS Collection Development Policy.

Final Resolution: Motion Passes on for Simply Analytics Program in the 2006 Consolidation of Renewal of  
Yes: Mark Alfonso, Allyson Horton, Karen Kinsey, Susan Moffat, Jon Myers, Charlie Sherman, Brent  
Wheelbarger, Lenora Burdine, Brenda Hill, Todd Gibson, Jonathan Fowler

### **3.08 Approval of Revisions to PLS Programming Policy.**

Stenis highlighted the proposed changes to the Programming Policy including updating the language and the program components to give them more specificity. As it was not included in the older version, we added the Mission Statement. We changed the wording on the branch programs, removing "system programs," as all our programs are system programs, and the language changed under "age groups" so there would be no misunderstanding.

Because it lines out the processes used, this is what the Program Specialist refers to when working with staff planning all system programs.

Motion by Karen Kinsey, second by Charlie Sherman.

Approval of Revisions to the PLS Programming Policy.

Final Resolution: Motion Passes

Yes: Mark Alfonso, Allyson Horton, Karen Kinsey, Susan Moffat, Jon Myers, Charlie Sherman, Brent Wheelbarger, Lenora Burdine, Brenda Hill, Todd Gibson, Jonathan Fowler

## **4. Reports/Updates**

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

Wells is following up on discussions shared during the board retreat, and thinking about how to take those ideas, specifically those discussed during the second evening of the retreat, and look at how to move those thoughts and ideas forward to bring them into our plans for the future.

Additionally, Wells has visited PLS municipalities and county commissioners to give them the annual update on the Pioneer Library System. Currently she has completed all county commissioners' meetings, and has visited the Cities of Moore, Blanchard, Purcell, Cloud, and on November 13 will visit the City of Newcastle. She will continue into the first of the year visiting the Cities of Oklahoma City, Shawnee, Tecumseh, Norman, and Noble. Wells invited board members to attend if possible. "We provide information on the positive financial impact our libraries have on those communities each year. Sometimes it is surprising for city council members to see the impact we are making." She has heard nothing but good news about our library staff from the commissioners and council members, and it gives her a sense of pride they received that information.

This year Pioneer staff have attended continuing education conferences and that will continue throughout the year. We have guidelines that say you can only travel out of state every other year. In the past, staff requested a conference to attend, but this year we looked at doing that differently. The Executive Team studied the various conference offerings throughout the year, focusing on what we think will move our mission forward. We have started selecting staff who are able and wish to travel, and paired them with what they wanted to accomplish on their submitted form. We used that criteria and paired them with specific conferences to attend. Moore Branch Manager Chris Manna and Newcastle Branch Manager Phil Clark recently attended the Harwood Institute for an intensive three-day training on community engagement. After the conference, Clark made the comment that he really liked this idea of going to a conference and coming back fully embedded in how to do something new. Too often, we come away with so many ideas that sound good, but come back to our jobs and never get to implement them.

"In the new focus, I think we will have staff coming back from a conference fully embedded in something new and ready to implement that across the system. I think, because we will be doing that all year long, we will see a larger return on the investment we are making in professional development. This is something that is very important to the organization."

The Mountain Plains Library Association is a regional association. This year the MPLA Annual Conference was in Wichita, KS, October 24-26. We were able to send six people. Wells is looking forward to hearing about some of the new and exciting things staff learned and experienced during the conference.

Chris Manna and Kelly Sitzman invited board members to the PLS Foundation Trivia Night, a fundraiser featuring a Taco Bar dinner. The event is November 12, 4:30 p.m., at Hollywood Corners in Norman, following Pioneer's Staff Day event. The cost is \$25.00 per ticket.

Wells invited the board to PLS Staff Day, November 12, at NCED, Norman, OK, 9:00 a.m. – 3:00 p.m. The day will center around what we learned during the board retreat, focusing on how to collect and share an impact story, and celebrating our successes.

#### **4.02 Branch Highlights.**

Board and guests enjoyed a PowerPoint presentation featuring highlights of library branch activities during the month of October 2018.

#### **4.03 Board Comments.**

Myers highly recommended Staff Day. "I have attended the last four years, and just to see the comradery of the staff, and them working together, is uplifting. He has truly enjoyed it."


He thanked Wells for reaching out to the City Councils and County Commissioners. "That takes a lot of time, and I am glad to hear we are doing that."

He thanked Blanchard staff for the dinner they provided for the meeting.

In closing, Gibson shared that Wells did present to the Cleveland County Board of Commissioners. "She was strategic and diligent in her preparation, and she had many good comments on how the library system could fit in with our Master Plan moving forward, and our Healthy Living Center. He received very good feedback from the Commissioners."

#### **5. Adjournment.**

At 7:29 p.m., hearing no further business or comments, Myers adjourned the meeting.

  
Chair Jon Myers

  
Executive Director Lisa Wells

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