

MINUTES

Meeting of the Pioneer Library System Board of Trustees Tuesday, November 27, 2018 Minutes

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1. Meeting Called to Order.

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

1.01 Roll Call.

Members present

Mike Box, Blanchard; Marilyn Bradford, Pottawatomie County; Lenora Burdine, Oklahoma City; 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

Mark Alfonso, McClain County; Jonathan Fowler, Norman; Marissa Lightsey, Shawnee; and Jeannette McNally, Newcastle.

Executive Director Lisa Wells was in attendance.

1.02 Introduction of Guests.

Keith Merckx, Jennifer Marshall, Aiden Street, Caroline Dulworth, Mike Pierson, Kelly Sitzman, Heather Thompson, Chris Manna, Ashley Welke, Richard Davis, Sean Megino, Jessica Conley, Eric Stevenson, Jessica Givens, Darrin Hatch, Jr., Mary Margaret Wilson, Kelsey Williamson, Ralph Du Breuil, Julia Du Breuil, Kathy Gillette, Moore Chamber of Commerce; Greta Foster & Dawon Kim, MSR Design; Janet Armbrister, and Vicki Tichenor.

1.03 Branch Update and Board Recognition.

Moore Branch Manager Chris Manna welcomed everyone. Chris started his speech: 'before PLS can look forward to the future, the Board needs to look back to where the branch was, where they are now, and henceforth plan for the future'. As part of the process, in his first year on the job in Moore, Chris met with library staff, customers, city government, and local business leaders. To get started, let he took a look back to where it all began in 1965. Lyndon Johnson was the U.S. President. There is a big difference in 1965 Moore, OK, versus 2018. In 1960, about 1,000 people were living in the City of Moore. By 1965, we had grown to 12,000–15,000 people. During that time, the Norman Public Library was moving into their new facility housing 35,000 square feet.

In 2018, Chris reported there is a similar situation. In 1965, the City of Moore decided they needed to jump forward and catch up. They needed a new building because, at that time, they were sitting in a 400 square foot building with three staff. On October 5, the City of Moore voted to approve a \$100,000 bond issue to build a new library. On April 29, 1967, the new Moore Public Library was dedicated.

Much has changed since 1965-66. Now librarians help people with the tasks they used to do like loading a book into a customer's device, having pictures developed, or learning how to take the perfect selfie. They help customers with their phones. When the library was constructed, typewriters, adding machines, and the card catalog were a huge part of this building's design. That has changed. There are now 100 computers for staff and public use. Another big change is meeting customers where they are in their lives. The branch has a brand new sorter in this building, if the branch is going to meet customers where they are, not just in this building, but out in public spaces, there must be time for staff to do that. This new sorter cuts down dramatically on the staff time required to process books, instead they are out helping customers. Again, a big difference from 1965 and 2018.

The Moore High School 1966 graduating class had 17 people. The entire high school had less than 100 students. Today, there are three Moore high schools they have 6,000 students. Think about that growth between 1966 and 2018, and that staff are in that same building. Mary Margaret Wilson just shared that in 1965 she was a senior in high school in Paoli, OK. The Pioneer Multi County Book Bus used to come to her high school and drop off books for all those local kids. Even back then, PLS was doing outreach in the community, using engagement and innovation as early as 1965.

What is so great about this is PLS is continuing that tradition here in Moore. This year, Moore Public Schools bought a book bus. The Moore Library and Pioneer staff followed this book bus around. It hits all the Title 1 neighborhoods for kids who are hungry, under privileged, and underserved. While they are giving out books and food, staff are doing story times and literacy services to adults and kids. Staff also work with the schools. They are trying to raise the bar on third graders. Every child who went through our program at Moore Public Schools and the library, and progressed to a third-grade reading level, was able to take home a book the end of the summer.

Moore Public Library want the kids who want to stay in Moore, live in Moore, and grow in Moore. As part of a Junior Achievement program this year, South Moore High School takes high school seniors and gives them the opportunity to try out a job. Whether it is law enforcement, a doctor, or professional trader, whatever it might be. They tell staff what they want to do and staff pair them with an internship and community leader to try out those jobs. The City of Moore has a large senior population, and staff want to make sure they are just as welcome to services as everyone else is. Staff visit the retirement homes and community centers regularly.

One of the great things the branch received this year was the Oklahoma Health Literacy grant. The Oklahoma Department of Libraries \$9,000 grant was the largest awarded in the State of Oklahoma. It enabled the branch to do healthy cooking programs, pie making programs, and a community garden. Staff teach people how to eat healthy, and show them how to grow their food. They also teach people how to build things using power tools. It is about community pride and investing back into your community.

This year the branch received a PLS Foundation grant, Ozobots. Staff took pre-school, kindergarten, and first graders to Design Squad. This is where they take the third and seventh grade kids to the next level. Staff collaborate with a school in Pittsburgh, PA, one in Lebanon, and one in Jordan. Moore third and seventh grade kids were talking to schools halfway around the world learning a cultural exchange, while building self-esteem. When they graduate, staff take them to *Girls Who Code*. This starts at the high school level. This semester they worked with PLS board member Brent Wheelbarger, Trifecta Communications, and now the girls are working on an AR/VR project for coding.

This year the Moore Library was the only library in the country to win an Innovation and Healthcare Literacy award from the Institute of Healthcare Advancement.

Staff also collaborated with the largest military resource fair in the state, and staff attended their convention helping a number of vets there. Many said, "Since I left the military, I don't have a job, I can't get a job, and I don't know what to do." Staff worked with them on their resumes and helped with job assistance. Staff paired them with job hunters. A few of the vets came back to see staff and said staff helped them get a job for the first time since they left the military.

As PLS looks backwards to where they were in 1965 to where they are today, what Norman Central started in 1965, moving into 2019, Chris wishes the same for the future and Moore.

The first person Manna recognized has been a faithful Moore Friends member and volunteer of the library for many years. He has helped us with "other duties as assigned." Anytime the branch needed something built for a game or a design for events like Summer Nights or the Holiday Gala, he designs and builds life size items from scratch with hardware. Manna honored Ralph Du Breuil for his outstanding service to the Moore Library.

The second person recognized was Kathy Gillette, Moore Chamber of Commerce. Gillette is someone every new library employee knows by name and face because she comes to our vets, she helps our staff get on board in the City of Moore, and she continues to raise the bar to the next level. She has been a great partner, a great friend, and a mentor to the City as a whole. Manna honored Gillette for her outstanding service to the Moore Library and the City of Moore.

1.04 Public Comments.

There were no public comments.

2. Consent Docket

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

Motion by Brent Wheelbarger, second by Karen Kinsey.

Approval of Consent Docket Items 2.01-2.03 in Accordance with the Recommended Action on Each Listed Below.

Final Resolution: Motion Passes

Yes: Allyson Horton, Karen Kinsey, Susan Moffat, Jon Myers, Charlie Sherman, Brent Wheelbarger, Marilyn Bradford, Lenora Burdine, Brenda Hill, Mike Box, Todd Gibson

2.02 Consideration of October 30, 2018, Minutes.

Motion by Brent Wheelbarger, second by Karen Kinsey.

Approval of Consent Docket Items 2.01-2.03 in Accordance with the Recommended Action on Each Listed Below.

Final Resolution: Motion Passes

Yes: Allyson Horton, Karen Kinsey, Susan Moffat, Jon Myers, Charlie Sherman, Brent Wheelbarger, Marilyn Bradford, Lenora Burdine, Brenda Hill, Mike Box, Todd Gibson

2.03 Consideration of AMENDED 2019 Holiday Schedule.

Motion by Brent Wheelbarger, second by Karen Kinsey.

Approval of Consent Docket Items 2.01-2.03 in Accordance with the Recommended Action on Each Listed Below.

Final Resolution: Motion Passes

Yes: Allyson Horton, Karen Kinsey, Susan Moffat, Jon Myers, Charlie Sherman, Brent Wheelbarger, Marilyn Bradford, Lenora Burdine, Brenda Hill, Mike Box, Todd Gibson

3. Other Items for Board Consideration

3.01 Consideration of October 31, 2018, Financial Statement.

The Finance Manager was unable to attend the meeting. Wells reported on the Income Statement, and noted the Norman Library East Materials line item is a negative. We did some research and found the Norman Library Central collection is being debited against that account. The necessary corrections will be made for the January 31, 2019, Financial Statement.

Motion by Marilyn Bradford, second by Charlie Sherman.

Approval of October 31, 2018, Financial Statement.

Final Resolution: Motion Passes

Yes: Allyson Horton, Karen Kinsey, Susan Moffat, Jon Myers, Charlie Sherman, Brent Wheelbarger, Marilyn Bradford, Lenora Burdine, Brenda Hill, Mike Box, Todd Gibson

3.02 Consideration of Encumbrances in the Amounts and to the Accounts as Charged, November 1 – November 28, 2018.

Motion by Brenda Hill, second by Susan Moffat.

Approval of Encumbrances, as Presented, in the Amounts and to the Accounts as Charged, November 1 – November 28, 2018.

Final Resolution: Motion Passes

Yes: Allyson Horton, Karen Kinsey, Susan Moffat, Jon Myers, Charlie Sherman, Brent Wheelbarger, Marilyn Bradford, Lenora Burdine, Brenda Hill, Mike Box, Todd Gibson

3.03 Consideration of Encumbrances to be Paid in December, 2018.

Because the board does not meet in December, it is necessary to approve payment of routine bills prior to the January board meeting. An accounting of the December Claims will be maintained and presented to the PLS Board at the January 29, 2019, board meeting.

Motion by Marilyn Bradford, second by Karen Kinsey.

Approval of Encumbrances to be Paid in December, 2018.

Final Resolution: Motion Passes

Yes: Allyson Horton, Karen Kinsey, Susan Moffat, Jon Myers, Charlie Sherman, Brent Wheelbarger, Marilyn Bradford, Lenora Burdine, Brenda Hill, Mike Box, Todd Gibson

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

Because the signed copy of the agreement between Pioneer Library System and the City of Tecumseh was not received by board meeting date and time, it will be tabled until the January 29, 2019, board meeting.

3.05 Consideration of CompSource Mutual Quote for Workers Compensation and Employers Liability Insurance Policy.

Our insurance broker bid out our Workers Compensation and Employers Liability Insurance. Chubb, Hartford, and Travelers either did not offer a proposal or indicated higher rates.

CompSource can do something many other carriers cannot or do not do. They offer a Tier program that, if you have a long-term history of zero or few claims, they can reduce premiums

substantially in future years, even if the modifier does not reduce. This is an underwriting program that is somewhat unique to CompSource.

Motion by Charlie Sherman, second by Lenora Burdine.

Approval of CompSource Quote for New Workers Compensation Policy.

Final Resolution: Motion Passes

Yes: Allyson Horton, Karen Kinsey, Susan Moffat, Jon Myers, Charlie Sherman, Brent Wheelbarger, Marilyn Bradford, Lenora Burdine, Brenda Hill, Mike Box, Todd Gibson

3.06 Consideration to Purchase Beanstack – An Online Reading Program Platform from Zoobean at a Cost of \$4,670.

This item was brought to the board for approval because we were able to negotiate a three-year contract at a very good price. Wells stated that the three-year contract will take the total over \$10,000, thus requiring board approval, according to our Purchase Policy. In addition, if we do not have the funding, we are not obligated to continue in the next contract renewal.

This item will replace the vendor Counting Opinions. Beanstack has been around for a while, but, recently launched a mobile application making the product more attractive. Implementation will start immediately, and we hope it can be incorporated into our Mobile App. It is app-based and allows adults as well as children to earn badges for reading and/or attending a program.

Motion by Brenda Hill, second by Mike Box.

Approval to Purchase Beanstack Online Reading Programs from Zoobean.

Final Resolution: Motion Passes

Yes: Allyson Horton, Karen Kinsey, Susan Moffat, Jon Myers, Charlie Sherman, Brent Wheelbarger, Marilyn Bradford, Lenora Burdine, Brenda Hill, Mike Box, Todd Gibson

3.07 Design Update from MSR Design on the New Norman Central Library Project.

Greta Foster and Dawon Kim, MSR Design, presented the project update on furnishings and finish selections for the Norman Public Library Central project. In addition to the PLS presentation, they will present an update to the Norman Forward Library Ad Hoc Committee. During this visit, PLS staff will select furnishings for staff spaces and other non-public spaces.

4. Reports/Updates

4.01 Executive Director and Staff Reports.

Dulworth reported we need the Board to vote for the next PLS Reads titles. Anyone can go to the PLS webpage, or on our Facebook feed, and vote there. This is about a new system-wide reading program Pioneer is doing in 2019. We have done The Big Read for a number of years and we are turning it up a level. We have decided this year to offer two different books that we are reading at the same time. They will have a similar theme, but we are mixing up the genres. In one, it might be a non-fiction book discovering poverty in America. Another might look at the Holocaust. One book could be a memoir and another a graphic novel. The third one is looking at both prejudice and the moral decisions you have to make in life. In that case, we are looking at a teen book and an adult book. We have three combinations and we want you to vote on one of them. We have them on our website and it is called "PLS Reads."

This will allow us to have programming centered around the discussion of difficult issues. We are hoping to get different people into those conversations because we are reading different genres, and we hope that you will help the direction of that. You have until the end of the year, and in January 2019, we will announce the winner. If you are one of the voters, there will be some drawings for free books too.

Street reported that during the October board meeting, the board voted approval for Hoopla Digital Service and Kanopy for digital video content. We have been working with both of those vendors and Marshall was actually able to send out a message yesterday that staff will be able to train in the next two weeks on Kanopy, and we hope we will be rolling that out December 17. Since the board does not meet in December, we wanted to make sure everyone remembered to check the website and email for Kanopy.

4.02 Branch Highlights.


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

4.03 Board Comments.

Myers attended Staff Day 2018. The Keynote was on asking staff for ways to tell Pioneer's story. It was very unique this year. What is our story? They broke into separate groups, coming up with actual stories to tell. Then they shared those stories about the people who visited their libraries, and how their lives were transformed for the better due to the thoughtful assistance of our staff. What we heard that day from those librarians! You talk about empowering! It was wonderful to see and hear them tell their stories. He wanted to make sure Pioneer staff knew how much he appreciated the experience.

5. Adjournment.

At 7:28 p.m., hearing no further business or comments, Myers adjourned the meeting.



Chair Jon Myers



Executive Director Lisa Wells