

## MINUTES

### Meeting of the Pioneer Library System Board of Trustees Tuesday, January 29, 2019 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; Jonathan Fowler, Norman; Brenda Hill, McCloud; Marissa Lightsey, Shawnee; Jon Myers, Noble; Charlie Sherman, Purcell; and Brent Wheelbarger, Moore.

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

Mark Alfonso, McClain County; Todd Gibson, Cleveland County; Allyson Horton, Slaughterville; Karen Kinsey, Tecumseh; Jeannette McNally; Newcastle; Susan Moffat, Lexington;

Executive Director Lisa Wells was in attendance.

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

Ashley Welke, Peggy Cook, Chris Manna, Kelly Sitzman, Aiden Street, Andy Peters, Keith Merckx, Janie Davis, Doug Buck, Jenny Stenis, Caroline Dulworth, Mike Pierson, Cassie Spindle, Alex & Marces, Legend Memory Care, and Janet Armbrister.

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

Branch Manager Ashley Welke centered her report around the Pioneer Mission Statement: Inspiring Innovation, Engagement and Learning. She shared a story about inspiring growth and learning at the library.

Back in September, a woman approached one of our children's librarians and asked, "Do you have any movies that teach reading?" We learned that she had begun taking care of her five-year-old grandson during the day. His parents were going through a difficult divorce and his home-life had declined significantly. As a result, he no longer was interested in playing, talking, or listening to stories. His knowledge of letters and words had regressed, and he was beginning to have behavior problems. Our Children's Librarian signed the grandmother up for a library card, introduced her to early literacy resources like BOB books, and shared with her the benefits of attending story time. Acen and his grandmother started coming to the library regularly and attending story time. He now knows all the songs, knows all his letters, and asks his grandparents to read to him. He plays with other children during story time and in the department, and loves talking with staff. The grandmother said coming to the library has changed her family's life in so many ways. She now feels that she has a support group and the tools she needs to help raise her grandson. She also changed her perspective in how to best support Acen during this difficult time. The library has continued to build a strong relationship with Acen and his grandmother, and has worked to connect them with the resources they need.

In working with this family, Children's Department Manager Cassie Spindle reached out to the Reader's Center to request that Pioneer develop more extensive phonics resources. As a result, we are developing three phonetics literacy kits.

Welke shared her staff are engaging the community by continuing to turn outward and develop services around community needs. We are using information learned from the Harwood Institute to accomplish this, by simply asking two central questions:

- What kind of community do you want to live in?
- What are your areas of need in serving \_\_\_?

We've started asking organizations in our community these questions and are receiving more meaningful responses than when we ask, "What can the library do to support you"? It allows our community to voice their needs and the library to connect the dots

Welke shared another innovative way staff are working to improve health outcomes in our community.

Through researching the needs of our community, the Information Services staff discovered that Oklahoma ranks consistently low in health outcomes. Further, Oklahoma has a much higher percentage of seniors experiencing depression at 18% compared to the national average. We also know our service area has a high percentage of seniors. We explored ways we could help address this need, and found emerging research around using VR technology to help seniors combat depression and social isolation. To pilot this service, the library has partnered with Legend Memory Care. Library staff already have a wonderful relationship with the staff and residents at Legend, and are so excited they will be continuing to work with them. Currently, staff are using VR with the residents twice a month, and will soon begin collecting data on the impact these visits have on their mental and social wellbeing. Through conversations with residents, we are already seeing the positive experiences they have in visiting familiar places. One resident was able to visit the Eiffel Tower. As a native of France, she never thought she would ever get to experience this again. Many of the residents have become increasingly verbal in recalling past memories while using the VR technology.

Welke thanked the board for their support of libraries and our communities. She invited them to visit with her after the Board meeting if they have questions, would like to try the VR devices, or would like a tour.

Welke recognized two people/organizations. Former President of the South Oklahoma City Friends of the Library John Grimm was recognized for his leadership in overseeing the most financially successful year thus far. Also honored was Legend Memory Care for their impactful partnership in meeting the needs of elderly residents through literary discussions and virtual reality technology. Grimm was unable to attend the meeting. Alex and Marces accepted the Certificate of Appreciation on behalf of Legend Memory Care.

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

There were no public comments.

### **2. Consent Docket**

#### **2.01 Consider Approval of Consent Items 2.01 – 2.11 in Accordance with the Recommended Action on Each Listed Below.**

Motion by Marilyn Bradford, second by Marissa Lightsey.

Approval of Consent Agenda Items 2.01-2.11 in Accordance with the Recommended Action on Each Listed Below.

Final Resolution: Motion Passes

Yes: Jon Myers, Charlie Sherman, Brent Wheelbarger, Marilyn Bradford, Lenora Burdine, Brenda Hill, Mike Box, Jonathan Fowler, Marissa Lightsey

## **2.02 Consideration of November 27 2018 Minutes.**

Motion by Marilyn Bradford, second by Marissa Lightsey.

Approval of Consent Agenda Items 2.01-2.11 in Accordance with the Recommended Action on Each Listed Below.

Final Resolution: Motion Passes

Yes: Jon Myers, Charlie Sherman, Brent Wheelbarger, Marilyn Bradford, Lenora Burdine, Brenda Hill, Mike Box, Jonathan Fowler, Marissa Lightsey

## **2.03 Consideration of Auditing Services FY 2018-2019.**

Motion by Marilyn Bradford, second by Marissa Lightsey.

Approval of Consent Agenda Items 2.01-2.11 in Accordance with the Recommended Action on Each Listed Below.

Final Resolution: Motion Passes

Yes: Jon Myers, Charlie Sherman, Brent Wheelbarger, Marilyn Bradford, Lenora Burdine, Brenda Hill, Mike Box, Jonathan Fowler, Marissa Lightsey

## **2.04 Consideration of Annual Maintenance Renewal for Sirsi/Dynix in the Amount of \$179,500.63.**

Motion by Marilyn Bradford, second by Marissa Lightsey.

Approval of Consent Agenda Items 2.01-2.11 in Accordance with the Recommended Action on Each Listed Below.

Final Resolution: Motion Passes

Yes: Jon Myers, Charlie Sherman, Brent Wheelbarger, Marilyn Bradford, Lenora Burdine, Brenda Hill, Mike Box, Jonathan Fowler, Marissa Lightsey

## **2.05 Consideration of Pioneer Library System Agreement with City of Tecumseh for Library Services, Facilities, and Maintenance.**

Motion by Marilyn Bradford, second by Marissa Lightsey.

Approval of Consent Agenda Items 2.01-2.11 in Accordance with the Recommended Action on Each Listed Below.

Final Resolution: Motion Passes

Yes: Jon Myers, Charlie Sherman, Brent Wheelbarger, Marilyn Bradford, Lenora Burdine, Brenda Hill, Mike Box, Jonathan Fowler, Marissa Lightsey

## **2.06 Consideration to Purchase Self Checks and Security Gates for the New Norman Public Library Central in the Amount of \$109,722.03.**

Motion by Marilyn Bradford, second by Marissa Lightsey.

Approval of Consent Agenda Items 2.01-2.11 in Accordance with the Recommended Action on Each Listed Below.

Final Resolution: Motion Passes

Yes: Jon Myers, Charlie Sherman, Brent Wheelbarger, Marilyn Bradford, Lenora Burdine, Brenda Hill, Mike Box, Jonathan Fowler, Marissa Lightsey

**2.07 Consideration to Purchase Two Automated Materials Handlers for the New Norman Public Library Central in the Amount of \$397,900.**

Motion by Marilyn Bradford, second by Marissa Lightsey.

Approval of Consent Agenda Items 2.01-2.11 in Accordance with the Recommended Action on Each Listed Below.

Final Resolution: Motion Passes

Yes: Jon Myers, Charlie Sherman, Brent Wheelbarger, Marilyn Bradford, Lenora Burdine, Brenda Hill, Mike Box, Jonathan Fowler, Marissa Lightsey

**2.08 Consideration to Purchase a 24 Hour Library Machine for the New Norman Public Library Central in the Amount of \$172,555.**

Motion by Marilyn Bradford, second by Marissa Lightsey.

Approval of Consent Agenda Items 2.01-2.11 in Accordance with the Recommended Action on Each Listed Below.

Final Resolution: Motion Passes

Yes: Jon Myers, Charlie Sherman, Brent Wheelbarger, Marilyn Bradford, Lenora Burdine, Brenda Hill, Mike Box, Jonathan Fowler, Marissa Lightsey

**2.09 Consideration to Purchase Three Mediasurfer iPad Vending Machines for the New Norman Public Library Central in the Amount of \$81,046.**

Motion by Marilyn Bradford, second by Marissa Lightsey.

Approval of Consent Agenda Items 2.01-2.11 in Accordance with the Recommended Action on Each Listed Below.

Final Resolution: Motion Passes

Yes: Jon Myers, Charlie Sherman, Brent Wheelbarger, Marilyn Bradford, Lenora Burdine, Brenda Hill, Mike Box, Jonathan Fowler, Marissa Lightsey

**2.10 Consideration to Purchase New 24L Machine for Placement in North Shawnee in the Amount of \$89,655.**

Motion by Marilyn Bradford, second by Marissa Lightsey.

Approval of Consent Agenda Items 2.01-2.11 in Accordance with the Recommended Action on Each Listed Below.

Final Resolution: Motion Passes

Yes: Jon Myers, Charlie Sherman, Brent Wheelbarger, Marilyn Bradford, Lenora Burdine, Brenda Hill, Mike Box, Jonathan Fowler, Marissa Lightsey

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

Motion by Marilyn Bradford, second by Marissa Lightsey.

Approval of Consent Agenda Items 2.01-2.11 in Accordance with the Recommended Action on Each Listed Below.

Final Resolution: Motion Passes

Yes: Jon Myers, Charlie Sherman, Brent Wheelbarger, Marilyn Bradford, Lenora Burdine, Brenda Hill, Mike Box, Jonathan Fowler, Marissa Lightsey

**3. Other Items for Board Consideration**

**3.01 Consideration of November 30 and December 31 2018 Financial Statements.**

Both the November and December 2018 financials needed board approval as the PLS Board does not meet in December.

Motion by Jonathan Fowler, second by Brent Wheelbarger.  
Approval of November 30 and December 31 2018 Financial Statements.

Final Resolution: Motion Passes

Yes: Jon Myers, Charlie Sherman, Brent Wheelbarger, Marilyn Bradford, Lenora Burdine, Brenda Hill, Mike Box. Jonathan Fowler, Marissa Lightsey

### **3.02 Consideration of Encumbrances in the Amounts and to the Accounts as Charged, November 1 – November 30 2018.**

Approval was not necessary as the board approved the November 2018 encumbrances at the November 27 2018 board meeting.

### **3.03 Consideration of Encumbrances in the Amounts and to the Accounts as Charged, January 1, 2019 – January 30 2019.**

Motion by Lenora Burdine, second by Jonathan Fowler.

Approval of Encumbrances in the Amounts and to the Accounts as Charged, January 1-30 2019.

Final Resolution: Motion Passes

Yes: Jon Myers, Charlie Sherman, Brent Wheelbarger, Marilyn Bradford, Lenora Burdine, Brenda Hill, Mike Box, Jonathan Fowler, Marissa Lightsey

### **3.04 Consideration of Encumbrances Paid in December 2018 in the Amounts and to the Accounts as Charged.**

Because the board does not usually meet in December, the December 2018 encumbrances required board approval.

Motion by Charlie Sherman, second by Brenda Hill.

Approval of Encumbrances Paid in December 2018 in the Amounts and to the Accounts as Charged.

Final Resolution: Motion Passes

Yes: Jon Myers, Charlie Sherman, Brent Wheelbarger, Marilyn Bradford, Lenora Burdine, Brenda Hill, Mike Box, Jonathan Fowler, Marissa Lightsey

### **3.05 Quarterly CFO Fund Reports.**

The quarterly reports for funds Pioneer held with the Community Foundation of Oklahoma were presented for Q4. This item was for information only and required no action.

## **4. Reports/Updates**

### **4.01 Annual Report on Pioneer Literacy Program by Jenny Stenis and Janie Davis.**

The PLS Board of Trustees serves as the governing council for the literacy programs in three counties. Part of Pioneer's responsibility with the Literacy Department is to do a report annually to the Board of Trustees. This allows us to continue to be eligible to receive state funding from the Oklahoma Department of Libraries. Jenny Stenis, Reader's Services Coordinator, and Janie Davis, Pottawatomie County Literacy Specialist, gave their reports.

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

Associate Director-Technology Andy Peters and Wells attended the 2019 American Library Association Mid-Winter Conference in Seattle, WA, January 24 – 28.

Wells reported Pioneer was notified that we are one of ten, out of about 52/53 applications, that were chosen to do a Stem Cohort Learning project over the next eighteen months through Urban Libraries Council. Moore Branch Manager Chris Manna was part of that brainstorming, and staff will be delivering stem programming from our Moore branch. They will be working with

their sister cities as well as collaborating with the Prince George County Library system in Maryland.

Lastly, Wells gave the update that the Norman Public Library Central building project is on target and still slated for a grand opening later this summer.

Peters reported we are still working on the AV installations across the library system. We have completed the Purcell and Newcastle branches, and will complete the South Oklahoma City branch soon.

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

During the meeting, board and guests enjoyed a PowerPoint presentation featuring highlights of library branch activities during the month of January.

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

Myers thanked board and staff for attending the meeting and for their support of the library system.

Fowler thanked Stenis and Davis for their annual report on Pioneer's Literacy Program and their ESL programs and classes.

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

At 7:17 p.m., hearing no further business or comments, Myers adjourned the meeting.

  
Chair Jon Myers

  
Executive Director Lisa Wells