

MINUTES

Meeting of the Pioneer Library System Board of Trustees Tuesday, February 26, 2019 Minutes

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1. Meeting Called to Order.

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

1.01 Roll Call.

Members present

Marilyn Bradford, Pottawatomie County; Lenora Burdine, Oklahoma City; Todd Gibson, Cleveland County; Brenda Hill, McCloud; Allyson Horton, Slaughterville; Karen Kinsey, Tecumseh; Jeannette McNally, Newcastle; Susan Moffat, Lexington; Jon Myers, Noble; and Charlie Sherman, Purcell.

Members absent

Mark Alfonso, McClain County; Mike Box, Blanchard; Jonathan Fowler, Norman; Marissa Lightsey, Shawnee; and Brent Wheelbarger, Moore.

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, Doug Buck, Caroline Dulworth, Pamela Holt, Phil Clark, Elissa Fox, Nancy Cox, President, Newcastle Library Friends; Charlene Phillips, Secretary, Newcastle Library Friends; Jennifer Marshall, Vicki Tichenor, and Janet Armbrister.

1.03 Branch Update and Board Recognition.

Newcastle Branch Manager Phil Clark welcomed board and guests. There is a lot of growth going on in the City of Newcastle right now, with many new homes going up, and many more to come. There are probably over ten thousand residents now. In January alone, 34 single-family housing permits were issued. During all of 2018, the City only issued 178. They expect that to double this year. Newcastle is excited to welcome all these new families and are pleased to already have some builders come by the library to visit. Clark and Keith Merckx, Marketing & Communications Manager, plan to welcome new neighbors to the library as they close on their homes. Additionally, the park is expanding. Jeannette McNally has been working on some possible grants to expand the trails around the park, and a Splash Pad 2020 is coming soon.

Clark reported on recent improvements in the library. The new AV equipment is great. The City added a new television screen in the lobby that now shows what is going on in all the rooms, and helped refurbish some of the furniture. Clark is very proud of library staff who are doing great things and making a positive impact. Examples include a Newcastle School Board member who arrived after Christmas to download some of our apps and get help with Overdrive. The customer shared, "You don't know how much this means to my mother. She lives in a nursing home." He took that laptop to her so she could read, fill her day, and have

more meaning in her life. A woman stopped Clark one day and said, "I honestly don't know where I would be without the library." She is a grandmother who is raising two teenage boys, and takes advantage of everything we offer.

Clark honored two special people with certificates of appreciation. Newcastle Friends President Nancy Cox works tirelessly to insure the library and citizens of Newcastle enjoy the best services and programs possible. Nancy is a long-term resident of Newcastle and formed the original committee to bring the library to Newcastle. In the early days, Nancy hosted the bookmobile. With 100 kids inside, she talks about how hot that old building was. A sign outside said, "We wish this was a library."

From the beginning, you have been a champion of the library and we appreciate your tenacity and persistence through the years for the first building, the middle building, as well as the one we enjoy today, and future buildings.

Clark has been doing Outreach at the Senior Center and wanted to honor them too. They not only feed an average of 50 people a day at their facility, and also deliver meals to 20 others who cannot get out, but the comradery and fun they create for the people who come is really an inspiration.

1.04 Public Comments.

There were no public comments.

2. Consent Docket

2.01 Consider Approval of Consent Items 2.01 – 2.06 in Accordance with the Recommended Action on Each Listed Below.

Motion by Charlie Sherman, second by Karen Kinsey.

Approval of Consent Agenda Items 2.01-2.06 in Accordance with the Recommended Action on Each Listed Below.

Final Resolution: Motion Passes

Yes: Marilyn Bradford, Lenora Burdine, Todd Gibson, Brenda Hill, Allyson Horton, Karen Kinsey, Jeannette McNally, Susan Moffat, Jon Myers, Charlie Sherman.

2.02 Consideration of January 29, 2019, Minutes.

Motion by Charlie Sherman, second by Karen Kinsey.

Approval of Consent Agenda Items 2.01-2.06 in Accordance with the Recommended Action on Each Listed Below.

Final Resolution: Motion Passes

Yes: Marilyn Bradford, Lenora Burdine, Todd Gibson, Brenda Hill, Allyson Horton, Karen Kinsey, Jeannette McNally, Susan Moffat, Jon Myers, Charlie Sherman.

2.03 Consideration of Quote from Laptopsanytime for Purchase of 3 Laptop Checkout Machines to be Installed in New Norman Library Central, at a Cost of \$93,027.50.

Motion by Charlie Sherman, second by Karen Kinsey.

Approval of Consent Agenda Items 2.01-2.06 in Accordance with the Recommended Action on Each Listed Below.

Final Resolution: Motion Passes

Yes: Marilyn Bradford, Lenora Burdine, Todd Gibson, Brenda Hill, Allyson Horton, Karen Kinsey, Jeannette McNally, Susan Moffat, Jon Myers, Charlie Sherman.

2.04 Consideration to Purchase 18 Apple MacBook Air Laptops, at a Cost of \$16,740.00.

Motion by Charlie Sherman, second by Karen Kinsey.

Approval of Consent Agenda Items 2.01-2.06 in Accordance with the Recommended Action on Each Listed Below.

Final Resolution: Motion Passes

Yes: Marilyn Bradford, Lenora Burdine, Todd Gibson, Brenda Hill, Allyson Horton, Karen Kinsey, Jeannette McNally, Susan Moffat, Jon Myers, Charlie Sherman.

2.05 Consideration to Purchase 18 Dell Latitude 3380 Laptops, at a Cost of \$15,226.56.

Motion by Charlie Sherman, second by Karen Kinsey.

Approval of Consent Agenda Items 2.01-2.06 in Accordance with the Recommended Action on Each Listed Below.

Final Resolution: Motion Passes

Yes: Marilyn Bradford, Lenora Burdine, Todd Gibson, Brenda Hill, Allyson Horton, Karen Kinsey, Jeannette McNally, Susan Moffat, Jon Myers, Charlie Sherman.

2.06 Consideration to Purchase 20 Microsoft Surface Laptops for Staff Use at the New Norman Public Library Central, at a Cost of \$37,000.

Motion by Charlie Sherman, second by Karen Kinsey.

Approval of Consent Agenda Items 2.01-2.06 in Accordance with the Recommended Action on Each Listed Below.

Final Resolution: Motion Passes

Yes: Marilyn Bradford, Lenora Burdine, Todd Gibson, Brenda Hill, Allyson Horton, Karen Kinsey, Jeannette McNally, Susan Moffat, Jon Myers, Charlie Sherman.

3. Other Items for Board Consideration

3.01 Consideration of January 31, 2019, Financial Statement.

Motion by Marilyn Bradford, second by Lenora Burdine.

Approval of January 31 2019 Financial Statement.

Final Resolution: Motion Passes

Yes: Marilyn Bradford, Lenora Burdine, Todd Gibson, Brenda Hill, Allyson Horton, Karen Kinsey, Jeannette McNally, Susan Moffat, Jon Myers, Charlie Sherman.

3.02 Consideration of Encumbrances in the Amounts and to the Accounts as Charged, January 31 – February 27, 2019.

Motion by Marilyn Bradford, second by Charlie Sherman.

Approval of Encumbrances in the Amounts and to the Accounts as Charged, January 31 – February 27, 2019.

Final Resolution: Motion Passes

Yes: Marilyn Bradford, Lenora Burdine, Todd Gibson, Brenda Hill, Allyson Horton, Karen Kinsey, Jeannette McNally, Susan Moffat, Jon Myers, Charlie Sherman.

3.03 Governance Committee Report.

The Governance Committee met on Thursday, February 7, 2019, to discuss two issues: A possible revision of the PLS Board By-Laws to align with the current State Statute, and consideration of three plans to be used to guide Pioneer staff in the event the Administration Building is ever affected and inoperable.

Committee Chair Burdine gave the report and Wells provided background information concerning three plans to guide staff in the advent of a crisis. Modeled after documents developed by the Columbus Metropolitan Library System, and featured during a webinar presented by the Urban Libraries Council.

Different Staff groups worked on the business continuity plan, a crisis communication plan, and an update to our emergency response plan. PLS Insurance Broker Tom Caraway with *Insurica* was also actively involved in the development of the plans. Once the documents are complete, the plans will go back to Caraway for final review.

The plans do not require board approval, but the board will receive updates on their progress. Staff will receive training on all three plans with the help of our Employment Development Specialist. The Committee was impressed with the thoroughness of their work and congratulated them for being proactive.

Burdine commended PLS staff for their future planning as opposed to reacting or trying to anticipate what could happen in the event of an emergency. Pioneer will have a thorough plan in place. Staff provided details broken down by department, who would be available, and where they are located. "I was impressed by Wells and her leadership."

3.04 Consideration to Revise the PLS Board By-Laws to Align with Current Oklahoma State Statute.

In 2016, the Oklahoma State Statute that governs the makeup of the Pioneer Board of Trustees changed. Prior to 2016, the statute pertaining to board membership stated that any community within the service area with a population greater than 2,000 had the ability to appoint representation on the Board of Trustees even though they did not have a physical location.

The 2016 amendment eliminated this clause and PLS revised their by-laws to allow for communities with representatives appointed prior to 2013 to remain on the board. The Committee received a copy of the updated statutes to review. The proposed revision brings Pioneer's by-laws into alignment with the current state statute. At this time, both Lexington and Slaughterville have representation on the PLS Board of Trustees with terms expiring June 30, 2019.

The Committee recommended board approval to amend the PLS Board By-Laws. McNally seconded the motion. Yes, All. Motion carried.

Motion by Brenda Hall, second by Susan Moffat.

Approval to Revise the PLS Board By-Laws to Align with the New Oklahoma State Statute.

Final Resolution: Motion Passes

Yes: Marilyn Bradford, Lenora Burdine, Todd Gibson, Brenda Hill, Allyson Horton, Karen Kinsey, Jeannette McNally, Susan Moffat, Jon Myers, Charlie Sherman.

3.05 Personnel Committee Report.

Personnel Committee Chair Karen Kinsey reported the Committee met February 8, 2019, to discuss current pay practices for all Pioneer staff, and to recommend options and timelines. Shared with the Committee were three informational items that included a possible pay transition Proposal and Rationale, Pioneer's current budget, and current Personnel Policy. At this time, PLS has 314 employees with 160 hourly staff paid two weeks in arrears and 154 salaried staff paid concurrently.

Pioneer has two separate payrolls. After payroll has been processed employees paid concurrently require payroll corrections and/or time off omission forms be submitted each time they take sick or annual leave when the pay period has not ended. This requires excessive bookwork. We would like to implement a simpler solution.

Beginning April 1, we are proposing a transition to pay all staff one week in arrears. This transition would require an additional expense of approximately \$32,211.74 for hourly employees on the April 15 2019 payroll. If approved it will require a change in our current personnel policy.

Much consideration went into how best to achieve this. Kinsey reviewed the transition options for salaried staff. The Committee asked questions pertaining to the money available, and where we are with the proposed budget for this year. Staff assured the Committee we are under what the proposed budget, at this point, would have been and we can fully fund the proposal.

After consideration, the Committee concluded that fully funding the hourly staff and choosing option one would be the best choice for personnel to receive the best possible outcome.

The Committee recommended PLS fund one week of salaried hours for all employees reflected on their April 15 paycheck at a cost of approximately \$139,000, currently included in 2018-19 personnel budget for payroll.

Wells added that as people separate, PLS will recoup that money back. At separation, salaried staff will be paid for one week as their final paycheck, rather than two weeks as is the current practice. So over a course of what we believe will be many years, we will actually recoup that money back.

This change will require revisions to the Personnel Policy.

3.06 Consideration to Change Pioneer's Pay Practice to all Staff Being Paid One Week in Arrears.

Motion by Marilyn Bradford second by Charlie Sherman.

Approval to Change Pioneer's Pay Practice to All Staff to be Paid One Week in Arrears, at a Cost of Approximately \$139,000.

Final Resolution: Motion Passes

Yes: Marilyn Bradford, Lenora Burdine, Brenda Hill, Allyson Horton, Karen Kinsey, Jeannette McNally, Susan Moffat, Jon Myers, Charlie Sherman.

No: Todd Gibson

3.07 Consideration to Purchase a CCTV Security Camera System from Convergent Technologies for the New Norman Public Library Central, at a Cost of \$153,444.99.

Wells reported the proposed CCTV system will provide a closed-circuit TV system throughout the new Norman Public Library Central building, and will be used for security purposes. The prices are from the Oklahoma State Contract and not necessary to bid per our Purchase Policy. Convergent Technologies is our current provider across the library system.

Wells shared we were concerned about the total cost even though Norman Library Central is a big building with three floors. She contacted Convergent to ask if there was a way to reduce the overall cost. They came back with the new quote of \$116,816.17. The new quote reduced the number of DVRs on the project by taking advantage of a "custom build" option.

Motion by Charlie Sherman, second by Allyson Horton.

Approval to Purchase a CCTV Security Camera System from Convergent Technology for Norman Public Library Central at the adjusted cost of \$116,816.17.

Final Resolution: Motion Passes

Yes: Marilyn Bradford, Lenora Burdine, Todd Gibson, Brenda Hill, Allyson Horton, Karen Kinsey, Jeannette McNally, Susan Moffat, Jon Myers, Charlie Sherman.

4. Reports/Updates

4.01 Executive Director and Staff Reports.

Wells reported that construction on the new Norman Library Central is on schedule and much of the work right now is inside the building.

We are actively working on our *Library Journal* Library of the Year application due March 11. We expect to have most of the major draft completed by February 27, and then some time to fine-tune it. A big group has been working on the initial part of it, and we have a second group who will work on the editing of the last draft before it goes to *Library Journal*. Just the application process has been a great opportunity for us to reflect on the things we are accomplishing in the system, and the impact we are making in each of our communities. Once completed, we will share the application with the board. It has been a very valuable process and will allow staff the opportunity to see a holistic picture of the work we are doing. We will continue to refine that work as we look forward to completing a new Strategic Plan this fall.

This year Embassy Suites will host the Oklahoma Library Association Conference in Norman OK on March 13–15. There will be a great Pre-Conference. Pioneer has money in the budget for board development. Please contact us if you would like to attend.

Sitzman is Chair of the Supervisors, Managers & Administrators Roundtable (SMART) for the Oklahoma Library Association. Wells suggested Certified Master Coach Heather Richetto-Rumley teach an all-day conference from 9:00 a.m. – 4:00 p.m. on March 13. Heather is a consultant and will discuss optimizing leadership decision making, a fancy title to say how to be a better leader.

BoardDocs recently featured Pioneer in a BoardDocs webinar. They thought our site looked great and we were able to share that with the larger BoardDocs community.

Gibson recently suggested a new auction website called *Purple Wave* that Finance Manager Doug Buck has been working with. Instead of going through a sealed bid process, our two surplus vehicles will be sold in a March 19 auction. We will be interested to see what the two vehicles will sell for compared to sealed bids.

Wells just returned from the ALA Capitol Hill Legislative Meeting held February 24-26, in Washington, DC. She met with our congressional delegation there, and spoke with U.S. Senators Langford and Inhofe, and Congressman Cole. She had productive visits about the myriad of things Pioneer is doing with our LSTA funds that come from the federal government through the State Department of Libraries. They are all very active in our districts, and district staff are aware of what is going on in our libraries and attend many of our events.

Dulworth reported on the progress of the Norman Library Central building site. For the most part the outside is finished. There are many inside areas that need completion including selection of technology and furniture. Also new staffing areas are planned allowing people to work collaboratively instead of cubbies. The public bid for much of the furniture went out February 11.

We are starting to receive requests for information about that. The rest of the furniture is on contract so they can go directly to dealers. We are expecting the furniture installation in August.

4.03 Branch Highlights.


During the meeting, board and guests enjoyed a PowerPoint presentation featuring highlights of library branch activities during the month of February 2019.

4.04 Board Comments.

Myers thanked the Friends of the Newcastle Library and library staff for the dinner they provided for the meeting.

5. Adjournment.

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


Chair Jon Myers *MB*


Executive Director Lisa Wells

Vice-Chair signed in Chair's absence.

