

MINUTES

Meeting of the Pioneer Library System Board of Trustees Monday, June 17, 2019 Minutes

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1. Meeting Called to Order.

Chair Jon Myers called the meeting to order at 12:00 p.m.

1.01 Roll Call.

Members present

Mark Alfonso, McClain County; Marilyn Bradford, Pottawatomie County; Lenora Burdine, Oklahoma City; Brenda Hill, McCloud; Allyson Horton, Slaughterville; Karen Kinsey, Tecumseh; Marissa Lightsey, Shawnee; Jeannette McNally, Newcastle; Jon Myers, Noble; and Charlie Sherman, Purcell.

Members absent

Mike Box, Blanchard; Jonathan Fowler, Norman; Todd Gibson, Cleveland County; Susan Moffat, Lexington; and Brent Wheelbarger, Moore.

Executive Director Lisa Wells was in attendance.

1.02 Introduction of Guests.

Doug Buck, Amber Cole, Aiden Street and Janet Armbrister.

1.03 Public Comments.

There were no public comments.

2. Consent Docket

2.01 Consider Approval of Consent Items 2.01 – 2.19 in Accordance with the Recommended Action on Each Listed Below.

Motion by Mark Alfonso, second by Charlie Sherman.

Approval of Consent Agenda Items 2.01-2.19 in Accordance with the Recommended Action on Each Listed Below.

Final Resolution: Motion Passes

Yes: Mark Alfonso, Marilyn Bradford, Brenda Hill, Allyson Horton, Karen Kinsey, Marissa Lightsey, Jeannette McNally, Jon Myers, Charlie Sherman.

2.02 Consideration of March 26, 2019 Minutes

Motion by Mark Alfonso, second by Charlie Sherman.

Approval of Consent Agenda Items 2.01-2.19 in Accordance with the Recommended Action on Each Listed Below.

Final Resolution: Motion Passes

Yes: Mark Alfonso, Marilyn Bradford, Brenda Hill, Allyson Horton, Karen Kinsey, Marissa Lightsey, Jeannette McNally, Jon Myers, Charlie Sherman.

2.03 Consideration of April 30, 2019 Minutes.

Motion by Mark Alfonso, second by Charlie Sherman.
Approval of Consent Agenda Items 2.01-2.19 in Accordance with the Recommended Action on Each Listed Below.
Final Resolution: Motion Passes
Yes: Mark Alfonso, Marilyn Bradford, Brenda Hill, Allyson Horton, Karen Kinsey, Marissa Lightsey, Jeannette McNally, Jon Myers, Charlie Sherman.

2.04 Consideration of March 31, 2019 Financial Statement.

Motion by Mark Alfonso, second by Charlie Sherman.
Approval of Consent Agenda Items 2.01-2.19 in Accordance with the Recommended Action on Each Listed Below.
Final Resolution: Motion Passes
Yes: Mark Alfonso, Marilyn Bradford, Brenda Hill, Allyson Horton, Karen Kinsey, Marissa Lightsey, Jeannette McNally, Jon Myers, Charlie Sherman.

2.05 Consideration of April 30, 2019 Financial Statement.

Motion by Mark Alfonso, second by Charlie Sherman.
Approval of Consent Agenda Items 2.01-2.19 in Accordance with the Recommended Action on Each Listed Below.
Final Resolution: Motion Passes
Yes: Mark Alfonso, Marilyn Bradford, Brenda Hill, Allyson Horton, Karen Kinsey, Marissa Lightsey, Jeannette McNally, Jon Myers, Charlie Sherman.

2.06 Consideration of Encumbrances in the Amounts and to the Accounts as Charged, March 28 – April 30, 2019.

Motion by Mark Alfonso, second by Charlie Sherman.
Approval of Consent Agenda Items 2.01-2.19 in Accordance with the Recommended Action on Each Listed Below.
Final Resolution: Motion Passes
Yes: Mark Alfonso, Marilyn Bradford, Brenda Hill, Allyson Horton, Karen Kinsey, Marissa Lightsey, Jeannette McNally, Jon Myers, Charlie Sherman.

2.07 Consideration of Encumbrances in the Amounts and to the Accounts as Charged, Mary 1, 2019 – May 29, 2019.

Motion by Mark Alfonso, second by Charlie Sherman.
Approval of Consent Agenda Items 2.01-2.19 in Accordance with the Recommended Action on Each Listed Below.
Final Resolution: Motion Passes
Yes: Mark Alfonso, Marilyn Bradford, Brenda Hill, Allyson Horton, Karen Kinsey, Marissa Lightsey, Jeannette McNally, Jon Myers, Charlie Sherman.

2.08 Consideration of Annual Maintenance of ITRE Movie Boxes at a Cost of \$15,724.77.

Motion by Mark Alfonso, second by Charlie Sherman.
Approval of Consent Agenda Items 2.01-2.19 in Accordance with the Recommended Action on Each Listed Below.
Final Resolution: Motion Passes
Yes: Mark Alfonso, Marilyn Bradford, Brenda Hill, Allyson Horton, Karen Kinsey, Marissa Lightsey, Jeannette McNally, Jon Myers, Charlie Sherman.

2.09 Consideration of Annual Maintenance for EnvisionWare Solutions at a Cost of \$187,334.20.

Motion by Mark Alfonso, second by Charlie Sherman.
Approval of Consent Agenda Items 2.01-2.19 in Accordance with the Recommended Action on Each Listed Below.
Final Resolution: Motion Passes
Yes: Mark Alfonso, Marilyn Bradford, Brenda Hill, Allyson Horton, Karen Kinsey, Marissa Lightsey, Jeannette McNally, Jon Myers, Charlie Sherman.

2.10 Consideration of Police Professional Liability Policy Renewal at a Cost \$10,090.00.

Motion by Mark Alfonso, second by Charlie Sherman.
Approval of Consent Agenda Items 2.01-2.19 in Accordance with the Recommended Action on Each Listed Below.
Final Resolution: Motion Passes
Yes: Mark Alfonso, Marilyn Bradford, Brenda Hill, Allyson Horton, Karen Kinsey, Marissa Lightsey, Jeannette McNally, Jon Myers, Charlie Sherman.

2.11 Consideration of Property, General Liability, and Commercial Auto Insurance with CNA at a Cost of \$85,811.00.

Motion by Mark Alfonso, second by Charlie Sherman.
Approval of Consent Agenda Items 2.01-2.19 in Accordance with the Recommended Action on Each Listed Below.
Final Resolution: Motion Passes
Yes: Mark Alfonso, Marilyn Bradford, Brenda Hill, Allyson Horton, Karen Kinsey, Marissa Lightsey, Jeannette McNally, Jon Myers, Charlie Sherman.

2.12 Consideration of Renewal of Subscription for Mango Languages Database at a Cost of \$13,492.36.

Motion by Mark Alfonso, second by Charlie Sherman.
Approval of Consent Agenda Items 2.01-2.19 in Accordance with the Recommended Action on Each Listed Below.
Final Resolution: Motion Passes
Yes: Mark Alfonso, Marilyn Bradford, Brenda Hill, Allyson Horton, Karen Kinsey, Marissa Lightsey, Jeannette McNally, Jon Myers, Charlie Sherman.

2.13 Consideration of Renewal of Subscription for EBSCO Database in the amount of \$100,535.00.

Motion by Mark Alfonso, second by Charlie Sherman.
Approval of Consent Agenda Items 2.01-2.19 in Accordance with the Recommended Action on Each Listed Below.
Final Resolution: Motion Passes
Yes: Mark Alfonso, Marilyn Bradford, Brenda Hill, Allyson Horton, Karen Kinsey, Marissa Lightsey, Jeannette McNally, Jon Myers, Charlie Sherman.

2.14 Consideration of Renewal of Subscription for Heritage Quest Genealogy Database in the Amount of \$11,842.40.

Motion by Mark Alfonso, second by Charlie Sherman.
Approval of Consent Agenda Items 2.01-2.19 in Accordance with the Recommended Action on Each Listed Below.
Final Resolution: Motion Passes
Yes: Mark Alfonso, Marilyn Bradford, Brenda Hill, Allyson Horton, Karen Kinsey, Marissa Lightsey, Jeannette McNally, Jon Myers, Charlie Sherman.

2.15 Consideration of Purchase of a 2019 Ford Escape at the State Contract Cost of \$19,000.00.

Motion by Mark Alfonso, second by Charlie Sherman.

Approval of Consent Agenda Items 2.01-2.19 in Accordance with the Recommended Action on Each Listed Below.

Final Resolution: Motion Passes

Yes: Mark Alfonso, Marilyn Bradford, Brenda Hill, Allyson Horton, Karen Kinsey, Marissa Lightsey, Jeannette McNally, Jon Myers, Charlie Sherman.

2.16 Consideration of Purchase of a Canopy for the 24 Hour Library Designated for North Shawnee at a Cost of \$34,680.00.

Motion by Mark Alfonso, second by Charlie Sherman.

Approval of Consent Agenda Items 2.01-2.19 in Accordance with the Recommended Action on Each Listed Below.

Final Resolution: Motion Passes

Yes: Mark Alfonso, Marilyn Bradford, Brenda Hill, Allyson Horton, Karen Kinsey, Marissa Lightsey, Jeannette McNally, Jon Myers, Charlie Sherman.

2.17 Consideration of Resolution for Schools and Libraries Universal Services (E-Rate) for FY 2019-2020.

Motion by Mark Alfonso, second by Charlie Sherman.

Approval of Consent Agenda Items 2.01-2.19 in Accordance with the Recommended Action on Each Listed Below.

Final Resolution: Motion Passes

Yes: Mark Alfonso, Marilyn Bradford, Brenda Hill, Allyson Horton, Karen Kinsey, Marissa Lightsey, Jeannette McNally, Jon Myers, Charlie Sherman.

2.18 Consideration to Engage Mass Mutual for Plan Document Services for the Defined Contribution 401 A and 457 A Plans.

Motion by Mark Alfonso, second by Charlie Sherman.

Approval of Consent Agenda Items 2.01-2.19 in Accordance with the Recommended Action on Each Listed Below.

Final Resolution: Motion Passes

Yes: Mark Alfonso, Marilyn Bradford, Brenda Hill, Allyson Horton, Karen Kinsey, Marissa Lightsey, Jeannette McNally, Jon Myers, Charlie Sherman.

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

Motion by Mark Alfonso, second by Charlie Sherman.

Approval of Consent Agenda Items 2.01-2.19 in Accordance with the Recommended Action on Each Listed Below.

Final Resolution: Motion Passes

Yes: Mark Alfonso, Marilyn Bradford, Brenda Hill, Allyson Horton, Karen Kinsey, Marissa Lightsey, Jeannette McNally, Jon Myers, Charlie Sherman.

3. Other Items for Board Consideration

3.01 Consideration of Finance Committee Report.

Sherman presented the Finance Committee Report to the Board.

3.02 Consideration of Preliminary Budget FY 2019-2020.

Motion by Charlie Sherman, second by Karen Kinsey.

Approval of Preliminary Budget FY 2019-2020.

Final Resolution: Motion Passes

Yes: Mark Alfonso, Marilyn Bradford, Brenda Hill, Allyson Horton, Karen Kinsey, Marissa Lightsey, Jeannette McNally, Jon Myers, Charlie Sherman.

4. Executive Session

4.01 Consider Convening in Executive Session to Discuss the Executive Director's Annual Evaluation and Compensation Recommendation, and the 2018-2019 Performance Evaluation Outstanding Bonuses.

Motion by Karen Kinsey, second by Charlie Sherman.

Approval of Convening in Executive Session to Discuss the Executive Director's Annual Evaluation and Compensation Recommendation and the 2018-2019 Performance Evaluation Outstanding Bonuses.

Final Resolution: Motion Passes

Yes: Mark Alfonso, Marilyn Bradford, Brenda Hill, Allyson Horton, Karen Kinsey, Marissa Lightsey, Jeannette McNally, Jon Myers, Charlie Sherman.

4.02 Discussion of the Executive Director's Annual Evaluation and Compensation Recommendation.

4.03 Discussion of 2018-2019 Performance Evaluation Outstanding Bonuses.

4.04 Consider Resuming Open Session of Meeting Following Executive Session.

5. Other Items for Board Consideration

5.01 Consideration of Minutes of Executive Session.

Kinsey stated, In accordance with the open meeting act, this Executive Session was used for discussion purposes only, no votes were taken. Minutes from this Executive Session will be sealed and forwarded to HR for storage.

Motion by Karen Kinsey, second by Mark Alfonso.

Approval of Minutes of Executive Session.

Final Resolution: Motion Passes

Yes: Mark Alfonso, Marilyn Bradford, Lenora Burdine, Brenda Hill, Allyson Horton, Karen Kinsey, Marissa Lightsey, Jeannette McNally, Jon Myers, Charlie Sherman.

5.02 Consider Executive Director's Compensation.

Myers recommended the Executive Director receive the same performance adjustment recommended for all PLS staff members, retroactive to July 1, 2019. In addition, the Executive Director will receive an Outstanding Performance Evaluation Bonus.

Motion by Jon Myers, second by Marilyn Bradford.

Approval of Executive Director's Compensation and Outstanding Performance Evaluation Bonus.

Final Resolution: Motion Passes

Yes: Mark Alfonso, Marilyn Bradford, Lenora Burdine, Brenda Hill, Allyson Horton, Karen Kinsey, Marissa Lightsey, Jeannette McNally, Jon Myers, Charlie Sherman.

5.03 Consideration of Personnel Committee Report.

Kinsey presented Personnel Committee Report to the Board. Committee met to discuss Executive Director's Evaluation and 2018-2019 Performance Evaluation Outstanding Bonuses.

5.04 Consideration of 2018-2019 Performance Evaluation Outstanding Bonuses.

Kinsey presented the outcome of the 2018-2019 Performance Evaluation Outstanding Bonuses. Option 1 was the recommendation for the 2018-2019 Performance Evaluation Outstanding Bonuses.

Motion by Karen Kinsey, second by Mark Alfonso.

Approval of 2018-2019 Performance Evaluation Outstanding Bonuses based on Option 1.

Final Resolution: Motion Passes

Yes: Mark Alfonso, Marilyn Bradford, Lenora Burdine, Brenda Hill, Allyson Horton, Karen Kinsey, Marissa Lightsey, Jeannette McNally, Jon Myers, Charlie Sherman

6. Reports/Updates

6.01 Executive Director and Staff Reports.

Wells presented an article from The Shawnee New-Star regarding the McLoud Library's "Sit, Stay, Read" program with Lola the Therapy Dog. The program participants joined a video conference from Lola's owner, a deplored Staff Sergeant in the U.S. Army.

Wells mentioned traveling to the American Library Association conference in Washington D.C. later this week.

Wells presented an update on the PLS Library Application. We were selected among the top 10 in the United States. We will continue to refine our application.

6.02 Branch Highlights

Board members reviewed a PowerPoint presentation featuring highlights of library branch activities during the month of May 2019.

6.03 Board Comments.

Bradford recognized the PLS staff for their hard work. Bradford also recognized Wells for her high standards, professionalism and dedication to Pioneer Library System.

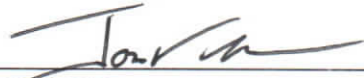
Myers thanked Wells for putting safety first considering the Board and Staff during inclement weather.

Wells mentioned the Reading Challenge goal which will provide books for our three counties well-baby visits. Our goal for this summer was to read one million books by the end of the summer. We surpassed our goal last week.

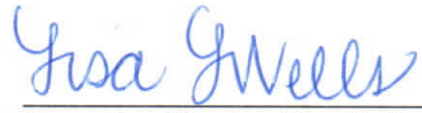
7. Adjournment

7.01 Hearing no further business or comments, Meeting adjourned at 1:00 pm.

Motion by Sherman, second by Kinsey.



Chair, Jon Myers



Executive Director, Lisa Wells

