

MINUTES

Meeting of the Pioneer Library System Board of Trustees Tuesday, September 24, 2019

Generated by Janet Armbrister on Wednesday, October 16, 2019

1. Meeting Called to Order

Chair, Marilyn Bradford called the meeting to order at 6:31pm.

1.01 Roll Call

Members present

Karen Kinsey, Marilyn Bradford, Brenda Hill, Mike Box, Marissa Lightsey, Julie Curry, Philip Nguyen, Jenny Hunter, Mary Pointer

Member Absent

Mark Alfonso, Todd Gibson, Jeannette McNally, Jonathon Fowler

Executive Director, Lisa Wells was in attendance.

1.02 Introduction of Guests.

Keith Merckx, Kelly Sitzman, Aiden Street, Doug Buck, Russ Roye, Rhonda Ray, Elissa Fox, Andy Peters, Janice Bailey, Shalla Strider, Peggy Cook, Lisa Lempges, Meghan Hollingsworth, Jennifer Marshall, Cylinda Richardson-Martin, Chris Manna, Jennifer Fourcade, Beth Lyle, Paige Dan, Meisha Jones, Greta Shuler, Johnna Ervin, Jennifer Gates, Mary Sims, Ann Dickinson, Amanda Johnson, Starla Howard, Teresa Roe, Trisha Houghton, Debbie Collins.

Wells Welcomed Mary Pointer to the PLS Board as Representative of Oklahoma City.

1.03 Branch Update and Board Recognition.

Peggy Cook welcomed the Board and guest to Shawnee.

The Shawnee Public Library has an active and engaged library staff that are working diligently to help the Blue Zones Community partners work on mental health issues in our community, work with our Tset organization, the OU Extension and STEM alliance programs.

The branch has a new Children's Manager who is working to re-establish friendships and build relationships with school librarians and staff in our area.

Cook discussed innovated services and golden opportunities at the Library. The "Big Idea – North Rock Creek Project" which allows students in Shawnee to receive library cards and teach them how to use them, the Level Up Readers program which helps 1st and 2nd graders read through tutoring and the Community Collection at the YMCA.

Cook recognized Paige Dan for the North Rock Creek Project, the Jr. Service League of Shawnee Volunteers – Amanda Johnson, Greta Shuler, Johnna Ervin, Jennifer Gates and Meisha Jones. Not in attendance – Rachel Ervin, Jennifer Grant, Stephanie Litherland and Gretchan Slate.

Cook shared a story from a student of the Level Up Readers program and recognized some of the Tutors of the program – Starla Howard, Debbie Collins, Teresa Roe and Trisha Houghton. Not in attendance – Keela Dibler, Leesa Adams, Phyllis Koehler, Andrea Brown and Laura Baugh.

1.04 Public Comments.
No Public Comments.

2. Consent Docket

2.01 Consider Approval of the Consent Items 2.01-2.08 in Accordance with the Recommended Action on Each Listed Below.

Approval of Consent Agenda Items 2.01-2.08 in Accordance with the Recommended Action on Each Listed Below.

Motion by Mary Pointer, second by Karen Kinsey.

Final Resolution: Motion Passes

Yes: Karen Kinsey, Marilyn Bradford, Brenda Hill, Mike Box, Marissa Lightsey, Julie Curry, Philip Nguyen, Jenny Hunter, Mary Pointer

2.02 Consideration of August 27, 2019, Minutes.

Motion by Mary Pointer, second by Karen Kinsey.

Final Resolution: Motion Passes

Yes: Karen Kinsey, Marilyn Bradford, Brenda Hill, Mike Box, Marissa Lightsey, Julie Curry, Philip Nguyen, Jenny Hunter, Mary Pointer

2.03 Consideration of 2020 Revised PLS Holiday Schedule

Motion by Mary Pointer, second by Karen Kinsey.

Final Resolution: Motion Passes

Yes: Karen Kinsey, Marilyn Bradford, Brenda Hill, Mike Box, Marissa Lightsey, Julie Curry, Philip Nguyen, Jenny Hunter, Mary Pointer

2.04 Consideration of Information Station Agreements for Asher, Dibble, Lexington, Macomb, Maud, & Wanette.

Motion by Mary Pointer, second by Karen Kinsey.

Final Resolution: Motion Passes

Yes: Karen Kinsey, Marilyn Bradford, Brenda Hill, Mike Box, Marissa Lightsey, Julie Curry, Philip Nguyen, Jenny Hunter, Mary Pointer

2.05 Consideration of Agreement between PLS and City of McLoud for Library Services, Facilities & Maintenance FY 2019-2020.

Motion by Mary Pointer, second by Karen Kinsey.

Final Resolution: Motion Passes

Yes: Karen Kinsey, Marilyn Bradford, Brenda Hill, Mike Box, Marissa Lightsey, Julie Curry, Philip Nguyen, Jenny Hunter, Mary Pointer

2.06 Consideration of Renewal of Subscription for Simply Analytics Database in the Amount of \$10,845.00

Motion by Mary Pointer, second by Karen Kinsey.

Final Resolution: Motion Passes

Yes: Karen Kinsey, Marilyn Bradford, Brenda Hill, Mike Box, Marissa Lightsey, Julie Curry, Philip Nguyen, Jenny Hunter, Mary Pointer

2.07 Consideration to Purchase Epilog Fusion Pro Laser Engraver in the Amount of \$31,495.00.

Motion by Mary Pointer, second by Karen Kinsey.

Final Resolution: Motion Passes

Yes: Karen Kinsey, Marilyn Bradford, Brenda Hill, Mike Box, Marissa Lightsey, Julie Curry, Philip Nguyen, Jenny Hunter, Mary Pointer

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

Motion by Mary Pointer, second by Karen Kinsey.

Final Resolution: Motion Passes

Yes: Karen Kinsey, Marilyn Bradford, Brenda Hill, Mike Box, Marissa Lightsey, Julie Curry, Philip Nguyen, Jenny Hunter, Mary Pointer

3. Other Items for Board Consideration

3.01 Consideration of August 31, 2019, Financial Statement.

Approval of August 31, 2019, Financial Statement.

Motion by Mike Box, second by Karen Kinsey.

Final Resolution: Motion Passes

Yes: Karen Kinsey, Marilyn Bradford, Brenda Hill, Mike Box, Marissa Lightsey, Julie Curry, Philip Nguyen, Jenny Hunter, Mary Pointer

3.02 Consideration of Encumbrances, as Presented, in the Amounts and to the Accounts as Charged, August 28-September 25, 2019.

Approval of Encumbrances, as Presented, in the Amounts and to the Accounts as Charged, August 28-September 25, 2019.

Motion by Mary Pointer, second by Julie Curry.

Final Resolution: Motion Passes

Yes: Karen Kinsey, Marilyn Bradford, Brenda Hill, Mike Box, Marissa Lightsey, Julie Curry, Philip Nguyen, Jenny Hunter, Mary Pointer

3.03 Consideration of Auditor's Report for FY 2018-2019.

By law, the deadline for filing the audit is October 1st. Ross Roye of Gray, Blodgett & Company, PLLC presented Audit Report FY 2018-2019.

Acceptance of Auditor's Report FY 2018-2019.

Motion by Brenda Hill, second by Marissa Lightsey.

Final Resolution: Motion Passes

Yes: Karen Kinsey, Marilyn Bradford, Brenda Hill, Mike Box, Julie Curry, Philip Nguyen, Jenny Hunter, Mary Pointer, Marissa Lightsey

4. Executive Session

4.01 Consider Convening in Executive Session to Discuss the Revised Personnel Budget FY 2019-2020.

Approval to Convening in Executive Session to Discuss the Revised Personnel Budget FY 2019-2020.

Motion by Karen Kinsey, second by Mike Box.

Final Resolution: Motion Passes

Yes: Karen Kinsey, Marilyn Bradford, Brenda Hill, Mike Box, Julie Curry, Philip Nguyen, Jenny Hunter, Mary Pointer, Marissa Lightsey

4.02 Revised Personnel Budget FY 2019-2020.

5. Other Items for Board Consideration

5.01 Consider Resuming Open Session of Meeting Following Executive Session.

Approval to Resume Open Session of Meeting Following Executive Session.

Motion by Karen Kinsey, second by Mike Box.

Final Resolution: Motion Passes

Yes: Karen Kinsey, Marilyn Bradford, Brenda Hill, Mike Box, Marissa Lightsey, Julie Curry, Philip Nguyen, Jenny Hunter, Mary Pointer

5.02 Personnel Committee Report.

Kinsey presented Personnel Committee Report.

5.03 Finance Committee Report.

Pointer presented Finance Committee Report.

5.04 Consideration of Revised FY 2019-2020 Budget.

Pointer presented Revised FY 2019-2020 Budget.

Approval of Revised FY 2019-2020 Budget.

Motion by Mary Pointer, second by Julie Curry.

Final Resolution: Motion Passes

Yes: Karen Kinsey, Marilyn Bradford, Brenda Hill, Mike Box, Marissa Lightsey, Julie Curry, Philip Nguyen, Jenny Hunter, Mary Pointer

6. Reports/Updates

6.01 Present Story of the Month

Shalla Strider presented the Story of the Month.

Norman Central staff received a call from a Friends of the Library volunteer whose computer was having trouble connecting to the Wi-Fi, and she asked if staff could contact the Technology Department. The Friends volunteer apologized for calling after 5:00 p.m., and explained that she was going on a long visit to see her grandchildren the next day and was trying to complete her work before leaving.

PLS Technology staff member Jason happened to be working in the branch, so staff were able to quickly share the problem. Jason instructed the volunteer to restart the computer and it would automatically reconnect to the Internet. Staff passed on the information and a few minutes later, the Friends volunteer called back to let Jason know she had internet access and thanked him for his help. The Friends volunteer called again when she finished her work to let Jason know that he was her hero. She was sure he had done more than give instruction because the Wi-Fi connection was better than ever.

The part of the story that the Friends volunteer *didn't* know was that Jason had gone above and beyond in solving the problem. Jason wanted to know why they had lost the connection in the first place, and stayed in the building taking the time to track down the Wi-Fi antenna that supplies the Wi-Fi connection to the Friends of the Library. He discovered that the antenna had, at some unknown time, fallen off the wall and been reattached at the wrong angle. He did not have the right parts to reattach the antenna properly, but he managed to re-align the antenna, strengthening the signal and increasing the speed of the connection. The next day he stopped by with the right materials to mount the antenna properly.

6.02 Executive Director and Staff Reports.

Wells shared that Norman Public Library East was featured in the American Libraries Magazine in the designed showcase.

Wells announced Touch a Truck coming Saturday, October 5th at the Cleveland County Fair Grounds.

Wells recognized Rebekah Lynam for being selected to participate in "Counted In" Forum next month regarding census. Lynam was selected based on Community Outreach, Civic Engagement and Knowledge of the Immigrant Communities, among other qualifications.

Wells thanked the Executive Team and others for meeting over the Labor Day weekend to organize moving staff to temporary locations due to the excess

moisture in the building. Also thanked staff for being flexible with little notice. We are currently reviewing bids for remediation.

Jennifer Fourcade gave some highlights of the Oklahoma Book Festival and the work the Maker Mobile did there.

Wells invited the Board to join the Pre-Opening Celebration of the Norman Public Library Central on Saturday, November 2nd and the Grand Opening on Sunday, November 3rd at 2:00pm.

Wells also invited the Board to All Staff Day, November 11th at Norman Public Library Central.

6.03 Branch Highlights.

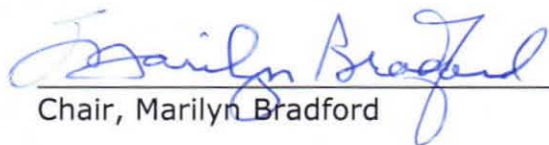
During the meeting, board and guests enjoyed a PowerPoint presentation featuring highlights of library branch activities during the month of September.

6.04 Board Comments.

Bradford thanked the staff.

7. Adjournment

Bradford adjourned the meeting at 7:34pm.



Chair, Marilyn Bradford



Executive Director, Lisa Wells