

Regular Meeting of the Pioneer Library System Board of Trustees
Meeting Minutes
Blanchard Public Library
Tuesday, June 29, 2021

Generated by Janet Armbrister on Wednesday, June 30, 2021

1. Meeting is Called to Order

Meeting called to order at 6:30pm by Chair, Karen Kinsey

1.01 Roll Call.

Members present

Karen Kinsey, Marilyn Bradford, Mike Box, Jeannette McNally, Philip Nguyen, Jenny Goodspeed, Mary Pointer, Tara Douglas

Members absent

Jonathon Fowler, Marissa Lightsey, Mandy Haws, Julie Curry

1.02 Introduction of Guests.

Others in Present

Phil Clark, Kelly Sitzman, Aiden Street, Rebekah Lynam, Doug Buck, Janice Bailey, Peggy Cook, Jennifer Marshall, Christian Potts, Jennifer Fourcade, Angela Robinson, Becky Pauls, Janet Armbrister
Patty Wilson

1.03 Branch Update and Board Recognition.

Becky Pauls shared Branch Update for Blanchard Public Library. This year was a focused on square foot gardening. We will feature some of our produce and herbs in two outdoor cooking programs in July. We will partner with McClain Extensions office for a Salsa Program and a Cooking with Herbs Program.

The PLS staff have spent the last year finding ways to maintain contact with our customers. In Blanchard staff have created virtual programs, used social media to share information with customers and even made phone calls to some of our elderly regular customers to see how they were doing. We are now seeing more customers returning to the library. We are rebuilding relations with our partners, holding outdoor programs and planning for the next step in rebuilding.

Pauls recognized Martha Ware. Martha showed her care for the library and the community by sewing over 1,000 masks for the library staff and customers, which she gave away for free. Martha also took care of the library staff by stopping by to check in on them and delivered snacks to help with staff morale.

Also recognized Patty Wilson for her many years of Service to the Blanchard Public Library. She has filled the office as President for the Friends of the Blanchard Library since 2009 consecutively. She has organized fundraisers which include Cookbook sells, used book sells and counting 1000's of Spencer's Grocery receipts. The

Spencer's program donations \$.01 for every \$100 spent at their grocery store. This is used to support library programs. Patty has also donated her talents by baking pies and cakes for bake sales and library events.

Lisa Wells recognized Julia Du Breuil for 25 years of Service to Pioneer. She has serviced during this time at the Moore Public Library in the Circulation Department.

1.04 Public Comments.

No public comments received.

2. Consent Docket

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

Resolution: Approval of the Consent Items in Accordance with the Recommended Action on Each Listed Below.

Approval of the Consent Items in Accordance with the Recommended Action on Each Listed Below.

Motion by Mary Pointer, second by Mike Box.

Final Resolution: Motion Passes

Yes: Karen Kinsey, Marilyn Bradford, Mike Box, Jeannette McNally, Philip Nguyen, Jenny Goodspeed, Mary Pointer, Tara Douglas

2.02 Consideration of May 25, 2021, Minutes.

Resolution: Approval of the May 25, 2021, Minutes.

Approval of the Consent Items in Accordance with the Recommended Action on Each Listed Below.

Motion by Mary Pointer, second by Mike Box.

Final Resolution: Motion Passes

Yes: Karen Kinsey, Marilyn Bradford, Mike Box, Jeannette McNally, Philip Nguyen, Jenny Goodspeed, Mary Pointer, Tara Douglas

2.03 Consideration of June 2, 2021, Special PLS Board of Trustees Meeting Minutes.

Resolution: Approval of June 2, 2021, Special PLS Board of Trustees Meeting Minutes.

Approval of the Consent Items in Accordance with the Recommended Action on Each Listed Below.

Motion by Mary Pointer, second by Mike Box.

Final Resolution: Motion Passes

Yes: Karen Kinsey, Marilyn Bradford, Mike Box, Jeannette McNally, Philip Nguyen, Jenny Goodspeed, Mary Pointer, Tara Douglas

2.04 Consideration of June 29, 2021, Special PLS Board of Trustees Meeting Minutes.

Resolution: Approval of June 29, 2021, Special PLS Board of Trustees Meeting Minutes.

Approval of the Consent Items in Accordance with the Recommended Action on Each Listed Below.

Motion by Mary Pointer, second by Mike Box.

Final Resolution: Motion Passes

Yes: Karen Kinsey, Marilyn Bradford, Mike Box, Jeannette McNally, Philip Nguyen, Jenny Goodspeed, Mary Pointer, Tara Douglas

2.05 Consideration of May 31, 2021 Financial Statement

Resolution: Approval of May 31, 2021 Financial Statement.

Approval of the Consent Items in Accordance with the Recommended Action on Each Listed Below.

Motion by Mary Pointer, second by Mike Box.

Final Resolution: Motion Passes

Yes: Karen Kinsey, Marilyn Bradford, Mike Box, Jeannette McNally, Philip Nguyen, Jenny Goodspeed, Mary Pointer, Tara Douglas

2.06 Consideration of Resolution Establishing a Termination Date for the Pioneer Library System Pension Plan and Trust (the "Pension Plan").

Resolution: Approval of Resolution Establishing a Termination Date for the Pioneer Library System Pension Plan and Trust (the "Pension Plan").

Approval of the Consent Items in Accordance with the Recommended Action on Each Listed Below.

Motion by Mary Pointer, second by Mike Box.

Final Resolution: Motion Passes

Yes: Karen Kinsey, Marilyn Bradford, Mike Box, Jeannette McNally, Philip Nguyen, Jenny Goodspeed, Mary Pointer, Tara Douglas

2.07 Consideration to Pay Defined Benefit Lump Sum Payment Check Processing Fees from the Pioneer Library System Operating Budget.

Resolution: Approval to Pay Defined Benefit Lump Sum Payment Check Processing Fees from the Pioneer Library System Operating Budget.

Approval of the Consent Items in Accordance with the Recommended Action on Each Listed Below.

Motion by Mary Pointer, second by Mike Box.

Final Resolution: Motion Passes

Yes: Karen Kinsey, Marilyn Bradford, Mike Box, Jeannette McNally, Philip Nguyen, Jenny Goodspeed, Mary Pointer, Tara Douglas

2.08 Consideration of Agreement Between PLS and City of Moore for Library Services, Facilities & Maintenance FY 2021-2022.

Resolution: Approval of Agreement Between PLS and City of Moore for Library Services, Facilities & Maintenance FY 2021-2022.

Approval of the Consent Items in Accordance with the Recommended Action on Each Listed Below.

Motion by Mary Pointer, second by Mike Box.

Final Resolution: Motion Passes

Yes: Karen Kinsey, Marilyn Bradford, Mike Box, Jeannette McNally, Philip Nguyen, Jenny Goodspeed, Mary Pointer, Tara Douglas

2.09 Consideration to Purchase Replacement CCTV System for South Oklahoma City Public Library in the Amount of \$50,511.92.

Resolution: Approval to Purchase Replacement CCTV System for South Oklahoma City Public Library in the Amount of \$50,511.92.

Approval of the Consent Items in Accordance with the Recommended Action on Each Listed Below.

Motion by Mary Pointer, second by Mike Box.

Final Resolution: Motion Passes

Yes: Karen Kinsey, Marilyn Bradford, Mike Box, Jeannette McNally, Philip Nguyen, Jenny Goodspeed, Mary Pointer, Tara Douglas

2.10 Consideration to Purchase of Maker Mobile Replacement Laser Cutter Engraving Machine in the Amount of \$20,945.

Resolution: Approval to Purchase of Maker Mobile Replacement Laser Engraving Machine in the Amount of \$20,945.

Approval of the Consent Items in Accordance with the Recommended Action on Each Listed Below.

Motion by Mary Pointer, second by Mike Box.

Final Resolution: Motion Passes

Yes: Karen Kinsey, Marilyn Bradford, Mike Box, Jeannette McNally, Philip Nguyen, Jenny Goodspeed, Mary Pointer, Tara Douglas

2.11 Consideration to Add Replacement Copiers to the Existing RK Black Lease.

Resolution: Approval to Add Replacement Copiers to the Existing RK Black Lease.

Approval of the Consent Items in Accordance with the Recommended Action on Each Listed Below.

Motion by Mary Pointer, second by Mike Box.

Final Resolution: Motion Passes

Yes: Karen Kinsey, Marilyn Bradford, Mike Box, Jeannette McNally, Philip Nguyen, Jenny Goodspeed, Mary Pointer, Tara Douglas

2.12 Consideration to Purchase two 2021 Ford Escapes in the amount of \$41,998.
Resolution: Approval of purchase a 2021 Ford Explorer in the amount of \$41,998.

Approval of the Consent Items in Accordance with the Recommended Action on Each Listed Below.

Motion by Mary Pointer, second by Mike Box.

Final Resolution: Motion Passes

Yes: Karen Kinsey, Marilyn Bradford, Mike Box, Jeannette McNally, Philip Nguyen, Jenny Goodspeed, Mary Pointer, Tara Douglas

2.13 Consideration of Annual Maintenance Contract Renewal for LaptopsAnytime in the Amount of \$16,177.50.

Resolution: Approval of Annual Maintenance Contract Renewal for LaptopsAnytime in the Amount of \$16,177.50.

Approval of the Consent Items in Accordance with the Recommended Action on Each Listed Below.

Motion by Mary Pointer, second by Mike Box.

Final Resolution: Motion Passes

Yes: Karen Kinsey, Marilyn Bradford, Mike Box, Jeannette McNally, Philip Nguyen, Jenny Goodspeed, Mary Pointer, Tara Douglas

2.14 Consideration of Annual Service Contract with Convergent Technologies, LLC for Branch CCTV Systems in the Amount of \$19,856.50.

Resolution: Approval of Annual Service Contract with Convergent Technologies, LLC for Branch CCTV Systems in the Amount of \$19,856.50.

Approval of the Consent Items in Accordance with the Recommended Action on Each Listed Below.

Motion by Mary Pointer, second by Mike Box.

Final Resolution: Motion Passes

Yes: Karen Kinsey, Marilyn Bradford, Mike Box, Jeannette McNally, Philip Nguyen, Jenny Goodspeed, Mary Pointer, Tara Douglas

2.15 Consideration of Annual Contract Renewal for Support Services with Phase 2.

Resolution: Approval of Annual Contract Renewal for Support Services with Phase 2.

Approval of the Consent Items in Accordance with the Recommended Action on Each Listed Below.

Motion by Mary Pointer, second by Mike Box.

Final Resolution: Motion Passes

Yes: Karen Kinsey, Marilyn Bradford, Mike Box, Jeannette McNally, Philip Nguyen, Jenny Goodspeed, Mary Pointer, Tara Douglas

2.16 Consideration to Sell or Dispose of Surplus and/or Obsolete Equipment.
Resolution: Approval to Sell or Dispose of Surplus and/or Obsolete Equipment.

Approval of the Consent Items in Accordance with the Recommended Action on Each Listed Below.

Motion by Mary Pointer, second by Mike Box.

Final Resolution: Motion Passes

Yes: Karen Kinsey, Marilyn Bradford, Mike Box, Jeannette McNally, Philip Nguyen, Jenny Goodspeed, Mary Pointer, Tara Douglas

3. Other Items for Board Consideration

Action: 3.01 Consideration of Encumbrances in the Amounts and to the Accounts as Charged, May 27, 2021 - June 30, 2021.

Approval of the Encumbrances in the Amounts and to the Accounts as Charged, May 27, 2021 - June 30, 2021.

Motion by Mary Pointer, second by Jeannette McNally.

Final Resolution: Motion Passes

Yes: Karen Kinsey, Marilyn Bradford, Mike Box, Jeannette McNally, Philip Nguyen, Jenny Goodspeed, Mary Pointer, Tara Douglas

3.02 Consideration of Encumbered Items as of June 30, 2021.

Approval of Encumbered Items as of June 30, 2021.

Motion by Marilyn Bradford, second by Mike Box.

Final Resolution: Motion Passes

Yes: Karen Kinsey, Marilyn Bradford, Mike Box, Jeannette McNally, Philip Nguyen, Jenny Goodspeed, Mary Pointer, Tara Douglas

3.03 Consideration of Purchase of Media Bank for Newcastle in the Amount of \$35,533.39.

Purchase of Media Bank for Newcastle in the Amount of \$35,533.39.

Motion by Mary Pointer, second by Jeannette McNally.

Final Resolution: Motion Passes

Yes: Karen Kinsey, Marilyn Bradford, Mike Box, Jeannette McNally, Philip Nguyen, Jenny Goodspeed, Mary Pointer, Tara Douglas

3.04 Consideration of Purchase of EnvisionWare Book Lockers for Newcastle in the amount of \$41,250.00.

Recommendation to purchase EnvisionWare Book Locker for Newcastle in the amount of \$41,250.00.

Motion by Mike Box, second by Jeannette McNally.

Final Resolution: Motion Passes

Yes: Karen Kinsey, Marilyn Bradford, Mike Box, Jeannette McNally, Philip Nguyen, Jenny Goodspeed, Mary Pointer, Tara Douglas

3.05 Consideration of Purchase of Canopy to Cover Media Bank and Book Lockers for Newcastle in the Amount of \$39,095.00.

Recommendation to Purchase Canopy to Cover Media Bank and Book Lockers for Newcastle in the amount of \$39,095.00.

Motion by Mary Pointer, second by Jenny Goodspeed.

Final Resolution: Motion Passes

Yes: Karen Kinsey, Marilyn Bradford, Mike Box, Jeannette McNally, Philip Nguyen, Jenny Goodspeed, Mary Pointer, Tara Douglas

3.06 Consideration of Charges for Staff Day 2021 in the Amount of \$10,720.

Approval of Charges for Staff Day 2021 in the Amount of \$10,720.00.

Motion by Jeannette McNally, second by Marilyn Bradford.

Final Resolution: Motion Passes

Yes: Karen Kinsey, Marilyn Bradford, Mike Box, Jeannette McNally, Philip Nguyen, Jenny Goodspeed, Mary Pointer, Tara Douglas

3.07 Consideration of Election of Board Officers FY 2021-2022.

Approval of Election of Board Officers FY 2021-2022.

Motion by Mary Pointer, second by Tara Douglas.

Final Resolution: Motion Passes

Yes: Karen Kinsey, Marilyn Bradford, Mike Box, Jeannette McNally, Philip Nguyen, Jenny Goodspeed, Mary Pointer, Tara Douglas

4. Reports/Updates

4.01 Consideration of Governance Committee Report.

Tara Douglas presented the Governance Committee Report.

The Governance Committee met on May 20th, 2021 and recommended the following Slate of Officers for consideration.

Chair – Jeannette McNally, Vice-Chair – Mike Box, Treasurer – Mary Blankenship Pointer

4.02 Consideration of Defined Benefit Termination Project Report.

Mary Pointer present the Defined Benefit Termination Project Report.

The DB Plan Termination project is progressing according to the project timeline.

4.03 Executive Director and Staff Reports.

Lisa Wells recognized Jenny Goodspeed for 2 years of service on the Board.

Also recognized Karen Kinsey for two, 3-year terms as a Board member and as the Chair.

4.04 Story of the Month.

Peggy Cook presented the Story of the Month.

An out-of-state customer called with a time-sensitive request. She was hoping the library staff could find out the name of her father-in-law's birth father who lived in Shawnee in the 1960s. With little more than her father-in-law's birth month and year

to go on, the search into the microfilm file of Shawnee News-Star editions began. I found the birth father's name in the hospital admissions section of the paper the day her father-in-law was born. The customer replied to my email which included a copy of the hospital notes article attached, with the following heartwarming message: "Thank you so much for taking time out of your day. You helped me solve a 56-year-old mystery. That was the man and he's still alive so my father-in-law and husband are able to contact him. I appreciate you and your kindness so much. Thank you."


4.06 Board Comments.

5. Adjournment

5.01 Meeting adjourned at 7:03 by Chair, Karen Kinsey.



Jeannette McNally, Chair



Lisa Wells, Executive Director