

**Regular Meeting of the
Pioneer Library System Board of Trustees
Noble Public Library
July 20, 2021**

Generated by Janet Armbrister on Wednesday, July 28, 2021

1. Meeting is Called to Order

Board Chair, Jeannette McNally called the meeting to order at 6:30pm.

1.01 Roll Call.

Members present

Marilyn Bradford, Jeannette McNally, Jonathan Fowler, Marissa Lightsey, Julie Curry, Mary Pointer, Mandy Haws, Tara Douglas, Rachel Nicolle Carr

Members absent

Philip Nguyen, Mike Box

Lisa Wells, Executive Director was in attendance.

1.02 Introduction of Guests.

Jennifer Marshall, Rebekah Lynam, Caroline Dulworth, Kelly Sitzman, Chris Manna, Maureen Pridgeon, David Brown, Kiley Ingram, Becky Pauls, Lunden England, Doug Buck, Janice Bailey, Keith Merckx, Cathy Adams

1.03 Introduction of New Board Member.

Lisa Wells introduced Nicolle Carr, Purcell's Representative, as a new member of the Board.

1.04 Branch Update and Board Recognition.

Cathy Adams recognized Faith Comer and Elizabeth Comer for their volunteer services to Pioneer.

1.05 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 Marissa Lightsey.

Final Resolution: Motion Passes

Yes: Marilyn Bradford, Jeannette McNally, Jonathan Fowler, Marissa Lightsey, Julie Curry, Mary Pointer, Tara Douglas, Rachel Nicolle Carr

2.02 Consideration of June 29, 2021, Minutes.

Resolution: Approval of June 29, 2021, Minutes.

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

Motion by Mary Pointer, second by Marissa Lightsey.

Final Resolution: Motion Passes

Yes: Marilyn Bradford, Jeannette McNally, Jonathan Fowler, Marissa Lightsey, Julie Curry, Mary Pointer, Tara Douglas, Rachel Nicolle Carr

2.03 Consideration of June 30, 2021, Financial Statement.

Resolution: Approval of June 30, 2021, Financial Statement.

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

Motion by Mary Pointer, second by Marissa Lightsey.

Final Resolution: Motion Passes

Yes: Marilyn Bradford, Jeannette McNally, Jonathan Fowler, Marissa Lightsey, Julie Curry, Mary Pointer, Tara Douglas, Rachel Nicolle Carr

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

Resolution: Approval of Agreement Between PLS and City of Purcell 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 Marissa Lightsey.

Final Resolution: Motion Passes

Yes: Marilyn Bradford, Jeannette McNally, Jonathan Fowler, Marissa Lightsey, Julie Curry, Mary Pointer, Tara Douglas, Rachel Nicolle Carr

2.05 Consideration of Renewal of Subscription for Reference Solutions (formerly Reference USA) Database in the Amount of \$8,000.

Resolution: Approval of Renewal of Subscription for Reference Solutions (formerly Reference USA) Database in the Amount of \$8,000.

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

Motion by Mary Pointer, second by Marissa Lightsey.

Final Resolution: Motion Passes

Yes: Marilyn Bradford, Jeannette McNally, Jonathan Fowler, Marissa Lightsey, Julie Curry, Mary Pointer, Tara Douglas, Rachel Nicolle Carr

2.06 Consideration to Pay Defined Benefit Termination Fees from the Pioneer Library System Operating Budget.

Resolution: Approval to Pay Defined Benefit Termination 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 Marissa Lightsey.

Final Resolution: Motion Passes

Yes: Marilyn Bradford, Jeannette McNally, Jonathan Fowler, Marissa Lightsey, Julie Curry, Mary Pointer, Tara Douglas, Rachel Nicolle Carr

2.07 Consideration of Amendment #2 to the Samaritan Technologies Software and Services Agreement.

Resolution: Approval of Amendment #2 to the Samaritan Technologies Software and Services Agreement.

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

Motion by Mary Pointer, second by Marissa Lightsey.

Final Resolution: Motion Passes

Yes: Marilyn Bradford, Jeannette McNally, Jonathan Fowler, Marissa Lightsey, Julie Curry, Mary Pointer, Tara Douglas, Rachel Nicolle Carr

2.08 Consideration of User Agreement with NCSI to provide Third-Party Integrated Background Checks.

Resolution: Approval of User Agreement with NCSI to provide Third-Party Integrated Background Checks.

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

Motion by Mary Pointer, second by Marissa Lightsey.

Final Resolution: Motion Passes

Yes: Marilyn Bradford, Jeannette McNally, Jonathan Fowler, Marissa Lightsey, Julie Curry, Mary Pointer, Tara Douglas, Rachel Nicolle Carr

2.09 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 Marissa Lightsey.

Final Resolution: Motion Passes

Yes: Marilyn Bradford, Jeannette McNally, Jonathan Fowler, Marissa Lightsey, Julie Curry, Mary Pointer, Tara Douglas, Rachel Nicolle Carr

3. Other Items for Board Consideration

3.01 Consideration of Encumbrances, in the Amounts and to the Accounts as Charged, July 1 - July 21, 2021.

Approval of Encumbrances as Presented, in the Amounts and to the Accounts as Charged, July 1 - July 21, 2021.

Motion by Mary Pointer, second by Jonathan Fowler.

Resolution: Motion Passes

Yes: Marilyn Bradford, Jeannette McNally, Jonathan Fowler, Marissa Lightsey, Julie Curry, Mary Pointer, Tara Douglas, Rachel Nicolle Carr

3.02 Consideration to Open a Business Account with Armstrong Bank naming the PLS Board Officers, and Doug Buck, Director of Finance as signers on the account.

Approve Opening a Business Account with Armstrong Bank naming the PLS Board Officers, and Doug Buck, Director of Finance as signers on the account.

Motion by Jonathan Fowler, second by Marilyn Bradford.

Resolution: Motion Passes

Yes: Marilyn Bradford, Jeannette McNally, Jonathan Fowler, Marissa Lightsey, Julie Curry, Mary Pointer, Tara Douglas, Rachel Nicolle Carr

4. Reports/Updates

4.01 Defined Benefit Termination Project Report.

Mary Pointer presented the Defined Benefit Termination Project Report.

4.02 Quarterly CFO Fund Reports.

Lisa Wells presented the Quarterly CFO Fund Reports.

4.03 Story of the Month

Becky Pauls presented May's Story of the Month from the Blanchard Branch. A Library Assistant was chatting with an elderly customer as she checked out her (almost) daily quota of books. The customer mentioned that she hadn't heard back from the Health Dept. to set up her COVID-19 vaccination appointment, she was having a hard time reaching the Health Dept. by phone again, and she wondered if she would ever get her shots. She didn't have a computer at home and had to rely on registering by phone. The

Library Assistant checked the online vaccination portal and saw a large vaccination event was to be held soon at the OK State Fairgrounds, so the staff member helped to set up an appointment time for the customer and was able to set one up for herself as well. She was so thankful that the Library Assistant was able to do that for her. (Through this event, the two of them were also able to coordinate their second shot and became fully vaccinated!) The customer said that she probably would have still been waiting for the Health Dept. to call her back if the library staff hadn't helped her out. But the story doesn't end there . . . the same customer was once again in the library to pick up her usual holds and commented that she had seen a story on the TV newscast about a mobile vaccination "pop up" clinic that had been at the OKC Cinco De Mayo celebration. She thought that was a wonderful idea for the mobile clinic to go out to where people were. The staff started brainstorming places where people gather and someone mentioned people gathering at churches and how that might reach some diverse communities that don't have a Walmart or Health Dept. close by. So, she decided to take action. She went home and called a friend that works at the Office of the State Epidemiologist to ask who she could contact to suggest that the mobile clinic might reach people by setting up at various churches. Her friend liked the idea. When she asked who she should contact, her friend said that she was already sending the suggestion by email as they spoke. This customer knew how hard it had been for her to get the vaccination appointment and she knew that it was difficult for other elderly people like her. She appreciated the library help she got navigating the technical aspect of registering for a vaccination and wanted to do her small part in helping others like her have a chance to get vaccinated, too. From feeling helpless about getting her own vaccination, she was moved to take an action that might help others facing the same technological difficulty. And it all started with a conversation with a librarian.

Lunden England presented June's Story of the Month from the Norman West Branch.

After a staff member finished up working with a, now-regular, customer today, that runs two blogs with a substantial subscriber count and needed help navigating some changes to the platform. Blogger's built-in email marketing tool is being discontinued, and authors were advised to adopt a new platform to keep their readers in the loop before July 1. If not, subscribers would no longer receive any communication from their favorite blogs. Not knowing anything about such platforms, the customer requested a schedule-a-librarian appointment and we started working through it. The staff member researched the cancellation of the current service, as well as possible alternative platforms and decided to move her mailing list to a free marketing platform called Mailchimp. Over the next month or so, we worked both with the customer and independently to learn how to use the service. We imported her existing mailing list into the new platform and created new subscriber signup widgets on both of her blogs. We created and tested automated blog updates using the RSS feeds of each of her sites. Today we put all this to use and replicated the behavior of the discontinued service.

Her readers will never miss a story, and future posts are brokered automatically by Mailchimp, allowing her to spend more time writing and less time promoting. This project required substantial patience on her part as we researched and learned how to navigate a space, we had never worked in. We're glad she thought to come to the library for help with this as we can't imagine an average blog writer with even moderate tech literacy being able to make the move without help. There are, of course, people who are glad to charge a hefty fee for this sort of thing. We have learned so much working with her and know that she will continue to use the library to explore and expand her writing reach and technology skills.

4.04 Executive Director and Staff Reports.

Lisa Wells reported being very involved with the Defined Benefit Termination and very pleased that the project is moving along as scheduled.

Doug is preparing for the Auditor for PLS and the PLS Foundation. The Auditor's report will be shared in our September Board meeting.

Most of our staff are busy preparing for the Oklahoma Library Association Conference next week at the Embassy Suites in Norman. We have several staff presenting sessions at the conference.

4.06 Board Comments.

No board comments received.

5. Adjournment

5.01 Adjourn the Meeting.

Board Chair, Jeannette McNally adjourned the meeting at 6:55pm.



Jeannette McNally, Chair



Lisa Wells, Executive Director