

**Regular Meeting of the  
Pioneer Library System Board of Trustees  
Norman Public Library East  
August 31, 2021**

*Generated by Janet Armbrister on Monday, September 13, 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, Mike Box, Jonathan Fowler, Jeannette McNally, Julie Curry, Philip Nguyen, Mary Pointer, Mandy Haws, Rachel Nicolle Carr, Rayven Kirk

Members absent.

Tara Douglas, Marissa Lightsey

Lisa Wells, Executive Director was in attendance.

1.02 Introduction of Guests.

Janice Bailey, Peggy Cook, Doug Buck, Ashley Welke, Caroline Dulworth, Rebekah Lynam, Christian Potts, Aiden Street, Kelly Sitzman, Kiley Ingram, Chris Manna, Travis Ary, Lunden England, Jennifer Marshall, Kelsey Williamson

1.03 Branch Update and Board Recognition.

Kelsey Williamson shared information about the collective efforts of all the Norman branches to support of Health and Wellness in the Community. It was accomplished through our Bicycling for Better Health Initiative made possible by the Oklahoma Department of Libraries Health Literacy Grant and the Institute of Museum, Libraries and Services. Through this we have done a lot of great things in our community. We have had Bicycle Safety programming for Kids and each branch has a bicycle repair station which are available to everyone. We have also supported the Norman local initiatives like the "Move with the Mayor" community bike ride.

Pioneer has continued to provide virtual programming across the system. We have provided unique experiences for our digital users. One of those efforts was through junior achievement for middle schoolers across the state. They were able to engage them in Career Exploration.

Norman East has been celebrating the world outside our doors. We have been highlighting natural landscaping and prairie pollinators. There will more of this in the future.

Williamson recognized Travis Ary for going above and beyond and advocating in the community for the library.

Lisa Wells introduced Rayven Kirk, representative from McCloud, as a new board member.

Wells recognized Diane Burrough for her 40 years of services, Caroline Dulworth for 25 years and Crystal Inman for 15 years.

#### 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 Jonathan Fowler, second by Mary Pointer.

Final Resolution: Motion Passes

Yes: Marilyn Bradford, Mike Box, Jonathan Fowler, Jeannette McNally, Julie Curry, Philip Nguyen, Mary Pointer, Mandy Haws, Rachel Nicolle Carr, Rayven Kirk

2.02 Consideration of July 20, 2021, Minutes.

Resolution: Approval of the July 20, 2021, Minutes.

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

Motion by Jonathan Fowler, second by Mary Pointer.

Final Resolution: Motion Passes

Yes: Marilyn Bradford, Mike Box, Jonathan Fowler, Jeannette McNally, Julie Curry, Philip Nguyen, Mary Pointer, Mandy Haws, Rachel Nicolle Carr, Rayven Kirk

2.03 Consideration of July 31, 2021, Financial Statement.

Resolution: Approval of July 31, 2021, Financial Statement.

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

Motion by Jonathan Fowler, second by Mary Pointer.

Final Resolution: Motion Passes

Yes: Marilyn Bradford, Mike Box, Jonathan Fowler, Jeannette McNally, Julie Curry, Philip Nguyen, Mary Pointer, Mandy Haws, Rachel Nicolle Carr, Rayven Kirk

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

Resolution: Approval of Agreement Between PLS and City of Oklahoma City 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 Jonathan Fowler, second by Mary Pointer.

Final Resolution: Motion Passes

Yes: Marilyn Bradford, Mike Box, Jonathan Fowler, Jeannette McNally, Julie Curry, Philip Nguyen, Mary Pointer, Mandy Haws, Rachel Nicolle Carr, Rayven Kirk

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

Resolution: Approval of Agreement Between PLS and City of McLoud 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 Jonathan Fowler, second by Mary Pointer.

Final Resolution: Motion Passes

Yes: Marilyn Bradford, Mike Box, Jonathan Fowler, Jeannette McNally, Julie Curry, Philip Nguyen, Mary Pointer, Mandy Haws, Rachel Nicolle Carr, Rayven Kirk

2.06 Consideration to Adopt Defined Benefit (DB) Plan Amendment Resolution.

Resolution: Approval to Adopt Defined Benefit (DB) Plan Amendment Resolution.

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

Motion by Jonathan Fowler, second by Mary Pointer.

Final Resolution: Motion Passes

Yes: Marilyn Bradford, Mike Box, Jonathan Fowler, Jeannette McNally, Julie Curry, Philip Nguyen, Mary Pointer, Mandy Haws, Rachel Nicolle Carr, Rayven Kirk

2.07 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 Jonathan Fowler, second by Mary Pointer.

Final Resolution: Motion Passes

Yes: Marilyn Bradford, Mike Box, Jonathan Fowler, Jeannette McNally, Julie Curry, Philip Nguyen, Mary Pointer, Mandy Haws, Rachel Nicolle Carr, Rayven Kirk

### **3. Other Items for Board Consideration**

3.01 Consideration of July 22 - August 31, 2021, Encumbrances.

Approval of July 22 - August 31, 2021, Encumbrances.

Motion by Mary Pointer, second by Mike Box.

Final Resolution: Motion Passes

Yes: Marilyn Bradford, Mike Box, Jonathan Fowler, Jeannette McNally, Julie Curry, Philip Nguyen, Mary Pointer, Mandy Haws, Rachel Nicolle Carr, Rayven Kirk

3.02 Consideration of Recommendation to Hire Universal Roofing for Roof Replacement and Repair of Related Exterior Features of Pioneer Library System Property at 300 Norman Center Court, Norman, OK, arising from Severe Storm Damage, Pursuant to Exemption from Notice and Competitive Bidding Requirements of Public Competitive Bidding Act, 61 O.S.101 et seq., for an Emergency, Defined at 61 O.S. 130 as "Conditions Resulting from a Sudden Unexpected Happening or Unforeseen Occurrence or Condition whereby the Public Health or Safety is Endangered."

Approval to Hire Universal Roofing for Roof Replacement and Repair of Related Exterior Features of Pioneer Library System Property at 300 Norman Center Court, Norman, OK, arising from Severe Storm Damage, Pursuant to Exemption From Notice and Competitive Bidding Requirements of Public Competitive Bidding Act, 61 O.S.101 et seq., for an Emergency, Defined at 61 O.S. 130 as "Conditions Resulting from a Sudden Unexpected Happening or Unforeseen Occurrence or Condition whereby the Public Health or Safety is Endangered."

Motion by Mike Box, second by Mary Pointer.

Final Resolution: Motion Passes

Yes: Marilyn Bradford, Mike Box, Jonathan Fowler, Jeannette McNally, Julie Curry, Philip Nguyen, Mary Pointer, Mandy Haws, Rachel Nicolle Carr, Rayven Kirk

3.03 Consideration of Recommendation to Hire Pro Tech Mechanical for Replacement/Repair of the HVAC System as a Related Exterior Feature of Pioneer Library System Property at 300 Norman Center Court, Norman, OK, arising from Severe Storm Damage, Pursuant to Exemption from Notice and Competitive Bidding Requirements of Public Competitive Bidding Act, 61 O.S.101 et seq., for an Emergency, Defined at 61 O.S. 130 as "Conditions Resulting from a Sudden Unexpected Happening or Unforeseen Occurrence or Condition whereby the Public Health or Safety is Endangered."

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Motion by Mary Pointer, second by Jonathan Fowler.

Final Resolution: Motion Passes

Yes: Marilyn Bradford, Mike Box, Jonathan Fowler, Jeannette McNally, Julie Curry, Philip Nguyen, Mary Pointer, Mandy Haws, Rachel Nicolle Carr, Rayven Kirk

#### **4. Reports/Updates**

4.01 Defined Benefit Termination Project Report.

Mary Pointer presented Defined Benefit Termination Project Report.

4.02 Story of the Month.

Lunden England presented July's Story of the Month for the Norman Central Circulation and Children's.

On the evening of July 26, a 70-year-old woman visited Norman Central. She had lost her Social Security benefits card and needed a new one as quickly as possible. She'd spoken with someone at the benefits' helpline about her missing card, and they told her she needed to email or fax copies of her driver's license to the government to verify it was indeed her. The customer first met Circulation clerk Valerie, who was up to the task of copying and sending the driver's license. After talking with the customer for a short time, Valerie realized that she needed more assistance than just a copy emailed. The customer didn't have access to her email account and the uploaded documents needed to come from the email account on file, and she needed to call the company's helpline again and see if the documents could come from another address. Valerie brought the customer over to the Children's Department for some back-up assistance. Children's librarians Ms.

Susan and Ms. Tara worked with the customer for an hour – calling the company and waiting through the voice automation to get to an actual person. While waiting, we learned that the customer does have a cell phone; only it's hard for her to hear, and she doesn't use the phone very often, but she did have it with her – in her car. Ms. Susan retrieved the phone and that made everything much easier in verifying the woman's identity to the helpline. By the time the hour was up, the customer had access to her email account and learned that her new benefits card would arrive by Friday in time for her to pay her rent and car payment without penalty.

Kiley Ingram present July's Story of the Month for South Oklahoma City, I.S. Department.

A woman who recently received her US Citizenship came to the SOKC library with a list of to-dos which required internet access. The woman frequents the library; however, she struggles with the use of technology. The librarian at the information services desk recognized the woman, welcomed her, and had a lovely and brief conversation following up from her previous visit at the library. The woman thanked the librarian for having helped her get a job the previous time she had been in and then expressed her need for assistance with her tasks. The librarian listened and together with the woman broke down her tasks by starting from the highest priority to lowest. Together they worked to set up an appointment with a local Postal Service, so the woman could obtain her first US passport, helped her register to vote, apply for a social security card, set up social security benefits account, and more. Although the librarian could tell the woman would get visibly frustrated at times because of her slow speed, the librarian offered assistance and encouragement throughout the woman's entire time at the library. The woman lasted 4+ hours in the library and when she had completed all she could for the day she approached the librarian and offered her sincere gratitude. She said, "I want to say thank you to you and all of your staff, this is one of the few places where I feel truly safe and where I know I will not be ripped off or taken advantage of in any way, and although I cannot offer you much in return, I can add you to my prayers so that you may continue using your talents to help others like myself. It is truly a blessing to receive help."

4.03 Executive Director and Staff Reports.

Lisa Wells shared dates and information about the upcoming Career Online High School graduation and the Board member's retreat.

Wells also shared that we met our community learning goals and as a result ten thousand books will be given away at the well-baby visits at the Cleveland County, McClain County, and the Citizen of Pottawatomie health departments.

4.04 Branch Highlights.

Board members reviewed a PowerPoint presentation featuring highlights of library branch activities during the month of August 2021.

4.05 Board Comments.

No board comments received.

**5. Adjournment**

5.01 Adjourn the Meeting.

Board Chair, Jeannette McNally adjourned the meeting at 7:05pm.

  
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Jeannette McNally, Chair

  
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Lisa Wells, Executive Director