

**Regular Meeting of the Pioneer Library System Board of Trustees**  
**Shawnee Public Library**  
**Tuesday, September 28, 2021**

*Generated by Janet Armbrister on Monday, October 4, 2021*

**1. Meeting is Called to Order**

1.01 Meeting call to order by Chair, Jeannette McNally at 6:30 pm.

1.02 Roll Call.

**Members present**

Marilyn Bradford, Mike Box, Jeannette McNally, Julie Curry, Mary Pointer, Rachel Nicolle Carr, Rayven Kirk, Jimmy Coleman

Members not present

Jonathan Fowler, Marissa Lightsey, Tara Douglas, Philip Nguyen, Mandy Haws

Lisa Wells, Executive Director was in attendance.

1.03 Introduction of Guests.

Rebekah Lynam, Lisa Lempges, Janice Bailey, Christian Potts, Courtney Shelly, Caroline Dulworth, Aiden Street, Doug Buck, Elissa Fox, Mary Sims, Kelsey Williamson, Sue Winterringer, Kaden Kirtley, Janet Armbrister, Peggy Cook

1.03 Branch Update and Board Recognition.

Peggy Cook presented a Shawnee Branch Update.

Shawnee Public Library is an active and engaged library. The library is one of four across the system that has a Local Advisory Board with 6 members which serve as ambassadors for the library. We have a very active Friends group with over 200 members and a board of 15. We are preparing for a big Book Sale on October 7<sup>th</sup>.

Cook wanted to thank the City and the Library System for the awesome upgrades and renovations that have happened at the Library.

The Children's Staff partnered with the school system this summer to support summer learning and helped provide virtual story times.

Adult Services librarians continue to be actively engaged in providing health virtual programming with a local dietitian. We are also looking at after school STEAM programs at the schools and in person programs.

Cook recognized Sue Winterringer for her support of the library.

Lisa Wells recognized Mary Sims for 15 years and Peggy Cook for 30 years of longevity with PLS.

Wells welcomed newest Board member, Jimmy Coleman, Tecumseh's Representative to the meeting.

1.04 Public Comments.

## **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 Marilyn Bradford.

Final Resolution: Motion Passes

Yes: Marilyn Bradford, Mike Box, Jeannette McNally, Julie Curry, Mary Pointer, Rachel Nicolle Carr, Rayven Kirk, Jimmy Coleman

2.02 Consideration of August 31, 2021, Minutes.

Resolution: Approval of August 31, 2021, Minutes.

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

Motion by Mary Pointer, second by Marilyn Bradford.

Final Resolution: Motion Passes

Yes: Marilyn Bradford, Mike Box, Jeannette McNally, Julie Curry, Mary Pointer, Rachel Nicolle Carr, Rayven Kirk, Jimmy Coleman

2.03 Consideration of September 9, 2021, Board Retreat Agenda and Meeting Minutes.

Resolution: Approval of September 9, 2021, Board Retreat Agenda and Meeting Minutes.

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

Motion by Mary Pointer, second by Marilyn Bradford.

Final Resolution: Motion Passes

Yes: Marilyn Bradford, Mike Box, Jeannette McNally, Julie Curry, Mary Pointer, Rachel Nicolle Carr, Rayven Kirk, Jimmy Coleman

2.04 Consideration of September 14, 2021, Board Retreat Agenda and Meeting Minutes.

Resolution: Approval of September 14, 2021, Board Retreat Agenda and Meeting Minutes.

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

Motion by Mary Pointer, second by Marilyn Bradford.

Final Resolution: Motion Passes

Yes: Marilyn Bradford, Mike Box, Jeannette McNally, Julie Curry, Mary Pointer, Rachel Nicolle Carr, Rayven Kirk, Jimmy Coleman

2.05 Consideration of August 31, 2021, Financial Statement.

Resolution: Approval of August 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 Marilyn Bradford.

Final Resolution: Motion Passes

Yes: Marilyn Bradford, Mike Box, Jeannette McNally, Julie Curry, Mary Pointer, Rachel Nicolle Carr, Rayven Kirk, Jimmy Coleman

2.06 Consideration of Pioneer Library System Agreement with City of Tecumseh for Library Services, Facilities, and Maintenance 2021.

Resolution: Approval of Pioneer Library System Agreement with City of Tecumseh for Library Services, Facilities, and Maintenance 2021.

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

Motion by Mary Pointer, second by Marilyn Bradford.

Final Resolution: Motion Passes

Yes: Marilyn Bradford, Mike Box, Jeannette McNally, Julie Curry, Mary Pointer, Rachel Nicolle Carr, Rayven Kirk, Jimmy Coleman

2.07 Consideration of Information Station Agreements for Asher, Dibble, Lexington, Macomb & Maud Schools.

Resolution: Approval of Information Station Agreements for Asher, Dibble, Lexington, Macomb & Maud Schools.

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

Motion by Mary Pointer, second by Marilyn Bradford.

Final Resolution: Motion Passes

Yes: Marilyn Bradford, Mike Box, Jeannette McNally, Julie Curry, Mary Pointer, Rachel Nicolle Carr, Rayven Kirk, Jimmy Coleman

2.08 Consideration of Mutual of Omaha Annuity Sales Agreement.

Resolution: Approval of Mutual of Omaha Annuity Sales Agreement.

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

Motion by Mary Pointer, second by Marilyn Bradford.

Final Resolution: Motion Passes

Yes: Marilyn Bradford, Mike Box, Jeannette McNally, Julie Curry, Mary Pointer, Rachel Nicolle Carr, Rayven Kirk, Jimmy Coleman

2.09 Consideration of Nonparticipating Single Premium Group Annuity Contract.

Resolution: Approval of Nonparticipating Single Premium Group Annuity Contract.

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

Motion by Mary Pointer, second by Marilyn Bradford.

Final Resolution: Motion Passes

Yes: Marilyn Bradford, Mike Box, Jeannette McNally, Julie Curry, Mary Pointer, Rachel Nicolle Carr, Rayven Kirk, Jimmy Coleman

2.10 Consideration of Addendum to Roofing Repair Contract from Universal Roofing in the Amount of \$17,330.

Resolution: Approval of Addendum to Roofing Repair Contract from Universal Roofing in the Amount of \$17,330.

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

Motion by Mary Pointer, second by Marilyn Bradford.

Final Resolution: Motion Passes

Yes: Marilyn Bradford, Mike Box, Jeannette McNally, Julie Curry, Mary Pointer, Rachel Nicolle Carr, Rayven Kirk, Jimmy Coleman

2.11 Consideration of Canva Pro Subscription in the Amount of \$4,364.

Resolution: Approval of Canva Pro Subscription in the Amount of \$4,364.

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

Motion by Mary Pointer, second by Marilyn Bradford.

Final Resolution: Motion Passes

Yes: Marilyn Bradford, Mike Box, Jeannette McNally, Julie Curry, Mary Pointer, Rachel Nicolle Carr, Rayven Kirk, Jimmy Coleman

2.12 Consideration of LinkedIn Learning Subscription Renewal in the Amount of \$15,741.

Resolution: Approval of LinkedIn Learning Subscription Renewal in the Amount of \$15,741.

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

Motion by Mary Pointer, second by Marilyn Bradford.

Final Resolution: Motion Passes

Yes: Marilyn Bradford, Mike Box, Jeannette McNally, Julie Curry, Mary Pointer, Rachel Nicolle Carr, Rayven Kirk, Jimmy Coleman

2.13 Consideration to Purchase two 2022 Ford Transit Vans in the Amount of \$66,716.10.

Resolution: Approval of Purchase of two 2022 Ford Transit Vans in the Amount of \$66,716.10.

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

Motion by Mary Pointer, second by Marilyn Bradford.

Final Resolution: Motion Passes

Yes: Marilyn Bradford, Mike Box, Jeannette McNally, Julie Curry, Mary Pointer, Rachel Nicolle Carr, Rayven Kirk, Jimmy Coleman

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

3.01 Consideration of Auditor's Report for FY 2021-2022.

Ross Roy presented the Auditor's Report FY 2020-2021.

Mary Pointer moved to amend action taken by the Board to the Auditor's Report FY 2020-2021 instead of FY 2021-2022 as presented on the agenda.

Acceptance of Auditor's Report FY 2020-2021.

Motion by Mary Pointer, second by Nicole Carr.

Final Resolution: Motion Passes

Yes: Marilyn Bradford, Mike Box, Jeannette McNally, Julie Curry, Mary Pointer, Rachel Nicolle Carr, Rayven Kirk, Jimmy Coleman

3.02 Consideration of Encumbrances, as Presented, in the Amounts and to the Accounts as Charged, September 2-September 29, 2021.

Approval of Encumbrances, as Presented, in the Amounts and to the Accounts as Charged, September 2-September 29, 2021.

Motion by Mary Pointer, second by Mike Box.

Final Resolution: Motion Passes

Yes: Marilyn Bradford, Mike Box, Jeannette McNally, Julie Curry, Mary Pointer, Rachel Nicolle Carr, Rayven Kirk, Jimmy Coleman

3.03 Consider Convening in Executive Session to Discuss the Revised Personnel FY 2021-2022 Budget.

Approval to Convene in Executive Session to Discuss the Revised Personnel FY 2021-2022 Budget.

Motion by Marilyn Bradford, second by Julie Curry.

Final Resolution: Motion Passes

Yes: Marilyn Bradford, Mike Box, Jeannette McNally, Julie Curry, Mary Pointer, Rachel Nicolle Carr, Rayven Kirk, Jimmy Coleman

#### **4. Executive Session**

4.01 Revised Personnel Budget FY 2021-2022.

#### **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 Marilyn Bradford, second by Jeannette McNally.

Final Resolution: Motion Passes

Yes: Marilyn Bradford, Mike Box, Jeannette McNally, Julie Curry, Mary Pointer, Rachel Nicolle Carr, Rayven Kirk, Jimmy Coleman

5.02 Consideration of Minutes of Executive Session.

Marilyn Bradford stated in accordance with the open meetings 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 Human Resources for storage.

Approval of Minutes of Executive Session as Read.

Motion by Mary Pointer, second by Julie Curry.

Final Resolution: Motion Passes

Yes: Marilyn Bradford, Mike Box, Jeannette McNally, Julie Curry, Mary Pointer, Rachel Nicolle Carr, Rayven Kirk, Jimmy Coleman

### 5.03 Personnel Committee Report.

Marilyn Bradford reported that the Personnel Committee met on September 17<sup>th</sup> and recommended grades 2-4 to be increased to \$12.00 an hour and discussed/recommended a purposed performance adjustment of 4% and agreed with the Outstanding Bonus amount.

### 5.04 Finance Committee Report.

Mary Pointer reported that the Finance Committee met on September 22<sup>nd</sup> to discuss the FY 2021-2022 Ad Valorem Revenue and Recent History and the Revised Personnel Budget.

### 5.05 Consideration of Revised FY 2021-2022 Budget.

Approval of Revised FY 2021-2022 Budget.

Motion by Mary Pointer, second by Marilyn Bradford.

Final Resolution: Motion Passes

Yes: Marilyn Bradford, Mike Box, Jeannette McNally, Julie Curry, Mary Pointer, Rachel Nicolle Carr, Rayven Kirk, Jimmy Coleman

## **6. Reports/Updates**

### 6.01 Defined Benefit Termination Project Report.

Mary Pointer reported that the Project Team met on September 9<sup>th</sup>, 16<sup>th</sup> and 23<sup>rd</sup> to discuss the Defined Benefit Termination.

### 6.02 Story of the Month

Story of the Month of August, submitted by Shawnee, presented by Rebekah Lynam.

One of Shawnee's most eclectic and long-term customers, and a frequent user of Interlibrary Loan, requested a rather obscure book recently that was not able to be borrowed. While the requested book was neither rare nor old, it was simply not available through ILL. This customer borrows books on topics ranging from crayons to cattle. This particular item, Wiley Carroll's History of American Lion Hunting, was simply out of reach even though Greg in Support Services tried repeatedly to acquire it. When Shawnee staffer Sherri broke the news to the customer, his disappointment was palpable. After he left the branch, she immediately started searching for other ways to get the title into this man's hands. Sherri discovered the item was available for purchase for less than \$10 and sent out an email to staff to campaign to raise money to purchase the book for the customer. One staff member immediately purchased the item, and it arrived a few days later. Staff presented the book to the customer who was ecstatic to receive this gift from his local librarians.

### 6.03 Executive Director and Staff Reports.

Lisa Wells thanked the staff for their hard work in preparing for the Audit.

Wells also thanked the Board for their attendance at the Board Retreat.

6.04 Branch Highlights.

6.05 Board Comments.

Marilyn Bradford thank Shawnee staff for their hospitality.

7. Adjournment

7.01 Jeannette McNally, Chair, adjourned the meeting at 7:31 pm.

  
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Jeannette McNally, Chair

  
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Lisa Wells, Executive Director