

Regular Meeting of the Pioneer Library System Board of Trustees
Norman Public Library Central
March 29, 2022

Generated by Janet Armbrister on Wednesday, March 30, 2022

1. Meeting is Called to Order

The meeting was called to order by Chair, Jeannette McNally at 6:30 pm.

1.01 Roll Call

Members present

Marilyn Bradford, Mike Box, Jonathan Fowler, Jeannette McNally, Marissa Lightsey, Julie Curry, Nicolle Carr, Rayven Kirk

Members not present

Philip Nguyen, Mary Blankenship Pointer, Mandy Haws, Tara Douglas, Jimmy Coleman

Lisa Well, Executive Director in attendance.

1.02 Introduction of Guest

Phil Clark, Wanda Haynes, Rebekah Lynam, Becky Pauls, Aiden Street, Laura Callaham, Will Merrick, Heather Thompson, Doug Buck, Lunden England, Kelsey Williamson, Drew Hooper, Peggy Cook, Hillarie Kuhn, Janice Bailey, Beverly Theige, Kaden Kirtley, Caroline Dulworth, Ron Packingham, David Altimont, Jennifer Martin, Kasie-Student at MSU, Connie Littleton-Oklahoma office of Workforce Development

1.03 Branch Update and Board Recognition

Caroline Dulworth presented the Norman Public Library Central branch update.

Caroline highlighted the work NPL Central is doing related to three areas of strategic focus: curate an inclusive customer experience, reimagine the library and collaborate for a broader impact. NPL Central curates an inclusive customer experience through signature programming that will ensure customers know what our programs are about and how to find them at all of our libraries. Some of our programs support Early Literacy and School Readiness and Health Literacy. This year we created digital recorded and live story times. We offer yoga classes and a healthy cookbook club. We also offer these programs at the Cleveland County Fairgrounds and The Well.

Another way to curate an inclusive customer experience is by providing the latest in technology services. The Maker Lab and our Kitchen Ala Carte are just two ways in which we create those experiences.

See meeting agenda for slide presentation.

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 Mike Box, second by Jonathan Fowler.

Final Resolution: Motion Passes

Yes: Marilyn Bradford, Mike Box, Jonathan Fowler, Jeannette McNally, Marissa Lightsey, Julie Curry, Nicolle Carr, Rayven Kirk

2.02 Consideration of February 22, 2022, Minutes.

Resolution: Approval of February 22, 2022, Minutes.

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

Motion by Mike Box, second by Jonathan Fowler.

Final Resolution: Motion Passes

Yes: Marilyn Bradford, Mike Box, Jonathan Fowler, Jeannette McNally, Marissa Lightsey, Julie Curry, Nicolle Carr, Rayven Kirk

2.03 Consideration of February 28, 2022, Financial Statement.

2.04 Consideration of December 3, 2021, Retirement Plans Committee Meeting Minutes.

Resolution: Approval of December 3, 2021, Retirement Plans Committee Meeting Minutes.

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

Motion by Mike Box, second by Jonathan Fowler.

Final Resolution: Motion Passes

Yes: Marilyn Bradford, Mike Box, Jonathan Fowler, Jeannette McNally, Marissa Lightsey, Julie Curry, Nicolle Carr, Rayven Kirk

2.05 Consideration to Adopt DC Plan Resolution, Including Exhibit A with New Contribution Percentages.

Resolution: Approval to Adopt DC Plan Resolution, Including Exhibit A with New Contribution Percentages.

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

Motion by Mike Box, second by Jonathan Fowler.

Final Resolution: Motion Passes

Yes: Marilyn Bradford, Mike Box, Jonathan Fowler, Jeannette McNally, Marissa Lightsey, Julie Curry, Nicolle Carr, Rayven Kirk

2.06 Consideration of Contribution Amounts for All Participants.
Resolution: Approval of Contribution Amounts for All Participants.

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

Motion by Mike Box, second by Jonathan Fowler.

Final Resolution: Motion Passes

Yes: Marilyn Bradford, Mike Box, Jonathan Fowler, Jeannette McNally, Marissa Lightsey, Julie Curry, Nicolle Carr, Rayven Kirk

2.07 Consideration of Appointment of Great-West Trust Company as Successors Trustee of the DC Plan Trust.

Resolution: Approval of Appointment of Great-West Trust Company as Successors Trustee of the DC Plan Trust.

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

Motion by Mike Box, second by Jonathan Fowler.

Final Resolution: Motion Passes

Yes: Marilyn Bradford, Mike Box, Jonathan Fowler, Jeannette McNally, Marissa Lightsey, Julie Curry, Nicolle Carr, Rayven Kirk

2.08 Consideration to Adopt Amended and Restated Adoption Agreement for the DC Plan.

Resolution: Approval to Adopt Amended and Restated Adoption Agreement for the DC Plan.

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

Motion by Mike Box, second by Jonathan Fowler.

Final Resolution: Motion Passes

Yes: Marilyn Bradford, Mike Box, Jonathan Fowler, Jeannette McNally, Marissa Lightsey, Julie Curry, Nicolle Carr, Rayven Kirk

2.09 Consideration to Adopt Resolution Amending the Pioneer Library Systems IRC Section 457b Retirement Plan to Clarify the Installment Distribution Option.

Resolution: Approval to Adopt Resolution Amending the Pioneer Library Systems IRC Section 457b Retirement Plan to Clarify the Installment Distribution Option.

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

Motion by Mike Box, second by Jonathan Fowler.

Final Resolution: Motion Passes

Yes: Marilyn Bradford, Mike Box, Jonathan Fowler, Jeannette McNally, Marissa Lightsey, Julie Curry, Nicolle Carr, Rayven Kirk

2.10 Consideration of Annual Ratification of Library Automation Services Agreement Between Pioneer Library System and Independent School District I-29 of Cleveland County (Norman Public Schools) 2022-2023.

2.11 Consideration to Revise the PLS Board By-Laws.

2.12 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 Mike Box, second by Jonathan Fowler.

Final Resolution: Motion Passes

Yes: Marilyn Bradford, Mike Box, Jonathan Fowler, Jeannette McNally, Marissa Lightsey, Julie Curry, Nicolle Carr, Rayven Kirk

3. Other Items for Board Consideration

3.01 Consideration of Report on Fourth Quarter Investments by Lockton Retirement Services. David Altimont presented Fourth Quarter Investment Report.

Action: 3.02 Consideration of Encumbrances in the Amounts and to the Accounts as Charged, February 25 - March 31, 2021.

Approval of Encumbrances in the Amounts and to the Accounts as Charged, February 25 - March 31, 2021.

Motion by Mike Box, second by Rayven Kirk.

Final Resolution: Motion Passes

Yes: Marilyn Bradford, Mike Box, Jonathan Fowler, Jeannette McNally, Marissa Lightsey, Julie Curry, Nicolle Carr, Rayven Kirk

3.03 Consideration of Bid Proposal & Contract for E-Rate Category 2 Network Project for 2022-2023 in the amount \$159,459.96.

Approve Bid Proposal & Contract for E-Rate Category 2 Network Project for 2022-2023 in the amount \$159,459.96.

Motion by Marilyn Bradford, second by Marissa Lightsey.

Final Resolution: Motion Passes

Yes: Marilyn Bradford, Mike Box, Jonathan Fowler, Jeannette McNally, Marissa Lightsey, Julie Curry, Nicolle Carr, Rayven Kirk

3.04 Consideration of Contract for Shawnee 24L Pad and Electrical Installation.

Approve Consideration of Contract for Shawnee 24L Pad and Electrical Installation.

Motion to Accept Marler Bid.

Motion by Jonathan Fowler, second by Julie Curry.

Final Resolution: Motion Passes

Yes: Marilyn Bradford, Mike Box, Jonathan Fowler, Jeannette McNally, Marissa Lightsey, Julie Curry, Nicolle Carr, Rayven Kirk

3.05 Consideration of Purchase for Furniture Replacement for the Marketing and Communications Suite in the Amount of \$24,667.07.
(not specified)

Motion by Mike Box, second by Nicolle Carr.

Final Resolution: Motion Passes

Yes: Marilyn Bradford, Mike Box, Jonathan Fowler, Jeannette McNally, Marissa Lightsey, Julie Curry, Nicolle Carr, Rayven Kirk

4. Reports/Updates

4.01 Consideration of Retirement Plans Committee Report.

Lisa Wells presented Retirement Plans Committee Report.

4.02 Story of the Month.

Lunden England presented February's Story of the Month received from the Blanchard Branch. An elderly lady came up to the circulation desk and asked if we had any books about diabetes that were easy to understand. The library assistant at the desk did a quick search on Workflows and said, "Yes, we have Diabetes for Dummies on the shelf." The customer said, "that is exactly what I need because my doctor just told me I'm diabetic and I don't understand anything about it." The customer went on to say that she had all these questions that the doctor hadn't answered, and she became visibly upset. As I happened to be at the desk at the time, I told her I would show her where the book was located. As we walked to the shelves, I told her that I was also diabetic and that it can be scary when you are first diagnosed. She said that all her doctor told her was to eat better and to exercise. I tried to reassure her that she was doing the right thing by getting more information at the library. I also told her that we had resources for diabetic cooking and had exercise classes each week. As we chatted, she just seemed to be at a loss for who could help her with this chronic condition she was facing. Again, I tried to reassure her that the library had lots of resources to help her. I also told her that there were educational classes about diabetes sponsored by various organizations, she was not alone in trying to understand this condition and I could help her locate a class to attend. She still could not talk about the diagnosis without her eyes tearing up, but she did step into the exercise class that was just starting up and talked with the instructor, then decided to go home with her library book to read up on the condition. The next week she came back to join the exercise class and stopped by the circulation desk after they finished. She was smiling and thanked me for being so understanding the previous week when she had been so upset. She said the library staff had given her the support that she needed at the time, and she was now taking steps to live a healthy life with her diabetic condition. I could tell she no longer felt helpless and alone, and I am glad that we could help her at a time she felt so devastated by her diagnosis.

4.03 Executive Director and Staff Reports.

Lisa Wells shared information about the Annual Report.

She announced the upcoming Oklahoma Library Association Advocacy Day at the Capitol on Wednesday, April 6th.

Wells mentioned a contingency of staff attended the OLA Conference this past month. Marissa Lightsey and several of the PLS staff presented during the conference. We also had staff attend the PLA conference in Portland last week. Both were great conferences, and we look forward to sharing our knowledge and implementing some of what we learned

We are completing our ARPA, Capital Projects Fund proposal for a joint \$55,000,000 project this week, which would include new libraries in Moore, Tecumseh and Purcell.


4.04 Board Comments

No board comments received.

5. Adjournment.

5.01 Adjourn the Meeting.

Chair, Jeannette McNally adjourned the meeting at 7:38 pm.



Jeannette McNally, Chair



Lisa Wells, Executive Director