



**PIONEER LIBRARY SYSTEM
BOARD OF TRUSTEES
MINUTES
SEPTEMBER 29, 2009**

The Board of the Pioneer Library System met Tuesday, September 29, 2009 @ 6:30 p.m., at the Purcell Public Library. Prior notice of this meeting was given in conformance with the Oklahoma Open Meeting Act. Board chair Lynne Miller was absent. Past Board chair Kathy Walker called the meeting to order and presided.

Board members present were: Nancy Cook-Senn, Shawnee; Steve Eddy, Moore; Cheryl Ferguson, Newcastle; Anne Hammond, Pottawatomie County; Elaine Hobson, Lexington; Gloria Hodge, Slaughterville; Rick Linn, McClain County; Kelly Nemecek, Purcell; Robin Parker, Noble; and Kathy Walker, McLoud. Lynne Miller, Chris Odneal, Ryan Owens, and Cherie Trousdale were absent. Anne Richey arrived at 6:39 p.m.

Anne Masters, Director, was in attendance.

Guests at the meeting included: Theresa Dickson, Doug Buck, Andy Peters, Richard Davis, Caroline Dulworth, Jana Moring, Peggy Cook, Bonnie Ray, Carol Andes, Jenny Stenis, Gary Kramer, Galyn Hembree, Megan Morgan, Carolyn Levings and Jill Luker from *Eide Bailly*, and Vicki Tichenor.

Consent Docket

Because the Board did not receive the information on Item #6: New Cell Phone Contract in their Board packets prior to the meeting, they didn't have the necessary time to review the information, therefore Kathy Walker asked that Item #6 be heard in regular order.

Nancy Cook-Senn moved that the Board approve the consent docket items #4, 5, 7, 8, 9, and 10 which consisted of the discussion, consideration, acceptance/rejection, approval/disapproval/or taking other action on the following:

- Item #4 – August 25, 2009 Minutes.
- Item #5 – August 31, 2009 Financial Statement.
- Item #7 – To Sell or Dispose of Surplus and/or Obsolete Equipment.
- Item #8 - Purchase of Anti-Microbial Keyboards.
- Item #9 – PLS Board 2010 Meeting Schedule.
- Item #10 – PLS 2010 Holiday Schedule.

Robin Parker seconded the motion.

Yes: Cook-Senn, Eddy, Ferguson, Hammond, Hobson, Hodge, Linn, Nemecek, Parker, and Walker. No: None. Abstain: None.

Item #6: New Cell Phone Contract

It is time to replace the old cell phones for technology staff and Pioneer vehicles. Associate Director for Technology, Andy Peters reported that after investigating other providers, AT&T was shown to have the best service covering the far-reaching areas where Pioneer information stations are located. Because of the functionality they provide, Andy recommended that five iPhones be purchased for technology staff and six regular cell phones be purchased, one for each vehicle, from AT&T at the total cost of \$9,761.76. The funds for technology phones will come from 2009-2010 technology budget. The vehicle phones will come from the communication budget. All phones are at State contract price.

Elaine Hobson moved for Board approval of the new cell phone contract in the amount of \$9,761.76 from AT&T. Gloria Hodge seconded the motion.

Yes: Cook-Senn, Eddy, Ferguson, Hammond, Hobson, Hodge, Linn, Nemecek, Parker, Richey, and Walker. No: None. Abstain: None.

Consider and Vote to Approve/Disapprove/or Take Other Action on Encumbrances in the Amounts, and to the Accounts as Charged, August 27, 2009 through September 30, 2009

The Board reviewed the encumbrances for August 27, 2009 through September 30, 2009. After discussion, Rick Linn moved that the Board approve the encumbrances as presented. Robin Parker seconded the motion.

Yes: Cook-Senn, Eddy, Ferguson, Hammond, Hobson, Hodge, Linn, Nemecek, Parker, Richey, and Walker. No: None. Abstain: None.

Consider and Vote to Accept/Reject/or Take Other Action on Auditor's Report

Carolyn Levings of *Eide Bailly LLD* distributed copies of the Pioneer Library System audit for FY2008/2009 and gave the report to the Board.

After hearing the report Rick Linn expressed concern that the Board did not have adequate time to review the document prior to the Board meeting. By law, the PLS Board must submit an annual audit of income and expenditures to all entities (specified by the Oklahoma Department of Libraries) by October 1st. In the future, the Board would like to review the audit at least 48 hours prior to the Board meeting. Director, Anne Masters asked Carolyn Levings to convey this concern to *Eide Bailly*.

After discussion Rick Linn moved that the Board accept the auditor's report for FY2009/2010. Kelly Nemecek seconded the motion.

Yes: Cook-Senn, Eddy, Ferguson, Hammond, Hobson, Hodge, Linn, Nemecek, Parker, Richey, and Walker. No: None. Abstain: None.

Consider and Vote to Approve/Disapprove/or Take Other Action to Reaffirm PLS Oklahoma Open Records Act Policy

Theresa Dickson stated that this policy is an interpretation of Oklahoma's Open Meeting/ Open Records Act. The purpose of this Act is to allow persons to examine the records of the library within the exceptions permitted by law and following procedures established by library Board of Trustees.

ODL standards recommend updating policies every four years. Theresa Dickson reported that staff recommends no changes to the document at this time, therefore staff is asking the Board to reaffirm the policy.

Cheryl Ferguson moved to reaffirm the PLS Oklahoma Open Records Act Policy, and Nancy Cook-Senn seconded the motion.

Yes: Cook-Senn, Eddy, Ferguson, Hammond, Hobson, Hodge, Linn, Nemecek, Parker, Richey, and Walker. No: None. Abstain: None.

Consider and Vote to Approve/Disapprove/or Take Other Action on Revisions to PLS Collection Development Policy

Collections Coordinator Caroline Dulworth presented changes to the PLS Collection Development Policy. Since the last update in 2005 the most significant change was to take out references to format of items purchased. Pioneer follows the same selection criteria regardless of format for all materials. In the future, the policy will not have to be updated as format changes occur in the marketplace.

Robin Parker moved that the Board approve the revisions to the PLS Collection Development Policy. Anne Hammond seconded the motion.

Yes: Cook-Senn, Eddy, Ferguson, Hammond, Hobson, Hodge, Linn, Nemecek, Parker, Richey, and Walker. No: None. Abstain: None.

Consider and Vote to Approve/Disapprove/or Take Other Action on Purchase of Computers for the Blanchard Library

The new Blanchard Library is scheduled to open in spring of 2010. Andy Peters recommended that computers for the new library be approved now to allow ample time for purchase and preparation. Twenty (20) computers from Dell were recommended, individually priced at \$1,089.77 with total cost of \$21,795.40. This item is at State contract price.

Anne Richey moved that the Board approve the purchase of twenty (20) Dell computers as configured on website for the new Blanchard Library at the State contract price of \$21,795.40. Anne Hammond seconded the motion.

Yes: Cook-Senn, Eddy, Ferguson, Hammond, Hobson, Hodge, Linn, Nemecek, Parker, Richey, and Walker. No: None. Abstain: None.

Consider and Vote to Approve/Disapprove/or Take Other Action on Purchase of Video Surveillance System for the Blanchard Library

Video surveillance systems have been placed both at Noble and Shawnee Libraries. Theresa Dickson reported that in researching the cost for the new Blanchard Library, it would be less costly to install the surveillance equipment while the builders are framing the building, set to begin in about four to six weeks. *SimplexGrinnell* installed the video surveillance system in the Shawnee Library and Pioneer is very happy with their work. The State contract price of the video surveillance equipment is \$17,898.18.

After Board discussion, Anne Richey moved for Board approval to purchase a video surveillance system for the new Blanchard Library from *SimplexGrinnell* at State contract price of \$17,898.18. Gloria Hodge seconded the motion.

Yes: Cook-Senn, Eddy, Ferguson, Hammond, Hobson, Hodge, Linn, Nemecek, Parker, Richey, and Walker. No: None. Abstain: None.

Consider and Vote to Approve/Disapprove/or Take Other Action on Letter of Understanding Regarding Pioneer Library System Foundation

Development officer Jana Moring reported on the meeting of potential Pioneer Library System Foundation members held at Republic Bank in Norman on September 22. Several documents prepared by attorney Becky Patten were reviewed including the articles of incorporation, the bylaws, and a letter of understanding prepared for the purpose of formalizing the PLS Board of Trustees approval of the creation of a PLS Foundation. After Board approval of the letter of understanding, the certificate of incorporation will be filed. The first meeting of the Foundation Board will be held on December 7.

Rick Linn expressed concern that the letter of understanding might not be clear that the line of authority would be from the Development Officer to the PLS Executive Director and not to the Foundation Board. He requested that a sentence be added in the third paragraph of the letter of understanding that would say, “the library will employ, supervise, and determine the compensation for the development officer.” Then continue on with, “The Library will also provide. . .et.al.” as is already stated.

Steve Eddy then moved that the Board approve the letter of understanding between Pioneer Board and the Pioneer Library System foundation as amended by Rick Linn. Cheryl Ferguson seconded the motion.

Yes: Cook-Senn, Eddy, Ferguson, Hammond, Hobson, Hodge, Linn, Nemecek, Parker, Richey, and Walker. No: None. Abstain: None.

Other Business

There was no other business.

Director and Staff Reports

Anne Masters reported that Shawnee Branch Manager and Pottawatomie County Coordinator Julia Harmon has announced her retirement. Her last day will be January 15.

The position has been advertised and a timeline has been established to name the new Shawnee Branch Manager and Pottawatomie County Coordinator by the end of October.

Children's services coordinator Jenny Stenis reported on a new program called "Growing Like a Read" developed by Pioneer staff members to help teach pre-reading skills to parents of children aged 0-4 years of age. The program is funded by a grant from the In-As-Much Foundation and was implemented in the branch libraries this month. Jenny complimented PIO Gary Kramer on a wonderful job designing the program components including a flip book for parents to use at home to share nursery rhymes with their children.

Jenny continued her report with information about the 2009 Summer Reading Program. Pioneer had a great summer with almost 27,000 children involved in some aspect of the summer reading program. Over 8,000 children signed up for the program. Almost 20,000 attended the programs planned by system and branch staff members.

Theresa presented the Notable Numbers sheet for September. The number of programs was up 20% over the same time period in 2008, program attendance was up 14%, circulation was up 32%, and the door count showed a 24% increase in library attendance.

Theresa also reported on flu care kits prepared and sent to all branches and the Pioneer Service Center by Sherri Banks, PLS Purchasing Agent. The H1N1 flu is a major concern this year and Theresa thanked Sherri for her hard work and the wonderful job she did on the kits.

On October 13 Pioneer will offer flu shots to staff as part of a wellness bonus.

PIO Gary Kramer thanked the Board for participating in the photo session prior to the Board meeting. The Board photos will be a part of the 2008-2009 annual report. He also highlighted the winter edition of *Word* magazine featuring the complete Red Dirt Book Festival guide. Gary invited Board members to the Festival that will be held November 6-7, 2009 in Shawnee.

Board Comments

Kathy Walker added that on October 1st Aiden Street will become the new Norman Library Branch Manager.

Kathy complimented Pioneer's Virtual Library staff who won \$500 worth of downloadable titles from *OverDrive* for outreach efforts for the service. Forty libraries worldwide participated in the contest and PLS Virtual Library won 5th place.

Anne Richey added her compliments on Gary Kramer's design of the Growing Like a Read materials and the WORD magazines.

Adjournment

Hearing no further business or comments, Elaine Hobson moved to adjourn the meeting. Cheryl Ferguson seconded the motion.

Yes: Cook-Senn, Eddy, Hobson, Linn, Miller, Nemecek, Odneal, Owens, Parker, Trousdale, and Walker. No: None. Abstain: None.

Past Board chair Kathy Walker adjourned the meeting.

Kathy Walker, Past Board Chair

Anne Masters, Secretary