

**EASTERN OKLAHOMA LIBRARY SYSTEM
BOARD MINUTES**

May 25, 2021

The Eastern Oklahoma District Library System Board of Trustees met in regular session at the Support Services Building, 14 E. Shawnee, Muskogee, and Muskogee County, Oklahoma. The Agenda was posted in conformance with the Oklahoma Open Meeting Act. Charity Stirling, Board President called the meeting to order at 1:00 p.m. Roll was called to establish the presence of a quorum.

ROLL CALL

Charity Stirling, Pres. (City of Kansas)	present
Fran Bewley (City of Sallisaw)	present
Suzanne Boles (City of Grove)	present
Dan Cott (City of Tahlequah)	absent
Reggie Cotton (City of Muskogee)	present
Kaley Evans (City of Haskell)	present
Doug Harvell (City of Muldrow)	present
Peggy Hladik (McIntosh County)	absent
Brenda Maddan (City of Stilwell)	absent
Janelle McKnight (City of Eufaula)	present
Sally Meador (City of Checotah)	present
Dwight Phillips (Sequoyah County)	present
Angy Purget (City of Hulbert)	present
Yolette Ross (Cherokee County)	absent
Marie Synar (Muskogee County)	present
Gary Walker (Delaware County)	present
Rozena Weaver (City of Westville)	present
Dale Wiggins (City of Warner)	absent
Vacant (Adair County)	
Vacant (City of Jay)	
Vacant (City of Ft. Gibson)	

OTHERS PRESENT

Mary Moroney, Exec. Director
Christina Linz, Ass't. Director.
Amanda Spaulding, Business Mgr.
James Williamson, IT Mgr.

Branch locations were logged onto
the Zoom videoconference.

1. Welcome and Roll Call

2. Open Forum – 3-minute limitation per speaker – 9 minutes per topic

3. Minutes – March 23, 2021

Walker moved to approve the minutes. Weaver seconded the motion.

Ayes: Bewley, Boles, Cotton, Evans, Harvell, McKnight, Meador, Phillips, Purget, Synar, Walker, Weaver and Stirling.

Nays: None.

Motion passed.

4. Financial Report March, April, 2021

Spaulding reviewed the April Statement of Revenues and Expenditures. Meador asked about the McIntosh County sales tax that goes to library personnel. She also asked about the cities of Ft. Gibson and Muldrow that contribute extra money for their libraries. Moroney said she would explain in more detail those funds during the Budget discussion. Meador then asked about the goal to increase mills from two to four in Delaware and Sequoyah counties. Moroney explained that under the Strategic Plan both Delaware County and Sequoyah County managers were beginning to work on creating campaign committees and further information will be provided when we do the Strategic Plan updates later this summer. Evans moved to accept the report. Phillips seconded the motion.

Ayes: Bewley, Boles, Cotton, Evans, Harvell, McKnight, Meador, Phillips, Purget, Synar, Walker, Weaver and Stirling.

Nays: None.

Motion passed.

5. Covid19 update

A. What's happened? Moroney reported:

1. Masks are recommended for unvaccinated patrons.
2. Unvaccinated staff must still wear masks.
3. Vaccinated staff may choose not to wear a mask.
4. Meeting rooms are open to the public. Branches may limit occupancy.
5. Library programs in the meeting rooms may still be capped for the protection of staff and patrons.

6. Strategic Plan 2020-2023

A. Information, Learning and Entertainment

1. Increase the number of active patrons – Moroney said 260 people have used the online registration form. This temporary registration allows patrons to use e-material immediately. Before a permanent card is given to a patron they must meet the residency requirements.

B. Fiscal Sustainability

1. Pre FY22 Budget – Moroney reviewed the budget worksheets, starting with revenue. All revenue is added together and then expenses are allocated. McKnight asked about the impact on the budget for not charging for overdues. Moroney said of course that revenue is missing, but she couldn't make sure it wouldn't be missing anyway because overall circulation is down so much. She said she would bring circulation information to the next Board meeting. McKnight and Meador asked about the special City/County support and how that affects those branches. Moroney said the Budget expenditures are based on a history of spending. If the branch didn't have the extra money in their budgets, they wouldn't have been able to spend at the level in which they did.

Moroney discussed the expenditure categories, starting with Personnel. She said an in-house marketer for the System was the major addition to staffing for next year. She went on to discuss the new centralized selection process that the Ass't. Director would begin in July. The majority of print materials will be selected by the Ass't. Director but every manager will be able to suggest titles.

Meador stepped out of the meeting.

Operational expenses for annual maintenance fees and licenses would be taken from the Support Services allocation. Previously these costs were paid from individual branch allocations. McKnight said she'd like more clarification on the McIntosh County sales tax. Moroney said since the budget is based on historical spending, and each branch spent that money every year, it is actually accounted for in the allocations for each branch. She said she would bring clarifying information to the next Board meeting. Synar moved to approve the Preliminary Budget. Cotton seconded the motion.

Ayes: Bewley, Boles, Cotton, Evans, Harvell, McKnight, Phillips, Purget, Synar, Walker, Weaver and Stirling.

Nays: None.

Motion passed.

2. Performance rewards – Moroney said performance evaluations are normally done each May. Last year the evaluations were delayed until November and no rewards were given in FY20. This year, 41 employees earned an Outstanding Performance Evaluation. The Board has normally rewarded Outstanding employees with half of a week's pay. For full time employees, half a week is 20 hours. These employees have the option of taking half a week's pay or receiving three vacation days (24 hours). Part time employees are awarded half a week's pay. If all 41 employees chose the pay option, it was cost the System \$11,528. Evans moved to approve the Performance Rewards for FY21. Walker seconded the motion.

Ayes: Bewley, Boles, Cotton, Evans, Harvell, McKnight, Phillips, Purget, Synar, Walker, Weaver and Stirling.

Nays: None.

Motion passed.

3. Grant Updates – Moroney asked Linz to update the Board on grant applications. Linz said the System had received three Libraries Transform Communities grants from the American Library Association. Each grant is for \$3,000 and the grants will be used to spur community conversations. In Hulbert the community will be discussing what library programming will help meet community needs, in Muldrow the conversations will center around the history and influence of Women's Basketball in the area and in Warner they will be discussing community experiences throughout history. Video recording equipment will be purchased so these conversations can be shared online.

7. Nominating Committee will meet to create slate for FY22

A. Slate: President - Charity Stirling

Vice-president - Dan Cott

Treasurer - Peggy Hladik

Evans moved to elect the slate as presented. Cotton seconded the motion.

Ayes: Bewley, Boles, Cotton, Evans, Harvell, McKnight, Phillips, Purget, Synar, Walker, Weaver and Stirling.

Nays: None.

Motion passed.

ADJOURNMENT

The next Board meeting will be July 27, 2021.

As there was no further business, the Board adjourned at 2:08 p.m.