

MINUTES
TULSA CITY-COUNTY LIBRARY COMMISSION
Thursday, March 18, 2010

Central Library
400 Civic Center, Tulsa, OK 74103
4th floor conference room

Present:

R. Kyle Alderson
David Brumbaugh
Sally Frasier
County Commissioner Keith
Claudia Meiling
Charles O. Meyers, Jr.
Judy Randle
Cindy Vogel

Absent:

Mayor Bartlett
Rebecca Marks
La Verne Ford Wimberly, Ed.D

Also Attending:

Laurie Sundborg, COO
Gail Morris, Finance Director

- 1) Vice Chairman Cindy Vogel called the meeting to order at 12:00 p.m. with a quorum present. A motion was made by Mrs. Randle, seconded by Ms. Keith, to approve the minutes from the February 18, 2010 meeting as submitted. The motion carried.
- yeas – Alderson, Frasier, Keith, Meiling, Meyers, Randle, Vogel
noes – none
abstained – none

- 2) Laurie Sundborg gave the Staff Report highlighting activities held since the February 2010 Library Commission meeting. (copy is attached) Mr. Brumbaugh joined the meeting. Mrs. Sundborg invited Commissioners to tour the Support Services Center at 1339 N. Lansing on Friday, March 19.

- 3) Mrs. Meiling gave the Budget and Finance Committee report.

- a) Mrs. Meiling began by thanking the library for partnering with RSVP for a No Nonsense Non-profit Management Series workshop – “A Partnership made in Heaven.”

She reported that most revenues were stable and on target to meet budget projections. One obvious exception was interest income, as has been reported in the past. Expenses continued to run behind projections. Utilities were down due to lower fuel costs.

- b) Invested on February 28, 2010 was \$27,292,391 in the Library Sweep Investments.

- c) Claims ran as expected for March. An exception was a claim for a property tax payment to County Treasure Dennis Semler for just under \$5,000 for the property tax on the Broken Arrow duplexes.

Personnel	\$ 154,777.96
Maint. & Operations	\$ 280,247.80
Materials	\$ 209,581.10
Capital Outlay	\$ 153,558.30
Miscellaneous	\$ 4,725.92
TOTAL:	\$ 802,891.08

A motion was made by Mrs. Meiling, to approve the Finance, Investments, and Claims reports. The motion carried.

yeas – Alderson, Brumbaugh, Frasier, Keith, Meiling, Meyers, Randle, Vogel
noes – none
abstained – none

tile can be laid when Central is open as it can be walked on shortly after installation. This will take place in the next few weeks and no major disruptions in service are expected.

5) R. Kyle Alderson gave the Services and Collections Committee report.

As part of the continued progress through the TCCL Policy Manual chapters, the staff had reviewed Chapter 4 on library card policy and Chapter 5 regarding circulation policies and had made the recommendations as noted in red on the chapter. (A copy is attached) A motion was made by Mr. Alderson to adopt the revisions of Chapters 4 and 5 of the TCCL Policy Manual. Mrs. Randle proposed several changes to content and grammar to be considered for clarification. The motion was rescinded. No action was taken. Both Policy Manual chapters will be brought back for approval at the April Commission meeting.

6) Sally Frasier gave the Long Range Planning Committee report.

Last month TCCL's 3-year rolling plan for July 2010 through June 2013 was distributed to Commissioners for review. The focus particularly for 2010/2011 was to continue progress with various projects that were started in 2009/2010, such as the implementation of the floating collection, the scheduling of various IT equipment replacement and upgrades as part of TCCL's infrastructure and the fine tuning to installation of the RFID project. The primary emphasis as always is services and the mission to provide excellent customer service. A motion was made by Mrs. Frasier, to approve the 3-year rolling plan for 2010/2011 through 2012/2013. The motion carried. (a copy is attached) Judy Randle had several suggestions

yeas – Alderson, Brumbaugh, Frasier, Keith, Meiling, Meyers, Randle, Vogel
noes – none
abstained – none

7) Larry Bartley gave the Tulsa Library Trust report.

- The Tulsa Library Trust Board met for its quarterly meeting on February 23rd, at the Central Library.
- On December 31, 2009 total current assets of the Trust were \$12,204,516.
- During the 2nd quarter, the Trust received grants and donations totaling \$270,640. There are currently pending grants totaling \$20,000.
- The Trust has initiated a fundraising campaign to support programming at Connor's Cove through memberships in Connor's Crew. The annual \$20 membership includes a pirate prize (this year a pirate hat) the member's name is listed on a registry in the "gangway" to Connor's Cove, included in the new hallway mural, and an invitation to the Pirate Party at the end of the year. Members will also receive email notices of all upcoming programs at Connor's Cove.

8) Mr. Meyers gave the Personnel Committee report.

a) Personnel actions for the month were submitted for approval. There were 42 actions, including 2 appointments, 3 changes in status, 2 dismissals, 16 ends to temporary employment, 1 to a higher grade, 1 retirement, 2 resignations, and 15 performance increases.

b) Payroll totaled \$1,053,630.27 for 420 employees for the month of March 2010.

A motion was made by Mr. Meyers, to approve the Personnel Actions and Payroll for March. The motion carried.

yeas – Alderson, Brumbaugh, Frasier, Keith, Meiling, Meyers, Randle, Vogel
noes – none
abstained – none

noes – none

Abstained - none

The motion carried.

yeas – Alderson, Brumbaugh, Frasier, Keith, Meiling, Meyers, Randle, Vogel

noes – none

abstained – none

The next Regular Meeting of the Tulsa City-County Library Commission will be at **12:00 noon**, on **Thurs., April 15, 2010**, at the Owasso Library in the meeting room.

The meeting was adjourned at 2:00 p.m.

Respectfully submitted,

David Brumbaugh, Secretary

The final agenda was posted at the Central Library and on the Tulsa City-County Library Web page on Wednesday, March 15, 2009 and a meeting notice with the City and County Clerks, at the Central Library, and on the Library web page on March 12, 2009.