





- b) The Commission reviewed the process of having the janitorial service provider Breath of Fresh Air submit a proposal for one year of service. This would be in lieu of putting the janitorial contract out for bid as is traditionally done, but not required. TCCL has been exceptionally pleased with the current service provided by Breath of Fresh Air and would like to consider their proposal for this next year. Once received and reviewed, the contract will come to the full commission for approval. Mrs. Randle made a motion for approval of the process of having a yearly contract by Breath of Fresh Air. The motion carried.

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

- c) The Committee plans to rebid the lawn care service contract this spring. Times have changed drastically for many companies that offer this type of service, and competitive bids are anticipated.
- d) The last snow and ice storm provided the opportunity to test the services of Pinnacle Property Maintenance, LLC of Bixby for snow and ice removal at our libraries. They took care of the parking lots at Suburban Acres, Collinsville, Kishner, Skiatook, Owasso and Maxwell Irrigation. Much was learned from this experience and intent is to explore it further as a good way to get results needed to provide customers and staff safe access to library facilities.
- e) There was a glitch in the process to expand the workroom for the Schusterman Benson Library. The short story is that the City of Tulsa owns the parcel that contains our North parking lot at Schusterman, as well as a small strip of land on the east side of the library. We have a long term, 99 year lease with the City of Tulsa for these parcels. When the survey company was preparing for the expansion, they determined that the land to building ratio was too high to approve the expansion when only considering the land we own, not the parcels that are leased from the City. We do not anticipate a major problem as we have a several libraries built upon land under a 99 year lease. But we will likely experience a delay and a trip to the Board of Adjustments.
- f) The property management contract wording between TCCL and McGraw for the Broken Arrow Land duplexes is still being reviewed for legal details.
- g) The Commission considered the list of surplus property from the IT department and asked that it be declared surplus and auctioned or sold through TKO, a company TCCL has successfully used in the past. A motion was made by Mrs. Randle to approve the list of surplus property. The motion carried. (a copy is attached).

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

7) Cindy Vogel gave the Services and Collections Committee report.

- a) The Quarterly Statistics were presented and reviewed. Circulation of materials was up and had climbed 13% from last year. Overall library usage had increased in almost all areas of service.
- b) The Commission had reviewed revisions recommended by the Committee to Chapters #3 (Meeting Rooms), #8 (Buildings, Grounds & Equipment) and #9 (Budgeting and purchasing) of the TCCL Policy Manual. Mrs. Randle suggested a change in wording to Chapter 3, #4 under the Abuse section. The wording would be changed to read "Leaving children

