## MINUTES
### TULSA CITY-COUNTY LIBRARY COMMISSION
### Regular Meeting

Thursday, May 18, 2017

Owasso Library
Meeting Room
101 W. Broadway
Owasso, OK  74055

<table>
<thead>
<tr>
<th>Present:</th>
<th>Absent:</th>
<th>Also Attending:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vicki Adams for County Commissioner Peters</td>
<td>Mayor G.T. Bynum</td>
<td>Kim Johnson, <em>CEO</em></td>
</tr>
<tr>
<td>Leanne Helmerich</td>
<td>Moises Echeverria</td>
<td>Monique Sendze, <em>COO</em></td>
</tr>
<tr>
<td>Rebecca Marks</td>
<td>Sally Frasier</td>
<td>Gail Morris, <em>CFO</em></td>
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<tr>
<td>Charles O. Meyers, Jr.</td>
<td>County Commissioner</td>
<td>Jonathan Townsend representing</td>
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<tr>
<td>William L. Peacher</td>
<td>Ron Peters</td>
<td>Mayor Bynum</td>
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<tr>
<td>Judy Randle</td>
<td></td>
<td>Melissa Easterling, Tulsa Lib. Trust</td>
</tr>
<tr>
<td>Richard White</td>
<td></td>
<td>Shelby Roberson, Summitt Group</td>
</tr>
<tr>
<td>La Verne Ford Wimberly, Ed.D.</td>
<td></td>
<td>Doug Mann, Attorney-at-Law</td>
</tr>
</tbody>
</table>

1. The meeting was called to order at 12:00 p.m. by Chairman Bill Peacher. Diane Cariker called the roll for attendance and determined a quorum was present. Jonathan Townsend was in attendance representing Mayor Bynum.

Present: Adams, Helmerich, Marks, Meyers, Peacher, Randle, White, Wimberly

2. Chairman Peacher announced that Mayor Bynum wants to make his reappointing efforts to Authorities, Boards and Commissions more efficient. He would like an up-to-date dashboard of information on individuals currently serving and requesting to serve in the future. Having this information available to him electronically will help him make decisions about reappointments and make sure he has a good representation across the Tulsa area. He is asking all City-appointed members of Commissions to fill out a form. The information will be put into a City of Tulsa database to have accurate information on each commissioner. Diane will also be sending in the attendance of each commissioner at the Mayor’s request after each regular and special commission meeting for them to enter in the database.

3. CEO Kim Johnson introduced Jennifer McQuade, three year Owasso Library Manager, who in turn introduced her "amazing" staff present including Shelly Wimberley – Youth Librarian, Mary Ford – Lead Customer Service Assistant, Karen Inman and Lorena Reyes de Mejia – Customer Service Assistants. McQuade said the Owasso Library was remodeled for the new service model in August of 2015. Owasso is among the busiest of locations, 5th in circulation – 275,000 items per year, serving 10,000 customers per month. They offer many programs for adults, teens and children, the favorite of which is the annual Touch-a-Truck which was held a few weeks ago. Pictures of the event were passed around. Touch-a-Truck drew over 600 people this year. McQuade invited commissioners to tour the library to see the changes and to visit the children’s area.

• Robin is teen associate at the Collinsville Library. Responding to a need in the community, she created a program on bullying prevention with resource pages for kids to do a self-assessment. In 2013 when the 6th grade was moved to a new location, 8 blocks from the library, Robin accepted the challenge by recruiting teachers, school librarians, counselors and administrators to support her efforts to visit the school without interrupting their school schedule. For her creative dedication to young library customers, Robin deserved the Rave Review award.

• Keba filled-in as Interim manager in the Research Center in June. This position on top of her many system-wide duties with Zone Service Model projects was a massive undertaking. She created efficient systems and processes for each Research Center service. As a trained Oklahoma Quality Award Examiner, she was able to identify gaps in processes and services and make recommendations. Keba is a master of transition – encouraging and directing teams of all types. Her work ethic represents the highest caliber of internal customer service and she deserved a Rave Review. Pictures were taken.

5. Kim Johnson gave the CEO report.

• Johnson brought attention to the 2016 Annual Report in each of the commissioner’s folders. A small fact book is located inside the first page for convenient access to library facts. She credited the Public Relations department for creating a wonderful annual report with excellent pictures.

• A sheet for Commissioner Summer Reading Program sign-up opportunities was passed around for commissioners to pick a date, time and library to volunteer their services to help library staff sign-up children, teens, and adults for the Summer Reading Program.

• Johnson announced another Mayoral Challenge for the summer as well as a Summer Reading Program Kick-off in the garden at the Central Library on Tuesday, May 23 at 10:00 a.m. Mayor G.T. Bynum will read the first book and challenge other mayors in the county to sign up the most customers. Children of all ages are invited to attend.

• A video clip from the Broken Arrow May 16, 2017 City Council meeting was shown -- the mayor issued a challenge for all cities in Tulsa County to sign up the most children and citizens for the Summer Reading Program – aiming for the highest percentage of children for bragging rights. The challenge has been issued.

• The Library has a Seed Library for customers to check-out seeds and bring seeds back. Carly Rush (KFAQ 1170) requested a press release for her “Did You Know” segment about the Central Library. Kim alerted everyone to be listening for it.

The Staff Report is attached.

6. CONSENT AGENDA

• Minutes from the April 13, 2017 Library Commission Retreat - Special Commission meeting
• Minutes from the April 20, 2017 Library Commission meeting
• Budget and Finance
  - Finance Report
  - Approval of Disbursements
• Personnel
  - Approve Payroll
  - Personnel Actions – (Proposed Personnel Actions are available 24 hours in advance of this meeting in the Business Office at the Central Library (L1) located at 400 Civic Center in Tulsa for review and copying)
  - Approve Travel Requests
Hearing no request to deal with any Consent Agenda item separately, a motion was made by Mr. Meyers, seconded by Dr. Wimberly, to approve the consent agenda in total. The motion carried.

yeas – Adams, Helmerich, Marks, Meyers, Peacher, Randle, White and Wimberly
noes – none
abstained – none

7. **BUDGET AND FINANCE COMMITTEE**

1) Gail Morris provided a condensed report on the 2017-2018 Budget draft. The budget draft was reviewed by the Physical Facilities Committee, the Personnel Committee, and the Budget & Finance Committee last week. They not only focused on the overall numbers, but also spent time reviewing each category of expenditures. She gave the following changes to the budget for next year:

- Good news: property values in Tulsa County continue to increase again this year -- seeing positive growth.
- Fines and Fees: Automatic Renewals on checked out items will reduce this category of revenue
- Major increases in the Personnel category because of higher Insurance premium of 4%, additions to staffing (having moved back into the Central Library), and a 4% increase in retirement program employer contribution.
- Gail announced that i-pads and software will be acquired for Library Commissioners to cut down on paper copies of documents.

This is a report only. The commission has 30 days to review and a vote will be taken at the June 15, 2017 commission meeting.

Chairman Peacher complimented Kim Johnson and Gail Morris on a very clear, professional process and presentation of the proposed budget. He said it is the most clear-cut thoughtful budget he has seen since he has been on the commission. He relayed his appreciation.

8. **PERSONNEL COMMITTEE**

1) **2018 Library Commission Meeting Schedule**

The proposed 2018 Library Commission schedule was presented at the April Library Commission meeting. Having had 30 days to review with no changes, Leanne Helmerich made a motion to approve the proposed 2018 Library Commission Schedule. The motion carried. A copy is attached.

yeas – Adams, Helmerich, Marks, Meyers, Peacher, Randle, White and Wimberly
noes – none
abstained – none

2) **Proposed 2018 Holiday and Sunday Schedule**

The proposed Holiday and Sunday schedule for 2018 was presented. There are a few minor changes to the schedule from prior years. The first is a change from a 5:00 p.m. to 6:00 p.m. closing on Wednesday, November 21st. Adding one hour to the closing times allows customers to stop by the library after work. It is also consistent with early weekday closing times for our smaller locations.

The second change is a reduction in early closing times in December. Some years ago in response to staff requests and traffic patterns, we began closing at 6:00 p.m. the last two weeks of December. After consideration, we do not feel that the early closing hours before Christmas is consistent with customer expectations. Leadership felt that this can be a very hectic time for our customers and continuing with normal operation hours provides for
consistent customer service. We are recommending that we continue to close at 6:00 p.m. during the last week of the month, when many other non-retail businesses have reduced hours of operation.

This schedule is presented as a report; the commission will be asked to vote on the schedule at the June Commission meeting.

3) Market Adjustment (Cost of Living Adjustment)
At our most recent personnel committee meeting, the Tulsa City County Library Staff Association presented a request for a 2.5% market adjustment for the 2017-2018 fiscal year. Their proposal was well researched and referenced other library systems and local government entities that have recently given market adjustments to their employees. The salary chart reflecting a 2.5% cost of living adjustment is attached. It should also be noted that last year the Staff Association did not request a market adjustment, partially due both local and national economic conditions. The Commission supported that recommendation and did not issue a market adjustment for the 2016-17 fiscal year. However, the Personnel Committee feels that a market adjustment could be considered for the next fiscal year. This information is presented as a report only and will be submitted for vote at the June commission.

4) Policy Update to Injury Leave/Workers Compensation-Chapter 10 of the TCCL Policy Manual
The Personnel Committee also reviewed some recommended changes to two sections of Chapter 10. The section titled “Injury Leave” loosely covers what is legally deemed Worker’s Compensation lost time pay. To best align our policy with current Worker’s Compensation law we need to move sections of the language contained under “Injury Leave” to the Workers Compensation section. Our Worker’s Compensation insurance coverage is responsible for the payment of injury leave, which is normally defined as Total Temporary Disability (TTD). The new policy will also allow staff to use accrued leave to supplement TTD payments if the employee desires to do so. It will also allow staff to use accrued leave for compensation during the three days before TTD becomes effective, assuming the Worker’s Compensation claim is approved. We do not have the actual language for review at this time as legal counsel is reviewing the draft. The updated language will be sent to commissioners when it is made available. This policy manual update will be submitted for vote at the June commission to ensure the changes take effect at the beginning of the library’s fiscal year.

5) Interim Human Resources Director report on Benefit Renewals
The Personnel Committee met with staff and the Summit Group to review benefit renewal options. Interim HR Director Gail Morris briefly reviewed the outcome of this meeting. The Summit Group was in attendance for any questions regarding the proposal.

- Community Care Health Insurance – a 4% increase in premiums – all benefits remain the same
- Delta Dental – remains the same, no increase
- Life Insurance and Accidental Death and Dismemberment – the provider was changed from Hartford to Prudential, the premium was reduced and the Accidental Death and Dismemberment clause was added at no additional cost to all staff 20 hours and above.
- Prudential Long Term Disability – the provider was also changed from Hartford to Prudential. There was a positive change in that the wait time for the beginning of Long Term Disability was reduced from 180 days to 90 days.
- Vision Care – same plans are provided – no change
- Short Term Disability – an option for this will be offered for the first time this year
Healthcare Savings Plan – a flexible savings account will be offered to all employees – a maximum of $1,000 of tax free benefits with a $500 rollover clause at the end of the year.

The Commission considered the Benefit Renewals as detailed at the meeting. A motion was made by Ms. Helmerich, to approve the benefit renewals as detailed today. The motion carried.

yeas – Adams, Helmerich, Marks, Meyers, Peacher, Randle, White and Wimberly
noes – none
abstained – none

Now open enrollment can begin. Leanne Helmerich praised the Summitt Group for their presentation to the committee and said their willingness to work with the staff was impressive.

9. SERVICES AND COLLECTIONS COMMITTEE

1) Policy Manual Updates - Chapter Nine

Chapter Nine deals with budgeting and purchasing. Having had 30 days to review the revisions, Mr. White made a motion to approve the revisions to Chapter Nine of the TCCL Policy manual. The motion carried.

yeas – Adams, Helmerich, Marks, Meyers, Peacher, Randle, White and Wimberly
noes – none
abstained – none

2) Approval of CIPA E-Rate Filtering

We are fortunate to be recipients of the E-rate program which helps America’s schools and libraries obtain affordable access to modern telecommunications and information services. Every year, subject to E-Rate funding and receipt of services, we can qualify for reimbursements on our telecommunications and other technology expenditures; funded by fees which you see in the form of universal service charges from your telecommunication service provider. The Children’s Internet Protection Act (CIPA) was signed into law on Dec. 21, 2000. The Supreme Court’s 6-3 CIPA decision means that to receive E-rate funds, a public library must certify that it is enforcing a policy of Internet safety by using filtering or blocking technology to prevent computer access to visual depictions that are obscene, contain child pornography or are otherwise deemed harmful to minors.

(Library Commissioner Rick White read the following paragraph word for word)

The following information may be found in Chapter 2, Library Services, of the Tulsa City County Library policy manual.

The library uses a technology protection measure (or “Internet filter”) on all computers with Internet access. It is used to assist in preventing access to sites which violate Oklahoma State Statutes Title 21-1021-21-1024.4 and Title 21-1040.75-21-1040.77, otherwise known as “harmful to minors law.” As required by the Children’s Internet Protection Act (CIPA),

1 NOTE: FCC is only requiring that the CIPA information be discussed at a board or public meeting when you make changes to your Internet filtering solution. However, we recommend that the commission discuss compliance with CIPA each year at the same month so you don’t have to remember to discuss in the year that something changes.
Pub. L. No. 106-554 and 47 USC 254(h), blocking is applied to visual depictions of materials deemed obscene or child pornography or to any material deemed harmful to minors (as those terms are defined in the U.S. Code). Subject to staff supervision, the filter may be temporarily disabled only for bona fide research or other lawful purposes. Additionally, the library may use the filter to block certain categories of internet sites for the protection of the network and PCs (for example sites that use malicious code to “hijack” a computer’s settings or install spyware and or malware).

A motion was made by Mr. White, to approve the E-rate Filtering (CIPA). The motion carried.

yeas – Adams, Helmerich, Marks, Meyers, Peacher, Randle, White and Wimberly
noes – none
abstained – none

10. LONG RANGE PLANNING COMMITTEE
1) Tulsa City-County Library 2016 – 2020 Strategic Plan
The Strategic Plan was presented at the April 2017 Library Commission meeting. The Library Leadership Team with input from staff around the system worked to map out the library's strategic direction for fiscal years 2017-2020 for the Strategic Plan dated 2016-2020. The library’s three strategic goals are to:

- Promote lifelong learning and literacy in all forms
- Contribute to stronger communities; and
- Cultivate engaged employees

As the library invests in numerous programs and robust resources, it is done with a strategic focus on these three goals and their incredible significance to library customers and broader Tulsa County communities.

A motion was made by Dr. Wimberly, to adopt the Tulsa City-County Library’s Strategic Plan. The motion carried.

yeas – Adams, Helmerich, Marks, Meyers, Peacher, Randle, White and Wimberly
noes – none
abstained – none

11. TULSA LIBRARY TRUST REPORT
Melissa Easterling reported the following in Bonnie Henke’s absence:

- The Trust Board met this week on Tuesday, May 16, 2017.
- They had a clean 2015-16 audit report issued.
- The Trust Board is working on finalizing the 2017-18 Budget Draft.
- A Trust Executive Committee meeting will be held next week to list future goals and the strategic plan of the Trust that could impact areas of the 2017-18 Budget.
- There will be a Finance committee meeting in early June to review all budget requests from TCCL and all Trust ongoing expenses.
- The Trust Finance Committee will approve the 2017–2018 budget and distribute to the rest of the Trust Board for their review and approval.

12. PRESENTATIONS
1) Katlin Seagraves gave a presentation on the Digital Literacy Lab and the Web Digital Series at the Central Library in conjunction with Mozilla. Web developers from Mozilla came to the Central Library to teach a series of classes:
January – Kracken the Web – talked about evaluating online information
February – Internet Protocol – IP addresses and how it works – compared to the Postal Service
March – Code the Web – X-ray goggles – to show how websites are composed
April – Encryption Basics – to talk about how your information stays private

Information literacy, how websites are built, how encryption works, how to keep your information private, are all subjects covered in the classes.

2) Tracy Warren, Community Outreach and Literacy Services Manager informed commissioners of the Volunteer gifts that were at each of their places. These gifts were also given to the Volunteers at the April 23, 2017 Volunteer Recognition event.

Tracy also gave a presentation on the “Bring Back the Books” program - a final report.
- This program was launched in April 2017 tying it into the timing of National Library Week. The amnesty to bring back item was a good public relations interaction.
- An email went out to 70,000 customers informing them of the program. 35,000 opened the email. 7,000 items were returned for a total worth of $151,000. $82,000 of fines were waived, though not all of them would have been collected because they were over the three-year mark.

Tracy thanked the commission for the opportunity to have the program, which was last held in 2013.

3) Leah Weyand, Teen Coordinator and Suanne Wymer, Youth Services Manager reported on the upcoming 2017 Summer Reading that begins on May 30 through August 5 for every age group. Leah reported that Summer Reading is a true team effort touching every department in the library. She showed the prizes and medals for the theme “Build a Better World.” The goal of the program is to foster the joy of reading and to stop the “summer slide.” It aligns with Goal #1 – Lifelong Learning in all forms for all ages. Babies and children through the 5th grade make up the first age group, then teens and adults. Sixteen and seventeen year olds can choose whether to be in the teen group or the adult. They reviewed the value of the different coupon books for the four age levels. Commissioners were encouraged to join in the sign-up of children at the library of their choice for the best Summer Reading program in the country, thanks to the Tulsa Library Trust.

13. The next regular meeting of the Tulsa City-County Library Commission will be 12:00 noon, Thursday, June 15, 2017, at the Central Library, 400 Civic Center, Tulsa, OK 74103 in the Executive Conference Room on Level L.

The meeting was adjourned at 1:00 p.m.

Respectfully submitted,

Rebecca Marks, Secretary

The final agenda was posted at the Owasso and Central Libraries; and on the Tulsa City-County Library Commission Web page on Wednesday, May 17, 2017. A meeting Notice was sent on May 10, 2017 to the City and County Clerks, posted at the Owasso and Central Libraries, and posted to the Tulsa City-County Library web page.
Summary of items approved in the consent agenda:

**BUDGET & FINANCE**

a) As of April 20, 2017 the following Balance Sheet entries were reported:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>Depository Fund, &amp; Credit Card Revenue</td>
<td>$1,982,365</td>
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<tr>
<td>Total Accounts Receivable</td>
<td>$1,379,121</td>
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<tr>
<td>Library Sweep Investments</td>
<td>$15,032,038</td>
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<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$18,393,524</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounts Payable and Encumbrances</td>
<td>$479,935</td>
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<tr>
<td>Assigned Fund Balances</td>
<td>$6,981,213</td>
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<tr>
<td>Unassigned Fund Balance - Inclusive of Y-T-D Revenue over Expense</td>
<td>$10,932,376</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$18,393,524</strong></td>
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b) Disbursements were:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>Insurance &amp; Benefits</td>
<td>166,630.14</td>
</tr>
<tr>
<td>Maintenance</td>
<td>365,196.89</td>
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<tr>
<td>Materials</td>
<td>252,828.47</td>
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<tr>
<td>Capital Outlay</td>
<td>19,775.37</td>
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<tr>
<td>Miscellaneous</td>
<td>23,157.55</td>
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<td><strong>TOTAL</strong></td>
<td><strong>$827,588.42</strong></td>
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**PERSONNEL**

a) Requested & approved PERSONNEL ACTIONS for May were routine in nature & included:

<table>
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<th>Description</th>
<th>Number</th>
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<tr>
<td>Appointments</td>
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<tr>
<td>Change in Status</td>
<td>4</td>
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<tr>
<td>Performance Increases</td>
<td>14</td>
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<tr>
<td>Resignations</td>
<td>3</td>
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<tr>
<td>Title Change/Other Pay Increase</td>
<td>1</td>
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<tr>
<td>To a Higher Grade</td>
<td>3</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>32</strong></td>
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</table>

b) PAYROLL totaled: **$1,193,419.94** for 407 employees. The summary for the Affordable Care Act fees and the staff benefits for the month of May is as follows:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Affordable Care Act</td>
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<tr>
<td>Community Care</td>
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<td>Hartford Life</td>
<td>$1,552.32</td>
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<tr>
<td>Delta Dental</td>
<td>$5,322.05</td>
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<td>Hartford Long Term</td>
<td>$1,840.15</td>
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