The meeting was called to order at 12:00 p.m. by Chairman Judy Randle. Diane Cariker called the roll and determined a quorum was present.

Judy Randle read and presented Rosy Lindh with a proclamation on the occasion of her retirement after 25 years of service. Rosy began in the Central Library Media Center and then moved to Reference Department Manager. She established the AskUs Hotline before being named Manager of the Kendall-Whittier Library, then Maxwell Park. Rosy is appreciated for her exemplary career and dedication to the library system. Rosy thanked the commission and staff for allowing her to have a very successful career by believing in her and pushing her to take on more responsibility. Dr. Shaffer echoed thanks to Rosy. He said both Kendall-Whittier and Maxwell Park are special libraries with unique challenges. He appreciates Rosy’s efforts and gave her good wishes to enjoy retirement.

Dr. Shaffer introduced Central Library Manager Buddy Ingalls, who welcomed commissioners to the first commission meeting in the renewed Central Library. Buddy introduced his team present: Head of Security Tony Vice; Head of Research Rachel Thompson; Head of Children’s Services Stacy Morehead; Head of Collections Chris Rogers. He also recognized the Head of Reader’s Services Jennifer Greb in absentia. This public service team of 56 has taken care of nearly 30,000 customers already who have come through the door of the Central Library. Buddy said he couldn’t have put this team together without Suanne Wymer as his mentor. Dr. Shaffer thanked Buddy for doing an amazing job with his team, adding Buddy was hand-selected as Central Library Manager.

A Central Library Report was given to each commissioner. In addition to the nearly 30,000 customers, 25,000 books have already been circulated. Looking at traffic vs. Central Library before it closed and then at Librarium, the Central Library is far outpacing and exceeding even the leading regional branches and leading the pack once again. Dr. Shaffer thanked Monique Sendze for putting the statistical report together.
5. Dr. Shaffer highlighted the Staff Report, which is attached.

6. CONSENT AGENDA

- **Minutes from the September 15, 2016 Regular 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)
  - Approval of Travel Requests

Hearing no request to deal with any Consent Agenda item separately, a motion was made by Mrs. Frasier, seconded by Mr. Meyers, to approve the consent agenda in total. The motion carried.

yeas – Frasier, Helmerich, Hope, Keith, Meyers, Peacher, Randle, White, Wimberly
noes – none
abstained – none

7. Sally Frasier gave the Personnel Committee Report.

1) American Library Association (ALA) Code of Ethics
   
   A draft for adding the American Library Association Code of Ethics to the policy manual was presented. By adding the ALA code of ethics to the policy manual, it will align with the requirements for the Oklahoma Quality Award application process. Commissioners will have 30 days to review the changes.

8. Wendell Hope, Sr. gave the Physical Facilities Report.

1) Saint Francis Health System has announced their intention to donate a 6.5-acre parcel in South Broken Arrow to our library system. The South Broken Arrow library is the busiest of the 24 locations in terms of visitors and checkouts on a per square foot basis. The library is in need of more space for future expansion than what is available at the current location. Barry Steichen, chief operating officer of Saint Francis Health System was quoted as saying “We are proud to invest in the future of the community through support of the Tulsa City-County Library. It is our hope that the future developments on this gifted land will serve the community for generations to come. Advancing access to libraries and learning opportunities provided by the library system is in the best interest of our children, our region and our future.”

   The land will be the future site of the William K. and Natalie O. Warren Library. The construction of a new library will be dependent upon future funding initiatives. While Saint Francis has made it clear that this donation will proceed, the acceptance of this donation is subject to the finalization of a few legal processes.

   A motion was made by Commissioner Hope, to accept the donation of the land contingent upon proof of marketable title and acceptance of a donation policy by the Library’s legal counsel. The motion carried.

   yeas – Frasier, Helmerich, Hope, Keith, Meyers, Peacher, Randle, White, Wimberly
   noes – none
   abstained – none
9. Richard White, Jr. gave the Services and Collections Committee Report.

1) Meeting Room Policy Review

Beginning January 3, 2017 the Tulsa City-County Library will implement the highly desired option for customers to book meeting rooms online from their PC or mobile device. The new meeting room reservation system is called Communico. As a result of this exciting offering, the Meeting Room policy will need to be updated to reflect the new process.

A copy of the proposed changes is in the packet beginning on page 49. The commission will have the next 30 days to review the proposed changes to Chapter Three of the Policy Manual. Action will be called at the November Commission meeting.

10. Sally Frasier gave the Nominating Committee Report.

Chairman Randle officially appointed Sally Frasier, La Verne Ford Wimberly, and Charles O. Meyers, Jr. to make up the Nominating Committee at the September Library Commission meeting:

Their task was to come up with a slate of officers for 2016-2017 and present it at the October Library Commission meeting for a vote.

A motion was made by Mrs. Frasier, to approve the slate of officers recommended by the Nominating Committee as listed below:

- Chairman: Bill Peacher
- Vice Chairman: Rick White
- Secretary: Rebecca Marks

The motion carried.

yeas – Frasier, Helmerich, Hope, Keith, Meyers, Peacher, Randle, White, Wimberly
noes – none
abstained – none

Judy Randle took a personal moment to tell the commission and staff what an honor and privilege it has been to serve as Chairman of the Library Commission. She thanked all who had trust in her and who were so willing to help during her tenure. Mrs. Randle said that she has left the commission in good hands with the new officers who will continue the mission by changing lives and moving forward.

11. Tulsa Library Trust Executive Director Sarah Jane Gillett gave a report.

1) Ms. Gillett thanked the Commissioners who attended the thank-you donor luncheon on September 20. She said that there were great comments and feedback from the event.

2) Ms. Gillett said that she will be turning her attention inward in the next six months getting up to speed on the function of the Trust and learning about the transition of financial management of the Trust, which previously has been managed by Library CFO Gail Morris. The Trust approved a bare bones strategic plan before her arrival. She will further the Trust’s efforts to be a better partner with the Library.

3) Ms. Gillett said the Trust is fortunate to have Melissa Easterling as their new accountant. Melissa used to work for the Tulsa Zoo and has years of experience.

4) Ms. Gillett reminded Commissioners that there is still some room available if they want to attend the John Hope Franklin event on Thursday, Nov. 17 at the Greenwood Cultural Center.
5) Ms. Gillett gave special thanks to Trust Board member and donor Ruth Nelson for the brand new custom-built bookmobile that made its first appearance at the Central Library Grand Opening. The media event is scheduled for Nov. 1 at 3:30 p.m. at the Tulsa Housing Authority Mohawk Manor site. She thanked Ruth Nelson for her generosity.

Sarah Jane thanked Trust Board member Robin Ballenger for serving on the board and for being a support to her. Sarah also thanked Gary Shaffer for including her in senior staff meetings.

12. Presentation:

Gail Morris gave an update to commissioners on the Central Library Renewed project, showing views of the completed elevations, meeting rooms, departments, and outdoor features. Confetti and fireworks accompanied the Grand Opening celebration on October 1st. Chairman Randle thanked Mike Leitch and Gail Morris for all their work on the project.

13. Commission Chair Judy Randle gave a statement as to Dr. Shaffer’s tenure with the library and his resignation. She said it is a bittersweet moment and the Commission is excited for him. The Commission believes Dr. Shaffer achieved the specific goals and objectives they had in mind for the library system when he was selected six years ago in an outstanding manner. He has shared many innovative ideas that will serve TCCL well. Some of these accomplishments achieved or late are:

- The Central Library building: an example of a 21st century library.
- TCCL has gone seamlessly into the digital era while remaining a vital public resource.
- TCCL is sustainable and environmentally responsible.
- TCCL has the first library owned and run Starbucks coffee shop in the nation.
- Dr. Shaffer made possible a donor funded state-of-the art brand new Bookmobile.
- Dr. Shaffer led the development of a facilities master plan for the library system to take us through the next 25 years and beyond.
- Entered into a partnership with the Junior League of Tulsa for an afterschool writing and tutoring center complete with a special retail store modeled after 826NYC.
- Dr. Shaffer negotiated with Saint Francis Health System through the Warren Foundation the transfer of 6.5 acres of property valued at $2.3 million for a new library in South Broken Arrow.
- TCCL won an Oklahoma Quality Award for its pursuit of excellence from the Oklahoma Quality Foundation presented by Governor Mary Fallin.
- The Library will soon be providing free WiFi connectivity at the Tulsa Airport
- A Cherokee Language app was created and added nationally to Mango Learning Languages. It has been well used and accessed in Oklahoma and around the nation
- Dr. Shaffer helped the University of Oklahoma secure a national planning grant for design of a new master’s degree for 21st Century Library Leadership for the OU School of Library and Information Studies.

Dr. Shaffer is leaving the Tulsa City-County Library poised to take these 21st century changes into library branches and communities throughout the city and county. In his new position Dr. Shaffer will be training library managers for the future. He proudly calls this “The Tulsa Way” -- making libraries sustainable and relevant to the needs of the people they serve.

14. Chairman Randle gave clarification to the meaning of New Business as it relates to Library Commission meetings. Under the Open Meeting Act ‘new business’ means any matter not known about or which could not have been reasonably foreseen prior to the time of the posting of our agenda.”
The next Regular Meeting of the Tulsa City-County Library Commission will be at **12:00 noon**, on **Thursday, November 17, 2016**, at the Peggy Helmerich Library, 5131 E. 91st Street, Tulsa, OK in the meeting room.

The meeting was adjourned at 12:45 p.m.

Respectfully submitted,

Richard D. White, Jr. Secretary

The final agenda was posted at the Central Library; and on the Tulsa City-County Library Commission Web page on Wednesday, October 19, 2016. A meeting Notice and Change of location from the Suburban Acres Library to the Central Library was sent on September 26, 2016 to the City and County Clerks, posted at the Central Library, and posted to the Tulsa City-County Library web page. The change of location notice was posted at the Suburban Acres Library also.

**Summary of items approved in the consent agenda:**

**BUDGET & FINANCE**

a) **As of September 30, 2016 the following Balance Sheet entries were reported:**

- Depository Fund, & Credit Card Revenue: $1,466,053.
- Due from Tulsa Library Trust: $587,250.
- Due from Starbucks: $251,095.
- Library Sweep Investments: $9,657,152.
- **TOTAL:** $11,961,550.

- Accounts Payable and Encumbrances: $1,266,265.
- Assigned Fund Balances: $6,981,213.
- Unassigned Fund Balance - Inclusive of Y-T-D Revenue over Expense: $3,714,072.
- **TOTAL:** $11,961,550.

As a reminder, in excess of $7.3 million of these funds are assigned for the Central Library Renovation Project and Information Technology needs. The unassigned fund balance as you are aware has been set aside for system replacements and capital needs per our Vanir Replacement Cost study.

b) **Disbursements were:**

- Insurance & Benefits: 151,049.94
- Maintenance: 751,394.70
- Materials: 499,189.89
- Capital Outlay: 528,554.13
- Miscellaneous: 269.63
- **TOTAL:** $1,930,458.29
**PERSONNEL**

a) Requested and approved PERSONNEL ACTIONS for October were routine in nature and included:

- Appointments 27
- Change in Status 3
- Change in Status/To a Higher Grade 2
- Decrease in Pay 1
- End of Employment 2
- Performance Increases 30
- Reclassify Position 1
- Resignations 3
- To a Higher Grade 2

Total: 71

b) PAYROLL totaled: $1,197,903.19 for 394 employees. The summary for the Affordable Care Act fees and the staff benefits for the month of October is as follows:

- Affordable Care Act $4,087.92
- Community Care $76,546.37
- Hartford Life $1,536.00
- Delta Dental $5,613.98
- Hartford Long Term $1,833.57

c) TRAVEL REQUESTS:

- Leah Weyand to the Young Adult Library Services Association (YALSA) Symposium, November 4-6, 2016 in Pittsburgh, PA at an estimated cost of $1,222.

- Laura Raphael and Maureen O’Keefe to the Family Place Libraries Training Institute, November 14-17, 2016 at the Middle Country Public Library, in Centereach, NY (Long Island) at an estimated cost of $3,726.