

**EASTERN OKLAHOMA DISTRICT LIBRARY SYSTEM  
BOARD MINUTES**

September 25, 2018

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. Margaret Rigney, Board President called the meeting to order at 1:04 p.m. Roll was called to establish the presence of a quorum.

**ROLL CALL**

Margaret Rigney, Pres. (City of Checotah)	present
Sandra Abramowicz (City of Hulbert)	present
Soneeta Ballenger (City of Westville)	present
Fran Bewley (City of Sallisaw)	present
Michael Cargill (City of Stilwell)	absent
Thomas Carment (City of Muskogee)	absent
Harvey Charbonneau (Delaware County)	absent
Dana Chouteau (City of Grove)	present
Dan Cott (City of Tahlequah)	present
Mike Donahue (City of Ft. Gibson)	present
Ron Ezell (Muskogee Co.)	present
Chloe Frooninckx (City of Jay)	absent
Maxine Glory (Cherokee Co.)	present
Doug Harvell (City of Muldrow)	present
Peggy Hladik (McIntosh Co.)	absent
Janelle McKnight (City of Eufaula)	present
Kaley Noah (City of Haskell)	present
Gail Peterson (Adair County)	absent
Dwight Phillips (Sequoyah County)	present
Charity Stirling (City of Kansas)	present
Jimmie White (City of Warner)	present

**OTHERS PRESENT**

Mary Moroney, Exec. Director  
Kathy Seibold, Ass't. Director  
Amanda Spaulding, Business Mgr.

Gabe Richardson, Auditor  
Jackson, Fox and Richardson

Rhonda Lee, Ft. Gibson Br. Mgr.  
Robin Mooney, Tahlequah Br. Mgr.  
Holly Hughes, Haskell/Warner Br. Mgr.

## **1. Welcome and Roll Call**

Mike Donahue was introduced as the new Board Member from Ft. Gibson.  
Moroney introduced Kathy Seibold as the new Assistant Director for the System.

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

Rigney said the Board received a letter from the Friends of the Hulbert Community Library. Copies were given to each Board member.

## **3. Minutes – July 24, 2018**

Ballenger moved to approve the minutes. Chouteau seconded the motion.

Ayes: Abramowicz, Ballenger, Bewley, Chouteau, Cott, Donahue, Ezell, Glory, Harvell, McKnight, Noah, Phillips, Stirling and Rigney.

Nays: None.

Motion passed.

Jimmie White arrive at 1:09 p.m.

## **4. Financial Report August, 2018**

Spaulding reviewed the August Statement of Revenues and Expenditures explaining that audit adjustments had been made so prior year information looked odd. She said over all, revenue was up.

Abramowicz moved to accept the report. Chouteau seconded the motion.

Ayes: Abramowicz, Ballenger, Bewley, Chouteau, Cott, Donahue, Ezell, Glory, Harvell, McKnight, Noah, Phillips, Stirling, White and Rigney.

Nays: None.

Motion passed.

## **5. Budget Items**

### **A. Approve FY18 Audit – Gabe Richardson**

Richardson review the entire audit and said it was a clean audit and the System had good internal controls. He explained the calculations used to report OPERS liability that is required by the state.

Chouteau moved to approve the FY18 Audit. Noah seconded the motion.

Ayes: Abramowicz, Ballenger, Bewley, Chouteau, Cott, Donahue, Ezell, Glory, Harvell, McKnight, Noah, Phillips, Stirling, White and Rigney.

Nays: None.

Motion passed.

### **B. Approve Surplus Equipment lists**

Ezell moved to approve the list of equipment with the addition of a chalkboard from the Muskogee Library. Noah seconded the motion.

Ayes: Abramowicz, Ballenger, Bewley, Chouteau, Cott, Donahue, Ezell, Glory, Harvell, McKnight, Noah, Phillips, Stirling, White and Rigney.

Nays: None.

Motion passed.

## **6. Approve updated Disciplinary Policy to address impairment**

Moroney told the Board that she and Amanda Spaulding had each attended different seminars discussing Medical Marijuana licenses in Oklahoma and how that may affect employers. She said both seminars stressed the importance of explaining to employees the rules about marijuana at work. Moroney said EODLS receives federal money from the OK Dept. of Libraries and if you receive federal money you can't allow marijuana use at work. She said another issue is that an employee may not be impaired while on the job, regardless of a license. She said impairment is already covered in the Disciplinary Policy but she felt some added instruction was necessary. Moroney said employees may not use or have

in their possession any marijuana while at work or during work hours. Employees may not be impaired while at work. McKnight asked what would happen if an employee had a license and needed to use marijuana every 2 hours. Moroney said they couldn't use marijuana at work. Cott explained that if they needed a dose every two hours they probably wouldn't be at work anyway. They would have an illness that wouldn't allow them to be at work. Moroney said it was likely that an FMLA claim or other leave policy would allow them not to be at work.

Ballenger moved to approve the updated policy. Bewely seconded the motion.

Glory said she still had concerns. Moroney reminded the board that the question had been called.

Ayes: Abramowicz, Ballenger, Bewley, Chouteau, Cott, Donahue, Ezell, Harvell, McKnight, Noah, Phillips, Stirling, White and Rigney.

Abstain: Glory

Nays: None.

Motion passed.

After the vote, Cott asked to hear Glory's concerns. She asked about patrons using marijuana and coming to the library. Moroney said there have been patrons who were impaired when they came to the library and staff has had to ask them to leave. She said staff can use medical marijuana – but they cannot use it at the library and they cannot be impaired at work.

Chouteau left the meeting at 1:50 p.m.

## **7. FY18 Strategic Plan updates**

Moroney reviewed highlights from the current Strategic Plan. She then explained that Seibold will lead the work on a new plan to begin in July. Seibold distributed a calendar of meetings for creating the new plan and invited the board to any meetings they would like to attend. Moroney said that Rigney created a new list of Board committees and McKnight was asked to be the Chair of the new Long Range Planning committee.

## **8. Approve 2019 Board Meeting Schedule**

Abramowicz moved to approve the 2019 meeting schedule. Ballenger seconded the motion.

Ayes: Abramowicz, Ballenger, Bewley, Cott, Donahue, Ezell, Glory, Harvell, McKnight, Noah, Phillips, Stirling, White and Rigney.

Nays: None.

Motion passed.

## **9. Approve 2019 Holiday Schedule**

Rigney asked that an additional holiday be given to the staff on December 31, 2018. She said the libraries would be closed on Sunday, December 30 and again on Tuesday, January 1<sup>st</sup> and we could add the day with little disruption in service. Moroney said staff will need to emphasize to patrons that the library is available to them 24/7 with our e-material.

Ballenger moved to approve the additional day and the 2019 Holiday schedule. Ezell seconded the motion.

Ayes: Abramowicz, Ballenger, Bewley, Cott, Donahue, Ezell, Glory, Harvell, McKnight, Noah, Phillips, Stirling, White and Rigney.

Nays: None.

Motion passed.

## **ADJOURNMENT**

As there was no further business, the Board adjourned at 2:10 p.m.

The next regularly scheduled Board Meeting will be November 13, 2018 at the Support Services building – 14 E. Shawnee in Muskogee.