

Minutes of the Pioneer Library System  
Board of Trustees Meeting  
Wednesday February 13, 2008  
Pioneer Library System, Canandaigua, New York

PLS Board President Pat Ayres called the meeting to order at 5:05 p.m.

The following PLS Board members were present: Pat Ayres, Nancy Bauder, Kathleen Brown, Linda Morris, Fran Smith, and John Zornow. Excused: Sandy McGavern and Dixie Prittie. Absent: Dick Harrison. Also present were PLS staff Cindy Gardner, Betsy Morris, and Jennifer Morris; Central Library Director Michael Nyerges and PLSDAC liaison, Peggy Parker.

Pat welcomed the new trustees, Fran Smith and John Zornow and encouraged all to ask questions as a means of providing background information where needed. She then asked if there were any additions to the agenda. Jennifer added two items: the Oath of Office, to follow the approval of the minutes; and New Business 6, approval of the 2008 COSAC Member List.

**MOTION 1:** Nancy Bauder made a motion to adopt the agenda as amended. Kathleen Brown seconded, and the motion passed unanimously.

Pat asked for additions or corrections to the minutes of the December 12, 2007 meeting. There were none.

**MOTION 2:** Kathleen Brown made a motion to accept the minutes as written. John Zornow seconded, and the motion passed unanimously.

**OATH OF OFFICE:**

New trustees Fran Smith and John Zornow recited the oath of office, which was then notarized by Cindy Gardner and filed with their respective county offices.

**Communications and Reports:**

**1. Financial Report**

Cindy reviewed the 12/31/2007 year end, and 2/4/2008 financial reports and the Insurance Evaluation spreadsheet distributed in the packet. She reported that PLS reviews the insurance coverage yearly, and periodically seeks quotes from other agencies. Jennifer pointed out that the legal liability (Directors & Officers) coverage protects the Board in the event of a lawsuit.

**MOTION 3:** John Zornow moved to accept the Financial Report as distributed. Nancy Bauder seconded, and the motion passed unanimously.

**2. Directors' Reports**

Jennifer commented on the recent end-of year activities, including work on the annual reports and the Survey of System Services, which will be discussed later in the meeting.

Betsy provided an update on the OWWL2go downloadable audiobook and eBook service launched on January 29.

Central Library Director Michael Nyerges reported that their focus on training, offering classes on a variety of topics to member library staff, has had modest attendance. At the recent PLSDAC meeting, he inquired how the Central Library could best offer training to the libraries, and the response was to come to the individual libraries. Central will consider this, as well as investigate a day-long designated *training day* approach to providing reference training for the member libraries. He then discussed some of the budgetary and Civil Service challenges he is facing. He announced that he will be attending a

state-wide meeting of Central Library Directors in Albany on March 12. Finally, he reported that Geneva is transforming the old technical services area of the library into a fabulous new teen space.

### **3. PLSDAC Liaison's report**

Peggy Parker reported on the February 8 PLSDAC meeting, which focused on collection development. She indicated that a document summarizing the discussion will be passed along to Jennifer. She also mentioned the discussion on how the Central Library could best meet member training needs. She went on to say the April PLSDAC meeting has been cancelled so directors can attend the Customer Centered Library training program scheduled for the same day. The next PLSDAC meeting will be June 6 at Arcade. She concluded with member news for Perry, where they have hired a new youth services librarian; Wadsworth, where Jennifer met with the board to discuss responsibilities of trustees versus directors; Arcade, where they had a successful book sale raising over \$1,900; and Lyons, which expects to be closed from March 31 – April 12 for the move into their new facility.

### **4. Committee Reports – none**

### **5. Other – there were no other topics.**

**Old Business:** - none

### **New Business:**

#### **1. Approve 2007 final budget report**

Cindy reviewed the year end budget report documents distributed in the Board packet, indicating that there was a larger unencumbered surplus than anticipated, some of which is attributed to staff vacancies during the year. There followed a brief discussion on using some of the PLS fund balance as a type of revenue anticipation note to assist the Central Library in the long gap between the beginning of the calendar year and the arrival of Central Library aid. Michael and Jennifer will follow up on this discussion.

**MOTION 4:** Nancy Bauder moved to approve the 2007 Year End Budget. Linda Morris seconded, and the motion passed unanimously.

#### **2. Approve 2008 amended budget**

Jennifer reviewed the 2008 proposed budget amendments as detailed in the New Business #2 handout. She reminded the Board that the budget is typically amended 3 times a year: in January to reflect the reconciliation of the previous year budget; again after the final state aid figures are released; and finally at the end of the year. The 2008 budget assumes the continuation of the \$48,243 increase in state aid from the past two years, but not the \$81,000 additional aid received last year (which was omitted from the Governor's budget this year). In reviewing the budget, Cindy pointed out that the figures in green are pass-through amounts. There was a brief discussion about the correctional facility special loan lines, and a question about reference services provided to the correctionals without compensation.

**MOTION 5:** Kathleen Brown moved to approve the 2008 Amended Budget. John Zornow seconded, and the motion passed unanimously.

#### **3. Authenticate 2008 Summer Reading LSTA grant**

Jennifer reported that the member libraries requested that the \$6000 allocated for the Summer Reading grant be divided equally among the member libraries. This is a non-competitive grant which requires approval by the Board.

**MOTION 6:** John Zornow moved to authenticate the 2008 Summer Reading LSTA grant. Fran Smith seconded, and the motion passed unanimously.

**4. Approve 2007 CLD/CBA final expenditure report**

Michael and Jennifer reviewed the Central Library Development Aid and Central Book Aid portions of the budget, indicating the allocations are reviewed by the Central Library Advisory Committee. There was a discussion about database selection and usage, and how best to promote awareness of their contents and increase their usage, especially in the case of the expensive LearnATest database. It was suggested that Central Library Services Librarian Melissa Correia and PLS Marketing and PR librarian, Kim Iraci, meet to formulate marketing plans.

**MOTION 7:** Kathleen Brown moved to approve the 2007 CLDA/CBA End-of-Year Budget. Nancy Bauder seconded, and the motion passed unanimously

**5. Review System Services Survey results**

Jennifer referred to the draft Survey Responses and Comments documents distributed at the meeting, reporting responses from 41 of the 42 member libraries. The outcomes will be the topic of an open forum discussion at the April System Meeting.

**6. Approve the COSAC 2008 Member List**

Jennifer explained that COSAC (Coordinated Outreach Services Advisory Council) is a mandated committee whose membership must be approved by the Board. The members are selected to represent the different target populations defined by the Coordinated Outreach Services Program.

**MOTION 8:** Linda Morris moved to approve the COSAC 2008 Member List. John Zornow seconded, and the motion passed unanimously

**Board Development:**

Jennifer encouraged trustees to go to Albany on Library Lobby Day, scheduled for March 11. In addition, she urged everyone to submit a letter to their legislators using NYLA's easy-to-use form, which can be accessed by clicking on the Contact Your Elected Officials button on the PLS home page. She also mentioned the upcoming trustee workshops in Geneseo (March 8) and Wolcott (April 5) where the topic will be Effective Library Governance - Tips for Board Success. And, she invited suggestions for future trustee training workshops.

Because she will be attending National Library Lobby Day in Washington, D.C., Jennifer asked that the May 14 meeting of the Board be cancelled.

**MOTION 9:** Linda Morris moved to adjourn. Kathleen Brown seconded, and the meeting was adjourned at 6:37pm.

**Next Regular Meeting**

The next regular meeting is for scheduled for Wednesday, March 12, 2008 at the Pioneer Library System Office in Canandaigua, New York.

Respectfully submitted,

Betsy Morris  
Approved March 12, 2008