

Minutes of the Pioneer Library System
Board of Trustees Meeting
Wednesday, December 12, 2001
Pioneer Library System Offices, Canandaigua, NY

President Sam Shama called the meeting to order at 5:28 p.m. A wine and cheese reception honoring outgoing PLS trustees Charlie Bauder and Pat Edwards preceded the meeting. Cindy Gardner presented Charlie with a gift and Jennifer Morris read remarks from Pat Edwards who was out of town and unable to attend the meeting. A gift will be delivered to her.

The following PLS Board members were present: Kate Alonzo, Pat Ayres, Charles Bauder, Mary Jane Healy, Sue Janczak, Carolyn Lyons, Sam Shama and Helen Wright. Also present were new PLS board members Sandy Kushner and Rita Reissig as well as PLS staff Cindy Gardner, Jennifer Morris and Patricia Stocker, Central Library Director Lindsay Ruth and PLSDAC Liaison Maryann Marchitell.

Pat Edwards was excused.

Sam welcomed the two new board members and asked that they be introduced. Carolyn Lyons introduced Sandy Kushner who replaces Pat Edwards as one of the Wyoming County representatives on the PLS board. Sandy is currently president of WYCLAC. She is a strong library advocate and was largely responsible for the new library building in Bliss, having convinced her mother Ethyl Davis Nelson, a founder of the library, to donate the land on which the library sits. Sandy teaches 4th grade at the Letchworth Central School.

Lindsay Ruth introduced Rita Reissig as the new Central Library representative replacing Charlie Bauder. Rita is the current treasurer of the GFL board and volunteer extraordinaire washing windows, gardening and baking for the library. She also convinced her church finance committee, of which she is a member, to change the date of their meeting night so that she could join the PLS board.

Sam asked if there were any additions to the agenda. There were none.

MOTION 89: Pat Ayres moved to adopt the agenda with Mary Jane Healy seconding the motion. The motion passed unanimously.

Sam asked for additions or corrections to the minutes of the November 14, 2001 meeting. There were none.

MOTION 90: Helen Wright made a motion to accept the minutes of the November 14, 2001 meeting. Charlie Bauder seconded the motion. The motion was approved unanimously.

Communications and Reports:

1. Financial Report:

Business Manager Cindy Gardner announced that PLS has received all of the Livingston County Just in Time funds of \$112,500 and has paid it out to the Livingston County libraries. Cindy is currently investing in a money market account rather than CDs because of the higher interest rate. Health insurance premiums will go up 12.7% and two additional PLS employees are coming on. PLS also pays health insurance premiums for two retired employees. The former Wayne County employee's cost rose 17% to \$729 per month for two people and the Livingston County employee cost rose 8 ½% to \$322 per month for single coverage.

MOTION 91: Charlie Bauder made a motion to approve the financial report. Mary Jane Healy seconded the motion. The motion was unanimously approved.

2. Directors' Reports:

Jennifer announced that Receptionist Heidi Jensen approached the Newark and Canandaigua Chase Pitkin stores and asked them to donate 42 poinsettias for our member libraries. They will be distributed to those attending the System meeting on Friday, December 14th. The PLS staff also adopted a family of six for the holidays through the local Community Action Program. Each staff person provided a gift for one of the family members and Wednesday's break was spent wrapping the presents. Jennifer and Betsy met with LakeNet staff because the Title 3 grant that provides Internet service for schools and public libraries in our region will run out August 31, 2002. BOCES is confident of continued grant funding. They are also applying for e-rate reimbursement on behalf of PLS libraries.

Patricia indicated that NYS construction funds of \$21,626 will be available for PLS libraries. All members have been notified of the grant opportunity and seven libraries have requested packets: Allens Hill, Avon, Bell, Gainesville, Perry, Pike and Wood. The facilities committee will need to meet on January 9th to determine which applications will be approved and forwarded to Albany. Patricia also indicated that ESCO would begin installing the furnace and air conditioning unit on December 13, 2001 for the two additional conference rooms that are scheduled for completion this spring. Steve Benedict is currently framing in the rooms and while inspecting one of the trenches discovered the skeleton of a former resident, complete with tusks and teeth.

Lindsay announced that paperless ILL is about to happen. ILLIAD will be demonstrated at Friday's System meeting. This new system is a multi-type grant-funded project through RRLC. Lindsay was especially pleased to let everyone know that GFL has exceeded its' goal of raising \$100,000 for the OWWL project. A \$30,000 grant was received from Senator Nozzolio with the rest raised locally from private individuals and foundations. Another \$5,000 grant will enable Geneva to purchase a mobile laptop training lab.

PLSDAC Liaison's Report:

Maryann Marchitell reported that the Macedon Library received \$100,000 from Senator Nozzolio and Assemblyman Oaks and that the Marion Library's move was completed.

Old Business:

1. Report of the Personnel Committee

Helen Wright reported that the Personnel Committee met prior to the board meeting to conduct the Executive Director's annual review. The committee received glowing comments about Jennifer's performance from PLS staff and member libraries and without exception committee members Helen Wright, Mary Jane Healy, Kate Alonzo and Sam Shama gave her excellent ratings.

2. Report of the Nominating Committee

Sam Shama presented the nominating committee's slate of officers for the PLS board for 2002. They include:

President:	Sam Shama
Vice-president:	Carolyn Lyons
Treasurer:	Pat Ayres
Corresponding Secretary:	Mary Jane Healy

MOTION 92: Kate Alonzo moved that the secretary cast one unanimous vote for the proposed slate of officers. Helen Wright seconded the motion and it passed unanimously.

3. OWWL Update

Jennifer distributed an OWWL update report. 18 of the 20 OWWL start-up libraries met last Friday and agreed to stay with the current implementation dates. She reported that PLS will probably accept the catalog this week and are negotiating with SIRSI to do a second "gap load" and to forgive the \$4100 charge for cataloging training which was done in early October. Nearly 50 people took the training at that time but have been unable to use it since there hasn't been a workable catalog. Jennifer hopes that eight new libraries will join in 2002 and suggested that another full time IT (Information Technology) position may be needed to help with implementation and maintenance of the SIRSI project.

New Business:

1. Board Meeting Schedule for 2002

A brief discussion about the meeting dates took place with members agreeing to continue meeting the second Wednesday of each month, except for July when there is no meeting. The March meeting was also changed because it falls during the Public Library Association

conference in Phoenix that many system staff will attend. The March meeting will be on the 6th (coincidentally, Helen Wright's birthday).
The 2002 holiday schedule was reviewed.

MOTION 93: Kate Alonzo made a motion to accept the holiday schedule with Helen Wright seconding the motion. The motion passed unanimously.

The 2002 PLS Board Committee assignments were distributed.

Finance Committee

Pat Ayres, Chair
Sue Janczak
Rita Reissig
Charles Bauder, ex-officio
Sam Shama, ex-officio

Personnel Committee

Helen Wright, Chair
Kate Alonzo
Mary Jane Healy
Sam Shama, ex-officio

Facilities Committee

Carolyn Lyons, Chair
Sue Janczak
Sandy Kushner
Sam Shama, ex-officio

Board Development

Trustee as library ambassadors was this month's topic. Lindsay discussed her membership on the Boys and Girls Club board and shared a statement of board member responsibilities and standards for measuring board member participation that is signed by each board member. She offered a number of examples of informal ways she has promoted the Boys and Girls Club while on library business, e.g. visiting a library donor, at an fund raising envelop stuffing, with the head of the Geneva Housing Authority after a city council meeting. The best publicity an organization can have is word of mouth and it is particularly effective if you are preaching to the "unconverted".

The Facilities Committee agreed to meet at 4:30 p.m. on January 9, 2001 to evaluate the construction grant applications and make recommendations.

MOTION 94: Helen Wright made a motion to adjourn the meeting at 6:25 p.m. with Kate Alonzo seconding the motion. It passed unanimously.

Respectfully submitted,

Patricia Stocker
Drafted: December 12, 2001
Approved January 9, 2002

