

Minutes of the Pioneer Library System
Board of Trustees Meeting
Wednesday, March 6, 2002
Pioneer Library System Offices, Canandaigua, NY

President Sam Shama called the meeting to order at 5:02 p.m.

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

Board members celebrated Helen Wright's birthday with cake, ice cream, and a hearty rendition of "Happy Birthday to You."

Sam asked if there were any additions to the agenda.

MOTION 16: Rita Reissig moved to adopt the agenda with Helen Wright seconding the motion. The motion passed unanimously.

Sam asked for additions or corrections to the minutes of the February 13, 2002 meeting. Lindsay Ruth asked that a clarification and slight change be made to her report.

MOTION 17: Sue Janczak made a motion to accept the corrected minutes of the February 13, 2002 meeting. Carolyn Lyons seconded the motion. The motion was approved unanimously.

Communications and Reports:

1. Financial Report:

Jack Kosmicki, PLS auditor, discussed his report. Cash is way up and net assets increased. Under Commitments and Contingencies he noted that PLS still owes SIRSI a large payment. Pat Ayres mentioned that Seneca County was included under Notes to Financial Statements, and asked that it be changed to Wyoming County.

Maryann Marchitell joined the meeting at 5:12 p.m.

MOTION 18: Helen Wright made a motion to accept the auditor's report, with Kate Alonzo seconding the motion. It was unanimously approved.

Business Manager Cindy Gardner reported that Wayne county money has been received. PLS has also received a member item of \$5,400 for Lima. Wyoming county will pay in quarterly installments. Cindy indicated that member library annual reports were due to her on February 15, 2002 and to the state on March 1, 2002. All reports have been received except Attica, Dansville, Lyons, Red Jacket and Silver Springs. Payment of state aid is contingent on accepted annual reports so it is incumbent upon these libraries to complete

their reports as soon as possible. County aid is not paid until all reports from a county are in either. Money is still in a money market account.

MOTION 19: Helen Wright made a motion to approve the financial report. Pat Ayres seconded the motion. The motion was unanimously approved.

2. Directors' Reports:

Jennifer read a letter from the Division of Library Development (DLD) commending PLS for the exemplary job on the System's long range plan. In fact, DLD plans to recommend that other systems take a look at our plan as they develop their own plans.

Patricia mentioned the current BiblioBuild drawing – “Think Spring” and encouraged board members to buy tickets. She also informed those present that former PLS director Debbie Coover is scheduled to have breast cancer surgery on Friday, the 8th. Debbie's address was shared for those wishing to send cards.

Lindsay reported that most central library activity has focused on Kim Iraci's work to clarify and simplify OWWL ILL procedures and hold procedures and the interface with ILLiad.

3. PLSDAC Liaison's Report:

Maryann reports that Stevens Memorial Library will hold a special election on April 30, 2002 to become a school district public library with a seven member elected board.

4. Committee Reports

There were no committee reports.

5. Other

Jennifer announced that Marilyn Longhouse became a “first time” grandmother this week.

Old Business:

1. OWWL update.

Currently there are eight libraries that are live on OWWL. Three, Clyde, Naples and Walworth are re-bar-coding. Nine non-automated OWWL libraries will receive training the week of March 18th.

New Business:

1. Approval of Central Library Development application

Lindsay reviewed the information board members had received about the Central Library Development application and noted that it has already been approved by the Geneva Free Library Board of Trustees and the Central Library Advisory Council. Carolyn Lyons asked who is on the Advisory Council. Members include two directors from each county as well as PLS and GFL staff. Lindsay explained the difference between CBA (Central Book Aid) and CLDA (Central Library Development Aid). CBA funds can only be spent on adult non-fiction in any format and no application is necessary. CLDA funds are used for personnel and services.

MOTION 20: Carolyn Lyons moved to approve the Central Library Development Aid application with Helen Wright seconding the motion. It passed unanimously.

2. Approval of new Technology Support Specialist position.

Sue Janczak reported on the joint finance and personnel committees meeting at 4:00 p.m. prior to the full board meeting. She noted that Jennifer did a great job summarizing the three Information Technology position descriptions, Systems Librarian, Systems Administrator, and Technology Support Specialist. Impact of the new position on this year's budget is \$25,577 with funding coming from the OWWL budget. The two committees recommend that the full board approve the addition of this position. The committees further recommend that the Systems Administrator's salary be raised to \$41,000 with Sue indicating that it is a totally justifiable expense.

MOTION 21: Sue Janczak made a motion to approve the position of Technology Support Specialist. Pat Ayres seconded the motion, which passed unanimously.

MOTION 22: Sue Janczak made a motion to increase the System Administrator's salary to \$41,000 effective April 1, 2002. Kate Alonzo seconded the motion. It passed unanimously.

Board Development

Patricia discussed Legislative Lobby Day. PLS will again have around 50 library supporters attend the annual event in Albany. There are still seats on the bus. Patricia reviewed the role of the team leaders and mentioned that we need to present a united front and encourage elected officials to pass the New Century Libraries bill. She indicated that we do not plan to take a gift this year, and Pat Ayres suggested that we all wear hats and use the phrase "Hat in Hand" when discussing the lack of funding increases for libraries.

Jennifer distributed new brochures from DLD about public library systems. They are well written and describe the roles and responsibilities of systems and include a map and telephone numbers for the twenty-three public library systems in the state.

Jennifer also drew Board members' attention to the last newspaper article included in the clippings. A recent article appearing in the Canandaigua Daily Messenger wrongly indicated that our Brian Winkler is the systems administrator for Bristol ID Technologies. This is the company who produced the new OWWL library cards, but fortunately Brian works for PLS and not Bristol ID.

Pat Ayres mentioned that she appreciates less paper in the board packet. She also noted that library acronyms confuse her and requests that the first time an acronym is used that it is spelled out.

MOTION 23: Helen Wright made a motion to adjourn the meeting at 6:10 p.m. with Kate Alonzo seconding the motion. It passed unanimously.

The next regular meeting of the Pioneer Library System Board of Trustees is April 10, 2002 at 5:00 p.m.

Respectfully submitted,

Patricia Stocker

Drafted: March 10, 2002

Approved: April 10, 2002