

Minutes of the Pioneer Library System  
Board of Trustees Meeting  
Wednesday, January 8, 2003  
Pioneer Library System Offices, Canandaigua, NY

President Carolyn Lyons called the meeting to order at 4:58 p.m.

The following PLS Board members were present: Pat Ayres, Mary Jane Healy, Marianne Hunt, Pradeep Jangbari, Sandy Kushner, Carolyn Lyons, Rita Reissig and Sam Shama. Board member Sue Janczak and PLSDAC liaison Anna Grace were excused. Also present were PLS staff Cindy Gardner, Jennifer Morris, Patricia Stocker, and Central Library Director Lindsay Ruth.

Carolyn asked if there were any additions or changes to the agenda. There were none.

**MOTION 1:** Mary Jane Healy moved to adopt the agenda with Pat Ayres seconding the motion. The motion passed unanimously.

Carolyn asked for additions or corrections to the minutes of the December 11, 2002 meeting.

It was noted that some information found in the Finance Committee Report should be clarified. The "Volker libraries will each receive \$6,000" will be changed to read "Any Wyoming County library not committed to OWWL in Rounds One or Two will receive \$6,000 to help if they commit to join the project by September 2003. Rounds One and Two Wyoming County libraries, Arcade, Stevens and Warsaw, will each receive \$1,000." It was also noted that the word *hurtle* should have been spelled *hurdle*.

**MOTION 2:** Pat Ayres made a motion to accept the corrected minutes of the December 11, 2002 meeting. Mary Jane Healy seconded the motion. The motion was approved unanimously.

**Communications and Reports:**

**1. Financial Report:**

Business Manager Cindy briefly reviewed the financial report included in the board packet and noted that she hasn't closed the 2002 books yet because she is still waiting for interest figures. Preliminary figures however give indications that the December 31, 2002 unencumbered fund balance will show little change from last year's figures. Jennifer mentioned that three of the five employees impacted by the decision to offer only single health insurance coverage, rather than family coverage, have been able to make other arrangements, leaving just two employees who still need family coverage. In addition, one of the two retirees who have been receiving health insurance from PLS was approached and was amenable to a change in her coverage, which will lower PLS costs.

**MOTION 3:** Pat Ayres made a motion to approve the financial report with Rita Reissig seconding the motion. It passed unanimously.

## **2. Directors' Reports:**

Jennifer encouraged board members to take a look at her goals and objectives for 2003 that are included on the back of her monthly report. Pat Ayres commented that she was especially interested in providing incentives for trustees to attend workshops and pleased that a minimum of six libraries will be visited this year. Jennifer also reported that she had obtained a grant of \$45,500 from the Bullis Foundation to help Wayne County libraries with OWWL costs. Each library will receive \$3,500. PLS is now contracting for delivery with FLCC to their Newark and Geneva sites. MCLS Director Dick Panz is retiring and Jennifer shared an article from the Democrat and Chronicle about his tenure at RPL/MCLS.

Patricia encouraged board members to take a look at the results of last year's PR Minigrant awards on the display board that features what each of the eight libraries accomplished with their grants. She also distributed the 2003 Continuing Education brochure. Patricia also described what the new volunteer is doing to organize PLS historical records. Jim Pifer is systematically going through boxes and boxes of old files and documenting their contents in a Word file. He started his work in mid-December and has completed the Wyoming County files.

Lindsay reported ILL statistics would be available to the board on a quarterly basis. Two years ago this process involved counting everything by hand, but with the advent of OWWL the process is completely automated. The cataloging position has not yet been filled, and another interview is scheduled for next week. Lindsay announced that Kim Iraci is expecting a baby and plans a maternity leave, probably starting in early March. She noted that both Kim and Debbie Scheffler are active members of the Continuing Education committee. The Democrat and Chronicle featured a great article about the puppet shows that are put on by GFL Children's Librarian Sue Reding and her assistant Linda Blackwell four times a year at the library. Lindsay also mentioned that Patricia Stocker was able to provide a book talk for the Geneva Women's Club at short notice.

## **3. PLSDAC Liaison's Report:**

Anna Grace relayed her report to Jennifer. Macedon Library is making great progress in the library construction project. Walworth has purchased three new computers. They have also received the final report from the feasibility consultant who indicated that at this time the library could not expect to raise enough money from the community to fund the construction of a new library at this time due to the current economic situation. The library is moving forward with the consultant's suggestion to form a Friends Group. Marion will complete the front entrance to the library with memorial funds. Williamson has hired a Syracuse architectural firm to design their new 12,000 sq. ft. library that will take approximately 18 months to complete. There are many unhappy people in the PLS service area who received letters from MCLS about the \$30 fee that is required to borrow materials from Monroe County libraries from those living outside the county. This is a challenge that PLS must address in the near future as well.

## **1. Committee Reports**

There were no committee reports.

## **Old Business:**

### **1. OWWL Update**

Jennifer distributed the Information Technology report. OWWL Implementation for nine libraries will occur during April, May and June. Three libraries will be trained in March and go up in April, three trained in April to go up in May, and three trained in May to go up in June. The database is currently undergoing authority control. The OWWL Advisory Committee, consisting of six experienced librarians plus PLS staff, has recommended that a generic "Pioneer Borrower Card" be used at all OWWL sites. Several libraries need to re-order borrower cards soon and a decision about the generic card is needed. Despite publicity about the card, some patrons are confused and have obtained OWWL cards from several libraries, when one card can be used at any OWWL library site. A marketing plan also needs to be developed to promote the OWWL concept.

**MOTION 4:** Mary Jane Healy made a motion that a generic Pioneer Borrower Card be printed and used at OWWL libraries. Pradeep Jangbari seconded the motion that then passed unanimously.

## **New Business:**

### **1. Committee Assignments**

2003 Committee Assignments are as follows:

#### Finance Committee:

Pat Ayres, Chair

Sue Janczak

Rita Reissig

Carolyn Lyons, ex-officio

Charles Bauder, ex-officio

#### Personnel Committee:

Mary Jane Healy, Chair

Marianne Hunt

Sam Shama

Carolyn Lyons, ex-officio

#### Facilities Committee

Sandra Kushner, Chair

Pradeep Jangbari

Carolyn Lyons, ex-officio

### **2. Grants Program**

The Pioneer Library System 2003 Grants program was reviewed. There is no longer a grants program for cataloging costs. GFL now provides centralized cataloging services for member libraries through the PLS annual contract for Central Library services. This service provides MARC records and original cataloging but not processing. \$4,500 is available for the Collection Development grant; \$2,500 for the PR Mini-grant program and \$3,000 for the Outreach mini-grants. Each library can receive reimbursements of up to \$325 for professional development. PLS will grant each member library \$250, a reduction from \$500, to participate in rotating collections of their choosing. Reimbursement is also offered to members for travel to and from Pioneer Library System sponsored meetings.

**MOTION 5:** Sam Shama made a motion to accept the Pioneer Library System 2003 Grants Program. Mary Jane Healy seconded the motion. It passed unanimously.

## **Board Development:**

Jennifer led a discussion about the formation of public library districts that the Board of Regents recommends in New Century Libraries. An LSTA grant will provide a consultant, Dick Panz, to work with Wyoming County libraries to review public library district options. The purposes of forming public library districts are:

- Reduce inequities in library service
- Give greater accountability to local communities through voting on the budget and electing trustees
- Provide more stable funding.

There are seven school district public libraries in PLS; Attica, Bell Memorial, Clyde-Savannah, Dansville, Lyons, Perry and Red Jacket.

Other models that might be considered include:

- Keep Association Library status, but have a public vote on the budget
- Countywide districts
- More than one public library in one school district, the focus of the LSTA grant

Challenges and Areas of Concern include:

- There are few local attorneys who are expert in this area of Education Law
- Need a high level SED official to strong-arm local education officials when local school boards obstruct efforts
- Libraries with a larger service population might have to meet a higher standard, i.e. hours, education level of director
- Must meet civil service rules
- Taxpayers might just say no
- Boundary issues, overlapping service areas

Jennifer and Dick Panz will meet with WYCLAC, Wyoming County Library Advisory Council, on January 28, 2003 to begin discussion of public library districts in Wyoming County. It is expected that each library board will be queried as to their goals, needs etc.

## **Other:**

Jennifer asked each board member to complete their biographical information and return to her. She also reminded members that it appears there will be a 5 to 10% cut in state aid to the system this year. Jennifer encouraged board members to "save the date", March 18, 2003 to travel to Albany for Library Lobby Day to advocate for library funding.

The next regular meeting is February 12, 2003 at 5:00 p.m. at the PLS office.

**MOTION 6:** Pat Ayres made a motion to adjourn the meeting at 6:05 p.m. with Rita Reissig seconding the motion. It passed unanimously.

Respectfully submitted,

Patricia Stocker  
Drafted: January 13, 2003

Approved: February 26, 2003