

Minutes of the Pioneer Library System
Board of Trustees Meeting
Wednesday, February 26, 2003, Snow Date
Regular 2/12/03 meeting cancelled due to road conditions
Pioneer Library System Offices, Canandaigua, NY

President Carolyn Lyons called the meeting to order at 5:02 p.m.

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

Carolyn asked if there were any additions or changes to the agenda. Patricia asked that board approval of a new Coordinated Outreach Services Advisory Council member be added to New Business.

MOTION 7: Pat Ayers moved to adopt the amended agenda with Sue Janczak seconding the motion. The motion passed unanimously.

Roxane Chadwick and Ellen Reynolds made a presentation about the PLS Collection Development department to the Board. Roxane described continuing education programs that the department presents throughout the year that help libraries do a better job of developing their collections. Ellen told about the "Collection Connections Grant" which began in 1999, a competitive grant that currently provides \$500 to nine libraries per year to target a specific part of their collection, and thus improve that area by adding new materials and removing outdated or worn items. A handout was distributed that showed the history of the grant and past recipients.

Roxane indicated that 6000 children's books are published each year. We receive about 3000 preview copies with Roxane reviewing 1500. 10 monthly buying lists are produced along with 2 paperback lists, a holiday list and other non-fiction lists. Roxane attends the American Library Association conference each year to thank publishers who have sent preview copies and to encourage those who haven't to consider doing so. The preview copies are given to member libraries.

Readers Advisory is a service that occurs only in libraries. NoveList is a database program that helps librarians suggest books for their patrons. Roxane and Ellen will also visit libraries, at their request, to weed their collections. Ellen indicated that 29 libraries have asked her for this service in the last few years. After the collections are weeded, Roxane and Ellen prepare replacement buying lists for the libraries to help fill in the gaps. OWWL is also becoming an effective weeding tool.

Roxane announced that this year's summer reading theme is "Picture This, Imagine That", with a goal of 1,000,000 books read this summer statewide.

Ellen administers the four rotating collections; Audio Book, Large Print, Popular and Video. The system provides \$250 per library and some libraries choose to add to the amount so that they can receive more collections. Ellen uses standing order plans for the Audio and Large Print collections. She chooses for the Video collection and libraries participating in Popular rotating make their own selections. Ellen also selects for the public performance collection with input from the rest of the professional staff.

Roxane also mentioned the Fall Literary Day that is funded through the New York State Council on the Arts each year. Authors are invited to speak on a variety of topics and approximately 100 people attend the annual event.

President Carolyn Lyons then asked for additions or corrections to the minutes of the January 8, 2003 meeting.

Jennifer indicated that she had received correspondence from the Lima Library Board regarding the generic OWWL borrowing card and asked that it be added to the minutes of the January meeting. See attached.

MOTION 8: Sue Janczak made a motion to accept the minutes of the January meeting with the addition of the Lima Library Board correspondence. Pat Ayres seconded the motion. The motion was approved unanimously.

Communications and Reports:

1. Financial Report:

Business Manager Cindy Gardner briefly reviewed the financial reports dated 12/31/02 and 02/06/03 that were included in the board packet and asked if there were any questions. She also mentioned that she has received 32 of the 42 member library annual reports.

MOTION 9: Pat Ayres made a motion to approve the financial report with Sue Janczak seconding the motion. It passed unanimously.

2. Directors' Reports:

Jennifer highlighted the two major topics of her written directors report. She mentioned that Marilyn Longhouse is retiring in early June and discussed the impact of the Governor's budget; noted that there was an excellent article about libraries in the Democrat and Chronicle this morning and talked about the open forum for member libraries that will be held Friday, February 28, 2003, a first step in helping to begin setting priorities for system services in light of proposed cuts in state aid. Jennifer also shared a picture of the newly installed toilet at the Allens Hill Free Library.

Patricia reported on the successful completion of Bookstart training on Tuesday and Wednesday, Feb. 25th and 26th at the office. Participants from two PLS grants, Mobile Migrant Even Start and Bookstart met together to learn about family literacy. PLS children's librarians, family educators from as far away as Plattsburg, Fredonia, Cortland, Oswego and

Brockport, and agency personnel collaborating with Wadsworth Library's Bookstart program attended this well-received two-day workshop.

Geneva Free Library's board also met this evening, so Director Lindsay Ruth was unable to attend the PLS meeting. She sent a report about cataloging and inter library loan written by Kim Iraci, Head of Central Library Services. See attached.

3. PLSDAC Liaison's Report:

Anna Grace reported that Macedon has received \$60,000 from the Bullis Fund in matching grants and that the library has until the end of 2003 to raise another \$40,000 to receive this amount as a match. The Bullis Fund has also provided \$1500 to develop a database of the Bullis collection and they have also paid the library's share of rent, \$1050 per month, in their temporary location. Williamson is participating in the design process for the new town complex. Perry has redecorated their children's room with a jungle theme and celebrated with a reception for the community. LCPLAC (Livingston County Public Library Advisory Council) meets later this evening to discuss the draft recommendations for out of system borrowers fees.

4. Committee Reports

There were no committee reports.

Old Business:

1. OWWL Update

Jennifer talked about the poor job that SIRSI did on the authority control project. Carolyn Lyons asked her describe what authority control does. When authority control occurs names and subject headings are standardized. The upgrade to the new software has gone well. Nine round 2 libraries are in various stages of readiness.

New Business:

1. Adopt 2002 Final Budget with End of Year Figures

Cindy Gardner indicated that PLS ended up year 2002 with a \$5150.15 deficit, better than anticipated.

MOTION 10: Sue Janczak made a motion to adopt the 2002 Final Budget with End of Year Figures. Pat Ayres seconded the motion that was then passed unanimously.

2. Adopt 2003 Budget Amendments

Jennifer proposed that the 2003 budget be amended to reflect Marilyn Longhouse's retirement and the replacement plan outlined earlier in her director's report. Further, she suggested that any cuts in 2003 be taken from the fund balance, not out of operating funds.

MOTION 11: Mary Jane Healy made a motion to adopt the 2003 Budget amendments. Sam Shama seconded the motion. It passed unanimously.

3. Approve PLS Annual Report

MOTION 12: Sandy Kushner made a motion to approve the PLS Annual Report noting that the 2002 annual report and 2003 budget have been reviewed by board members present at this meeting. Mary Jane Healy seconded the motion and it passed unanimously.

4. Approve new COSAC (Coordinated Outreach Services Advisory Council) member

Patricia indicated that Laurie Fanning of the recreation department of Geneva Adult Day Care would join COSAC.

MOTION 13: Pat Ayres made a motion to approve Laurie Fanning's appointment to COSAC with Sue Janczak seconding the motion. It passed unanimously.

5. Discussion of out-of-system fees Preliminary Report

Jennifer distributed a memo that she sent to library directors that summarized some of the comments and questions that have been received thus far from several libraries regarding the Draft Out-of-System Fee Proposal. One question that has come up is how come Pioneer is making a consistent policy for all libraries rather than having libraries develop local policies. Another question is how was the \$30 amount determined. A lively discussion ensued about what authority the PLS board has to enforce the out-of-system fee. OWWL libraries sign a contract indicating that they will "play by the rules" when they join.

The OWWL Advisory Committee met earlier in the day and discussed both the fee and the initial steps that will be taken to introduce patron placed holds. Four libraries will test the program to work out any problems that may be encountered.

MOTION 14: Mary Jane Healy made a motion to adjourn the meeting at 6:28 p.m. with Pat Ayres seconding the motion. It passed unanimously.

Respectfully submitted,

Patricia Stocker
Drafted: February 28, 2003
Approved: March 12, 2003