

Minutes of the Pioneer Library System
Board of Trustees Meeting
Wednesday, November 12, 2003
Pioneer Library System Offices, Canandaigua, NY

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. Also present were PLS staff Cindy Gardner, Jennifer Morris and Patricia Stocker; Central Library Interim Director Kim Iraci and PLSDAC liaison Carol Shama.

Board member Sue Janczak was excused.

PLS Board President Carolyn Lyons asked if there were any additions or changes to the agenda. Jennifer asked to add item #8 under New Business, "Amendment to premium only plan."

MOTION 57: Pat Ayres moved to adopt the revised agenda with Sandy Kushner seconding the motion. The motion passed unanimously.

Carolyn asked for additions or corrections to the minutes of the October 8, 2003 meeting. There were none.

MOTION 58: Mary Jane Healy made a motion to accept the minutes of the October 8, 2003 meeting. Pat Ayres seconded the motion. The motion was approved unanimously.

Communications and Reports:

1. Financial Report:

Cindy Gardner indicated that the financial report was straightforward and that PLS has just received the last of the state aid for 2003.

MOTION 59: Pat Ayres moved to approve the financial report with Rita Reissig seconding the motion. It passed unanimously.

2. Directors' Reports:

Central Library Interim Director Kim Iraci reported that the Director search was well underway with interviews scheduled for the week of November 17th. ILL requests are stable and similar to last year's numbers. The library is exporting records to OWWL at approximately 2,500 per week.

Patricia mentioned that a workshop PR Potpourri is planned for December 2, 2003.

Jennifer reported that the NYLA conference last week in Saratoga Springs was crowded with meetings. She and Dick Panz are presenting a trustee workshop on November 15th entitled

“Getting on the Ballot: Increasing Support for Public Libraries.” 30 trustees have registered, the majority from Ontario and Wayne county libraries.

Sandy Kushner updated the board on the status of the four libraries located in the Letchworth School District. They have decided to pursue “Formal Cooperation” and over a three-year period shift to a school district vote on appropriations for the four libraries based on assessed valuations. This will not entail a change in governance. They have met with consultant Dick Panz at least eight times and Sandy indicated that he has been wonderful to work with. The next step is to speak with school board and town board members.

3. PLSDAC Liaison’s Report:

Carol Shama reported that Anna Grace of Wadsworth Library has started an annual fund drive letter, raising \$5,000 thus far. They are also forming a friends group. Macedon’s Darlene Virkler reported that each Wayne County library has received \$5,000 from the Bullis Advised Fund. She also reported that Macedon held a fund raising dinner with Assemblyman Bill Walsh and raised \$2,400. Carol Shama reported that Senator Dale Volker visited the library last week to see the wireless computer lab purchased with a \$5,000 member item that he had obtained for the library. She distributed a copy of a comic book written by teens who participated in a comic book workshop this past summer entitled “Kids Draw the Darndest Things!” A partnership with the Ontario County Office for the Aging, and a grant of \$1,000 from the OFA, will allow Wood Library to provide computer training for seniors at senior sites. PLSDAC meets later this week at the new Macedon Library.

4. Committee Reports

Committee reports will be presented under new business.

5. Other

There was nothing to report under other.

Old Business:

1. Review of 2003 Annual Meeting

Jennifer reported that evaluations of this year’s annual meeting were good to excellent. Inspiring was the word used to describe Susan Keitel’s speech. Most were delighted to see that roll call was eliminated and the brevity of the business meeting was also seen as a positive. Jennifer suggested that a list of attendees sorted by library could be included in next year’s packet.

New Business:

1. Report of Finance and Personnel Committees on preliminary 2004 salaries and benefits.

Chairperson of the Finance Committee Pat Ayres presented a report of the joint meeting of the finance and personnel committees earlier in the afternoon. The two committees agreed on a recommendation for a 4% increase in salary for all staff and noted that with the reduction of three staff in June, current staff is taking on a lot more responsibility across the board.

MOTION 60: Pat Ayres made a motion to recommend a 4% raise for all PLS staff. Mary Jane Healy seconded the motion. Lengthy discussion ensued. The motion passed with six board members voting in favor of the motion (Pat Ayres, Mary Jane Healy, Marianne Hunt, Sandy Kushner, Carolyn Lyons and Sam Shama) and two opposed (Pradeep Jangbari and Rita Reissig).

2. Report of Finance and Personnel Committees on changes to Staff Policies document.

Chairperson of the Personnel Committee Mary Jane Healy reported on the committee's review of the staff policies document and noted that the PLS attorney had recommended several additions including a clause entitled "Reservation of Rights." There was also a request by two PLS staff to change the health insurance contribution policy language from "in 2004, Pioneer Library System will pay 20%" to "in 2004, Pioneer Library System will pay 40%." The finance and personnel committees do not support this request.

MOTION 61: Mary Jane Healy made a motion to accept the Staff Policies document, with minor changes. Rita Reissig seconded the motion, which passed unanimously.

3. Report of Finance and Personnel Committees on preliminary 2004 budget.

Pat Ayres presented the preliminary budget which was included in the board packet. She noted that the red PT indicates pass through monies; passed through to member libraries. Jennifer pointed out that this is a very lean budget and the unencumbered balance remains virtually the same in 2003 and 2004.

MOTION 62: Pat Ayres made a motion to adopt the proposed 2004 budget with Mary Jane Healy seconding the motion. It passed unanimously.

4. Report from Facilities Committee on ranking NYS construction grant applications.

Chairperson Sandy Kushner presented the Facilities Committee recommendation that the PLS board approve both of the construction grants that were submitted, with Williamson ranked #1 @ \$16,616 and Honeoye ranked #2 @ \$5,010.

MOTION 63: Pradeep Jangbari made a motion to rank Williamson #1 and Honeoye #2 for their construction grant applications. Sandy Kushner seconded the motion that passed unanimously.

5. Report from Personnel Committee on Director's annual evaluation.

Mary Jane Healy reported that the Director's annual evaluation would occur immediately preceding the December 10th board meeting.

6. Report from nominating committee to propose next year's slate of officers and committee members.

Chairperson of the ad hoc Nominating Committee Pradeep Jangbari proposed the following slate of officers for 2004.

President	Rita Reissig
Vice President	Sue Janczak
Treasurer	Pat Ayres
Corresponding Secretary	Mary Jane Healy

MOTION 64: Pradeep Jangbari made a motion to accept the proposed slate of officers for 2004. Mary Jane Healy seconded the motion that then passed unanimously.

7. Plans for December's Board Meeting

New PLS board members Sandy McGavern and Dick Harrison will be invited to the meeting. There will be a reception for retiring board members Carolyn Lyons and Sam Shama. A sign up sheet was passed around.

<u>Appetizers</u>	<u>Beverages</u>	<u>Paper plates/Napkins</u>	<u>Chocolate</u>
Pat Ayres	Jennifer Morris	Rita Reissig	Sandy Kushner
Carol Shama	Patricia Stocker		Kim Iraci
Pradeep Jangbari			
Marianne Hunt			
Mary Jane Healy			

8. Amendment to premium only plan

MOTION 65: Pat Ayres made a motion to approve the "Record of Adoption" and "Resolutions of Amendment and Restatement" of the Premium Only Plan. Pradeep Jangbari seconded the motion that passed unanimously.

MOTION 66: Mary Jane Healy made a motion to adjourn the meeting at 6:20 p.m. with Rita Reissig seconding the motion. It passed unanimously.

The next regular meeting is December 10, 2003 at 5:00 p.m. at the PLS office in Canandaigua.

Respectfully submitted,

Patricia Stocker
Drafted: November 17, 2003
Approved: December 10, 2003