

Minutes of the Pioneer Library System  
Board of Trustees Meeting  
Wednesday, May 12, 2004  
Pioneer Library System Offices, Canandaigua, NY 14424

PLS Board President Rita Reissig called the meeting to order at 5:05 p.m.

The following PLS Board members were present: Pat Ayres, Dick Harrison, Mary Jane Healy, Marianne Hunt, Sue Janczak, Pradeep Jangbari, Sandy McGavern and Rita Reissig. Also present were PLS staff Cindy Gardner, Jennifer Morris and Patricia Stocker; Central Library Director Scott Hughes; and PLSDAC liaison Maryann Marchitell.

PLS Board member Sandy Kushner was excused.

Rita asked if there were any additions or changes to the agenda. Jennifer requested that Central Library Development grant application be added to New Business.

**MOTION 15:** Pat Ayres made a motion to adopt the agenda. Mary Jane Healy seconded the motion. The motion passed unanimously.

Rita asked for additions or corrections to the minutes of the April 7, 2004 meeting. Pat Ayres requested that the word "audit" be changed to "month's transactions" in the 2003 Auditor's report.

**MOTION 16:** Pradeep Jangbari made a motion to accept the corrected minutes with Mary Jane Healy seconding the motion. The motion was unanimously approved.

## **Communications and Reports:**

### **1. Financial Report**

Cindy Gardner reported that we expect to receive some state aid within the next six weeks. She also mentioned that PLS has not yet received Livingston and Wayne county monies and will follow up with those two counties.

**MOTION 17:** Mary Jane Healy made a motion to accept the Financial Report. Sue Janczak seconded the motion, which passed unanimously.

### **2. Directors Reports**

Jennifer mentioned that there was good attendance at the Staff Evaluation workshop earlier in the week. Library Directors in PLS are good at sharing and helping one another as was evidenced by the lively discussion throughout the morning. She also indicated that Round Three libraries attended a workshop this week to learn how to map their collections. The Round Three libraries are expected to go live in July.

Patricia mentioned the cooperation she has received from the GV and W-FL BOCES School Library Systems regarding summer reading promotion. Each public library was sent brightly colored labels to provide to their schools for report card envelopes or other end-of-the-year mailings. She also mentioned the support staff soirees that are occurring on Thursday evenings during the month of May.

Scott indicated that GFL staff Kim Iraci and Deb Scheffler provided three workshops in Geneva, Geneseo and Macedon on new ILL procedures. Deb also offered a workshop entitled ref.com that was very well received. Scott did workshops at Geneva General Day Care and at the North Street School. He has also submitted two grant proposals for an after school program, one of the proposals is to Senator Nozzolio and the other to Verizon. Geneva also participated in the New York State Great Read A Loud. Unfortunately funding for this program, that occurs at libraries though out the country, has been eliminated.

## **2. PLSDAC Liaison's Report**

Maryann Marchitell announced that several libraries have recently had successful votes; Attica, Clyde, Dansville, Lyons and Red Jacket with several others having votes next week. They include Clifton, Letchworth (Bliss, Castile, Pike and Silver Springs) Mt.Morris, Red Creek and Wolcott.

## **3. Other**

Rita Reissig reported on the NYSALB (New York State Association of Library Boards) conference that she recently attended. The keynote address by ALA President elect and El Paso Public Library Director Carol Brey-Casiano focused on advocacy and featured a slide show that stressed the importance of gathering facts and figures for your advocacy efforts. One useful tip that Rita picked up was for libraries to join their local chamber of commerce if they haven't already done so.

Two workshops were offered: "Is Your Library Legal" and "Funding for Public Libraries," the latter of which Rita attended. The panel discussion included a variety of options; 414, Special Legislative District and School District funding.

The luncheon speaker was Ronald Kermani, Public Information Officer, New York State Higher Education Services Corporation whose topic was "Media Dating: How to Have a Lasting Relationship with a Reporter and Not Get Burned."

Next year's NYSALB conference is in Syracuse and Rita encouraged board members to attend.

### **Old Business:**

There was no old business.

### **New Business:**

#### **1. Central Library Development Application**

Jennifer reviewed the Central Library Development report and grant application as prepared by Scott Hughes and noted that the Geneva Free Library board president and director as well as the Pioneer Library System board president and director sign it. The majority of the budget of \$105,000 will be used for salaries, fringe benefits and delivery costs.

**MOTION 18:** Pat Ayres made a motion to approve the Central Library Development grant application with Sue Janczak seconding the motion. It passed unanimously.

#### **2. Central Library Services Contract Changes**

The PLS board finance and personnel committees met for an hour prior to the full board meeting to discuss proposed changes in the Central Library Services Contract. Jennifer recommends consolidating OWWL processes at PLS to provide the most cost-effective approach to interlibrary loan and cataloging by bringing Kim Iraci to PLS and using two current PLS support staff to work with Kim. This will result in a savings of \$18,580 to PLS in 2004. Jennifer met with the GFL Board and staff on May 10 to discuss the proposed changes. They are understandably concerned, but many of the reductions that are proposed can be offset this year with the Central Library Development aid, so as to minimize the direct impact on the Geneva budget. The finance and personnel committees recommend the proposed changes. Pradeep noted that the summary table of proposed changes in Central Library Services that board members received was very useful and straightforward.

**MOTION 19:** Marianne Hunt made a motion to consolidate OWWL processes at PLS to provide the most cost-effective approach to interlibrary loan and

cataloging; bring Kim Iraci to PLS as a full time employee beginning July 2 to supervise ILL and cataloging; and train PLS support staff members Heidi Jensen and Fran Rush in cataloging and ILL procedures. Mary Jane Healy seconded the motion. The motion passed with seven members voting yeas, and one abstention, Rita Reissig.

### **3. Assistant Director Position/System Librarian Position**

Jennifer noted that current Systems Librarian Betsy Morris asked to be considered for the position of PLS Assistant Director. Betsy brings her exceptional leadership skills and she welcomes the opportunity to use her visionary skills in an administrative position. In this era of rapid change, the continuity provided by Betsy will be reassuring and helpful as PLS moves forward. The position would begin August 27. Kim Iraci would move to the System Librarian position on the same date. The finance and personnel committees recommend the proposed changes. Marianne asked if there is a job description for the Systems Librarian position. Jennifer replied that new job descriptions would be written for both the Assistant Director and System Librarian positions. Pradeep asked about obligations to post the positions and Jennifer noted there are no requirements to do so.

**MOTION 20:** Marianne Hunt made a motion to fill the Assistant Director's position with Betsy Morris as of August 27 and move Kim Iraci into the Systems Librarian position on the same date. Sue Janczak seconded the motion. The motion passed with seven members voting yes, and one abstention, Rita Reissig.

### **4. Adopt CIPA Policy on Internet Filtering**

Board members received a draft memo to libraries about CIPA compliance, E-Rate and Internet filtering written by Systems Librarian Betsy Morris in their board packet. PLS is in the untenable position of having to activate filtering on July 1, 2004 in order to continue receiving E-rate funding. If libraries choose NOT to filter, and forego E-rate, PLS will adjust the Universal Service Discount submission accordingly and no longer include the library in the annual PLS application. Each library forgoing the filtering option would then become responsible for the VPN (Virtual Private Network) costs that currently range from \$960 to \$3948 per year, depending on the local situation. Currently PLS pays \$65,000 per year for recurring telecom costs, some of which is offset by the \$1,000 per year fee that OWL libraries are assessed as the Network Access fee.

Considerable discussion ensued with board members asking questions about the implications of not filtering. Jennifer noted that it is illegal to view child

pornography and that the filter that PLS chooses will be the least restrictive in terms of access. Computers in children rooms will have more restrictions than adult computers. Libraries will be expected to indicate their intention to filter or not to filter before July 1, 2004.

**MOTION 21:** Sue Janczak made a motion to notify member libraries about CIPA compliance, E-Rate and Internet filtering with a request for response from each library regarding their intentions. Dick Harrison seconded the motion, which then passed unanimously.

**Other:**

Pat Ayres brought an article in the May 3<sup>rd</sup> edition of Time magazine to the board's attention. The article indicated that in 1996, 28% of public libraries offered Internet Access, while 96% are offering it in 2004. During that same time period library usage has increased 17%.

Rita shared the website of the ALA Campaign for America's Libraries as <http://www.ala.org/ala/pio/campaign/camplaignamericas.htm>

Jennifer noted that she had received a letter from the Youth Services Advisory committee regarding reinstating a full or part time Youth Services position. With the board action on the Assistant Director and Systems Librarian positions, it is now possible to begin crunching numbers for the 2005 and beyond budgets. This request can be discussed at the June meeting.

The next regular meeting is June 9 at 5:00 pm at the PLS Office. The finance committee will meet at 4:00 pm prior to the regular meeting.

**MOTION 22:** Pat Ayres moved to adjourn the meeting at 6:05, with Pradeep Jangbari seconding the motion. It passed unanimously.

Respectfully submitted,

Patricia Stocker

Drafted: May 14, 2004

Approved: June 9, 2004