

Minutes of the Pioneer Library System
Board of Trustees Meeting
Wednesday, October 19, 2005
Peter's Party House, Leicester, NY

PLS Board President Rita Reissig called the meeting to order at 4:51 p.m.

The following PLS Board members were present: Pat Ayres, Dick Harrison, Pradeep Jangbari, Sandy Kushner, Sandy McGavern, Dixie Prittie and Rita Reissig. Board members Sue Janczak and Marianne Hunt were excused. Also present were PLS staff Cindy Gardner, Betsy Morris, Jennifer Morris, and PLSDAC Liaison Patricia Baynes. Central Library Director, Scott Hughes, was absent.

Rita asked if there were any additions or changes to the agenda. Jennifer added New Business item #4, Rotating Collections (mailed separately).

MOTION 88: Pat Ayres moved to adopt the agenda as amended, Dick Harrison seconded, and the motion passed unanimously.

Rita asked for additions or corrections to the minutes of September 12, 2005 meeting. There were none.

MOTION 89: Sandy McGavern made a motion to approve the minutes as submitted. Pradeep Jangbari seconded. The motion passed unanimously.

Communications and Reports:

1. Financial report

Cindy referred to the financial report included in the Board packet and asked if there were any questions. There were none.

MOTION 90: Dixie Prittie made a motion to receive the financial report as presented. Pat Ayres seconded. The motion passed unanimously.

2. Directors' Reports

Jennifer reminded the Board that the Annual Meeting speaker, Wood Library trustee Barbara Hamlin, would be speaking on fund raising and development. She went on to say the November 5 *Nurturing Fundraising* workshop at Pioneer is a great follow-up opportunity, and features Lindsay Ruth, former director of the Geneva Free Library and current Individual Giving Officer at Cornell University Alumni Affairs and Development. She then announced that staff member Kim Iraci has accepted the expanded outreach position: Communications, Advocacy & Outreach Coordinator, which she will assume when her current position, Systems Librarian, is filled.

Pat Ayres asked Jennifer about the assistance PLS will offer member libraries in updating their five year plans. As part of the *Anticipating Library Service Needs in the 21st Century* LSTA grant, Jennifer indicated libraries will need to qualify, based on a questionnaire. The process will be competitive, and 6-8 libraries will be selected. Consultant Patricia Stocker will meet with applicants to review their current situation and assess their readiness to participate in the project. Questionnaires will be distributed in the next week or two, and will be sent to both the director and Board president at each of the member libraries.

Betsy pointed out the inclusion of the PLS Mission statement as a footer on the agenda, something that was suggested at Continuous Assessment, Continuous Improvement she attended. Rita Reissig then asked if the System Office telephone number could also be included on the agenda.

Central Library Director, Scott Hughes was absent, no report was submitted.

3. PLSDAC Liaison's Report

Patricia Baynes reported PLSDAC had not met since the September Board Meeting, and will meet next on November 4.

Member library news included the hiring of a new children's librarian, Sarah Matthews, at Wadsworth Library; the public library vote for Geneva Free Library, scheduled for Tuesday, November 15 in the library; and, that Sodus Free Library has been ranked 2nd in the *2005 HAPLR Rankings* for public libraries in the population category 1,000-2,499. Jennifer added that very few New York libraries ranked in this year's HAPLR ratings, which are published in the October issue of *American Libraries*.

Sandy Kushner reported that construction on the community room addition to the Eagle Free Library is complete, but they have yet to move in, and may need additional shelving.

4. **Committee Reports** – see New Business

5. **Other**

There was no NYSALB liaison report.

Old Business:

1. Proposed OWWL budget and fees (revised)

Jennifer reviewed the revised OWWL charges as had been distributed to and approved by the Finance Committee via email, incorporating the changes suggested at the September 14 Board meeting. Pradeep Jangbari asked about long term predictors for cost increases to member libraries, and the PLS subsidy rate—would there be any considerations other than inflation and cost recovery. Jennifer indicated it is extremely difficult to predict long term costs: state funding and vendor pricing being out of our control. She also indicated PLS is following developments on open source alternatives as one way to contain future costs.

MOTION 91: Dixie Prittie made a motion to accept the revised OWWL fee schedule as presented. Pat Ayres seconded. The motion passed unanimously.

New Business:

1. 9 month YTD and amended 2005 budget

Cindy reviewed the changes. She explained adjustments to the Reserves were a result of the changes to OWWL subsidies, and indicated that salary savings this year, due to staff shortages, have offset the loss in state aid due to the use of the 1990 rather than 2000 census figures. Members of the Board commented on the readability of the budget summary, appreciating the yellow highlighting and pop-up boxes detailing expenditures.

MOTION 92: Dick Harrison made a motion to adopt the proposed 2005 Budget Amendments as submitted. Sandy McGavern seconded. The motion passed unanimously

2. Nominating Committee for 2006 Slate of Officers & Committees

Rita asked for volunteers for the Nominating Committee. Pradeep, who has served as the chair of the nominating committee for the past 3 years, indicated he would do so again. He asked that Board members contact him with their interests or recommendations. He would then review those suggestions with Sandy Kushner. Jennifer reminded the Board that 2006 will be the last year for Rita Reissig, representing Central Library, and Sandy Kushner, representing Wyoming County. She also updated the Board on the term of office for System board members: specified as 5 years in State Education Law.

3. Process for Director's Annual Evaluation

Jennifer referred to the *Director's performance appraisal* in the Board packet. Additional materials will be sent to the Personnel Committee, and the evaluation will take place at the Personnel Committee meeting, immediately prior to the December Board meeting. Questions can be referred to Assistant Director, Betsy Morris.

4. Approve changes in Rotating Collections

Distributed as a supplemental mailing to the Board packet, and in direct response to the focus group rankings of System service priorities, Jennifer proposed eliminating the Large Print and Popular rotating collections in 2006, but continuing the Audiobook and Video collections. She indicated that this would not result in a cash savings, but would significantly reduce staff time and delivery loads. And, that OWWL holds and member initiated Bulk Loans offer alternatives to rotating collections. The cost of audiobooks and uniqueness of the rotating video collection titles warrant the continuation of those collections through 2006, when their efficacy will then be re-examined.

MOTION 93: Dick Harrison made a motion to accept the Changes in Rotating Collections as proposed. Pradeep Jangbari seconded. The motion passed unanimously.

Other:

There were no other topics for discussion.

MOTION 94: Pat Ayres made a motion to adjourn the meeting. Dixie Prittie seconded. The motion passed unanimously, and the meeting was adjourned at 5:42.

Next Regular Meeting

The next regular meeting is November 9, 2005 at 5:00pm at the Pioneer Library System office, Canandaigua, New York. It will be preceded by a joint meeting of the Finance and Personnel Committees at 4:00pm, to review the preliminary 2006 budget.

Respectfully submitted,

Betsy Morris

Drafted October 25, 2005

Approved as submitted, November 9, 2005