

Minutes of the Pioneer Library System  
Board of Trustees Meeting  
Wednesday, November 9, 2005  
Pioneer Library System Offices, Canandaigua, NY 14424

PLS Board President Rita Reissig called the meeting to order at 5:00 p.m.

The following PLS Board members were present: Pat Ayres, Dick Harrison, Sue Janczak , Pradeep Jangbari, Sandy Kushner, Sandy McGavern, Dixie Prittie and Rita Reissig. Board member Marianne Hunt was excused. Also present were PLS staff Cindy Gardner, Betsy Morris, Jennifer Morris, and PLSDAC Liaison Patricia Baynes. Central Library Director, Scott Hughes arrived at 5:15.

Rita asked if there were any additions or changes to the agenda. She added Report from the Nominating Committee under *Communications and Reports*.

**MOTION 95:** Sue Janczak moved to adopt the agenda as amended. Pradeep Jangbari seconded, and the motion passed unanimously.

Rita asked for additions or corrections to the minutes of October 19, 2005 meeting. There were none.

**MOTION 96:** Sandy McGavern made a motion to approve the minutes as submitted. Dixie Prittie seconded. The motion passed unanimously.

**Communications and Reports:**

**1. Financial report**

Cindy reported that we have received all State Aid for 2005, and that all grants have been paid out to member libraries except PIG (incentive grant) and travel reimbursements, which will be disbursed in December. She also reminded Board members to submit their travel claims for reimbursement. She went on to say that OWWL fees for next year will be billed in 2 segments: telecommunications costs in January, and OWWL fees in June.

**MOTION 97:** Dick Harrison made a motion to receive the financial report as presented. Sue Janczak seconded. The motion passed unanimously.

**2. Directors' Reports**

Jennifer reminded the Board that the school district public library vote for Geneva Free Library will take place on Tuesday, November 15. She said the outcome is hard to predict. But, she reported good news for a neighbor system: Chemung County was successful in creating a county-wide district, which merged 2 libraries and several branches to form a special county district, while preserving local endowments by creating library foundations. She went on to report that PLS was well-represented at the NYLA Annual Conference, naming several PLS and member library Board members who were in attendance.

Betsy reported a good applicant pool for the Systems Librarian position. When questioned about the competitiveness of the salary, she reported that the salary was competitive, but the benefit package was not as attractive as those offered in academia, especially the retirement options. Many of the applicants are from academic libraries.

[Central Library Director, Scott Hughes was not yet present. His report appears later.]

### 3. PLSDAC Liaison's Report

Patricia Baynes reported that the November 4 PLSDAC meeting was held at Williamson and featured a presentation by Elly Dawson, from Newark, on staff training.

No member library news had been submitted in the 3 weeks between Board meetings, but she did report that circulation at Palmyra went up 50% in the last month. And that Palmyra had received a \$20,000 matching grant from the Bullis Foundation, which must be matched by November 30. She indicated that the Bullis Foundation is an excellent source of grant funding for Wayne County libraries.

Sandy Kusher reported that Eagle Free will be hosting an overnight party during Children's Book Week, and circulated a flyer promoting the event.

Jennifer reported that the Wyoming library board president had called looking for more information about automating with OWWL. Jennifer suggested Wyoming contact Eagle as an example of a small library that had made the transition to OWWL.

Jennifer also reported that former PLS Board member Mary Jane Healy is now on the Board at Newark. It was also reported that Carolyn Lyons is back on the Board at Warsaw.

### 4. Committee Reports – see also New Business

Pradeep reported on the outcome of the Nominating Committee, which recommended the following slate of officers for 2006:

President: Sandy Kushner  
Vice-President: Pat Ayres  
Treasurer: Dick Harrison  
Secretary: Pradeep Jangbari

Rita opened the floor for further nominations. There were none.

**MOTION 98:** Pradeep Jangbari made a motion to accept the slate of officers as recommended by the Nominating Committee. Sue Janczak seconded. The motion passed unanimously.

### 5. Other

Scott Hughes distributed the Central Library Report and two handouts of statistics detailing the use of the Reference USA database and the subject and information requests from the correctional facilities. He reported that the Central Library Advisory Committee had recently met and issued recommendations for periodical and database subscription purchases. He also reporting that reference training classes were being developed. In reviewing the Reference USA statistics, a discussion followed on the use of reference resources for business purposes, including the potential for promoting the service for marketing and public relations purposes.

#### **Old Business:**

There was no old business.

#### **New Business:**

##### **1. Report of Finance and Personnel Committees on changes to Staff Policies**

Sandy McGavern reported that the committees reviewed *the Staff Policies* draft document, and recommended its adoption with one minor word change and several typographical error corrections.

**MOTION 99:** Sandy McGavern made a motion to adopt the *Staff Policies* document as corrected in committee. Pat Ayres seconded. The motion passed unanimously.

## **2. Report of Finance and Personnel Committees on preliminary 2006 salaries and benefits**

Dick Harrison reported that the committees agreed on a 4% salary increase for 2006, allocated as a 3% cost-of-living increase and a 1% merit raise. It was agreed that all staff would receive the 1% merit raise this year, in recognition of the extra work all had contributed during prolonged staff shortages. The committee suggested establishing a variable merit raise pool and formulating merit increase criteria for determining future raises. A discussion followed regarding the negative or positive impact of a merit raise program, and the need for well-defined procedures based on annual goals.

**MOTION 100:** Dick Harrison made a motion to accept the 2006 Salary Schedule 4% raises, allocated as 3% cost-of-living adjustment and 1% merit increase. Sue Janczak seconded. The motion passed unanimously.

## **3. Report of Finance and Personnel Committees on preliminary 2006 budget**

Dick Harrison referred to the 2006 Proposed Budget submitted in the Board packet, indicating that the one area that may change is the Correctional Budget, when the correctionals meet with PLS on November 16 to approve the proposal.

**MOTION 101:** Dick Harrison made a motion to adopt the 2006 Budget as proposed. Pat Ayres seconded. The motion passed unanimously.

## **4. Recommendation from Central Library Advisory Committee**

Jennifer reported that the Central Library Advisory Committee expressed concern about the reporting of Central Book Aid fund balances. In an effort to improve the reporting, CLAC suggested that CBA funds be held at PLS, and invoices submitted from Geneva. Jennifer indicated that she met with Scott and 2 GFL board members earlier this week to discuss the problem. Scott agreed to ensure that accounting practices at Geneva are being improved, and better reporting mechanisms should be forthcoming. She suggested that any discussion about shifting the accounting to PLS be tabled until December pending further monitoring of the improvements implemented at GFL.

**MOTION 102:** Sue Janczak made a motion to table action until December on transferring CBA accounting from Geneva to Pioneer, pending review of improved reporting. Pradeep Jangbari seconded. The motion passed unanimously.

## **5. Plans for December Board meeting**

A sign-up sheet for food and beverage provision was circulated.

## **6. Donation opportunities: New Yorkers for Better Libraries PAC and the Harold Hacker Fund**

Jennifer referred to the two handouts in the Board packet. She encouraged the Board to contribute and promote trustee donations to the NYLIBS-PAC, explaining that these monies support NYLA's presence at important political events that cannot be funded by NYLA. More information about the PAC is available at [www.nylibs-pac.net](http://www.nylibs-pac.net). She then talked about the Harold Hacker fund, and that monies donated there can be designated for use at Pioneer Library System. Discussion followed about getting the most return on limited charitable dollars.

## **Board Development:**

Jennifer reviewed the evaluations for the 2005 Annual Dinner. The meeting received Good or Excellent marks in high percentages for all areas: facility, food, business meeting, speaker, and overall.

**Other:**

Rita Ressig commented that she noticed and appreciated the addition of the Office telephone number on the Agenda.

**MOTION 103:** Dick Harrison made a motion to adjourn the meeting. Sandy Kushner seconded. The motion passed unanimously, and the meeting was adjourned at 6:08.

**Next Regular Meeting**

The next regular meeting is December 14, 2005 at 5:00pm at the Pioneer Library System office, Canandaigua, New York.

Respectfully submitted,

Betsy Morris

Drafted November 14, 2005

Approved as drafted, January 11, 2006