

Minutes of the Pioneer Library System
Board of Trustees Meeting
Wednesday, June 13, 2007
Bloomfield Public Library, Bloomfield, New York

PLS Board President Pat Ayres called the meeting to order at 5:35.

The following PLS Board members were present: Pat Ayres, Nancy Bauder, Kathleen Brown, Pradeep Jangbari, Sandy McGavern, Linda Morris and Dixie Prittie. Marianne Hunt was excused. Also present were PLS staff Cindy Gardner, Betsy Morris, and Jennifer Morris; and Interim Central Library Director Melissa Correia, and PLSDAC liaison, Peggy Parker. Trustee Dick Harrison was absent.

Pat Ayres asked if there were any additions or changes to the agenda. There were none.

MOTION 26: Sandy McGavern moved to adopt the agenda as presented, Linda Morris seconded, and the motion passed unanimously.

Pat Ayres asked for additions or corrections to the minutes of the May 19, 2007 meeting. There were none.

MOTION 27: Nancy Bauder moved to approve the minutes as submitted, Dixie Prittie seconded, and the motion passed unanimously.

Communications and Reports:

1. Financial Report

Cindy updated the financial report distributed in the packet to report on shifts of money from the money market account to savings. Linda Morris inquired about when state aid is received, and Cindy replied usually in July or August. There were no additional questions regarding the financial report.

MOTION 28 Sandy McGavern moved to accept the Financial Report as distributed, Linda Morris seconded, and the motion passed unanimously.

2. Directors' Reports

Jennifer reported on the success of the Naples vote to become a school district public library, while the turnout was small, the margin of yes to no votes was good. She also reported on her activity as a member of the Search Committee for the Geneva Public Library Director position. She indicated that the lack of activity on the lawsuit may result in the file being closed in the near future. Finally, she urged Board members to encourage their friends to take the library marketing survey currently online and linked on the PLS web site and in the OWWL catalog.

Betsy reported that she and Cindy had attended the 2007-08 Construction Grant Workshop in Schenectady where they learned that DLD is hopeful that the \$14 Million program will continue to be funded. She indicated that a fact sheet about the grants was distributed in Monday's PLS Notes and urged that any library considering a project contact Cindy or her as soon as possible so that they can develop a sense of how much money will be requested in this grant cycle.

Melissa Correia also reported on the director search at Geneva, indicating that two candidates had been interviewed last week, a decision reached on Monday, and the final steps in making an offer underway. She reported on Central Library reference activity: incoming questions remain at about 15 a month, Newark will be added to the reference Instant Messaging (IM)

group, and they plan on opening IM as an option for all member libraries in the near future. She also mentioned an upcoming community reading initiative, with a planning meeting later tonight.

3. PLSDAC Liaison's report

Peggy Parker was elected PLSDAC representative at the June meeting, held in Warsaw, and reported:

The Pioneer Library System Directors' Advisory Council (PLSDAC) met on Friday, June 1, 2007, 10:00 a.m., in Warsaw. The guest speaker was Rose Czrny, Certified Holistic Practitioner/Educator (from East Aurora). The topic was "Taking Care of Ourselves at Work in the Library" (meditation, ergonomics, and more). Also speaking was Barb Sceusa, a Certified Reiki Practitioner from Warsaw.

PLSDAC members elected officers for June 2007 to June 2008 and developed the new schedule of meeting dates, topics, and locations. The meeting dates are: September 7, November 9, 2007; February 1, April 4, June 6, 2008.

Member library news:

Wadsworth Library (Geneseo) – Anna Grace reports that the Wadsworth Library now has automatic doors at both the main and meeting room entrances. The doors not only assist people with disabilities, they help with deliveries and with parents with strollers. They are very happy with this change. Construction Aid was used to help pay for the doors.

The board held its first donor reception on Friday, June 8 from 6-8.

Honeoye Public Library – Wendy Krause sent information about their Performances at Honeoye Lake series. The summer program is completely funded by contributions from individuals, businesses, organizations, and the Towns of Richmond and Canadice. This is the seventh year, and they are still going strong! The performances are held at 7:00 p.m. at the Gazebo on Main Street (Route 20A) in Honeoye for nine weeks on Friday evenings, from July 6 through August 31.

Naples Library – Blanche Warner reports on the success of their vote on June 6 to become a school district public library. The vote was 229 yes and 97 no.

Perry Public Library – Peggy Parker reports that the outside trim and railings of the library have been recently painted, and spotlights and a garden are now in place at the new library sign, which was installed in March. A monthly library column (3rd Thursday) is now appearing in the Perry Herald newspaper—"At Perry Public Library" features book reviews, comments, and current library happenings, and includes a photo of that month's columnist. Library staff, Trustees, and Friends are taking turns contributing columns.

4. Committee Reports – there were none.

5. Other – there were no other topics.

Old Business: There was no old business on the agenda.

New Business:

1. Financial Planning

- a. **Cash flow report to help determine amount of fund balance to have on hand**

Jennifer reviewed the Cash Flow Receipts/Expenditures chart which projected receipts and expenditures from January through July and calculated different reserve amounts to cover anticipated expenses. Both receipt/expenditure projections indicated similar potential deficits of approximately \$550,000 prior to receiving state aid. Sandy McGavern asked if there had been a past practice of borrowing to meet expenses. Cindy reported that for 2 years when the State budget was extremely late, PLS did obtain revenue anticipation notes (1999 & 2000) but at a time when interest rates were such that there was no financial loss by having to borrow. Pradeep spoke in favor of an unencumbered cash reserve in the 40% range. Sandy McGavern agreed if the resulting spend down amounts resulted in direct benefits to the members and this maintained enough of a cushion to cover expenses.

MOTION 29: Pradeep Jangbari made a motion that the unencumbered fund balance reserve be set at 40% of operating costs. Sandy McGavern seconded, and the motion passed unanimously.

b. Actual OWWL costs

c. OWWL cost sharing scenarios for '08-09

Jennifer referred to the OWWL 2006-2009 OWWL Budget chart, indicating costs had been recalculated based on real costs, which included additional personnel costs excluded from previous OWWL budgets. She then discussed the 3 OWWL cost sharing scenarios and the accompanying spreadsheets calculating the costs to members at 30, 33, and 35%. She explained the cataloging component of the cost share, which is new to the cost distribution formula in the 2007-08 OWWL contract period. Linda Morris asked what percent these costs reflect of member library operating budgets. A handout from the May Board meeting indicated the average was 2.2%. Pradeep suggested keeping the OWWL costs at the current rate as a good way to funnel some of the fund balance spend down back to the members. Melissa commented that even though Geneva has one of the higher increases, she was not concerned about the cost to Geneva because the benefit of OWWL was well worth a 30% share of the total cost of the product. Pat Ayres spoke in favor of easing members into fee increases for OWWL and applying fund balance spend down efforts toward increasing services to members that PLS is in a better position to offer than the small libraries can take on locally, such as marketing. She also expressed concern about what happens when the fund balance is exhausted. Cindy and Kathleen also spoke in favor of incremental increases, Kathleen suggesting that libraries can manage small increases which is far preferable to holding costs steady for the short term and then announcing a large increase later on. Jennifer suggested adopting the OWWL cost share at 30% for 2008 and 33% for 2009. Pradeep, while initially inclined toward keeping the same rate over the 2 year period, expressed support for the incremental approach as it does allow time for planning. Both Pradeep and Linda reported they had heard from member library boards a strong message to keep OWWL costs down. There was a brief discussion on the need to educate boards on the full costs of OWWL and its value to the member libraries and their users.

MOTION 30: Pradeep Jangbari made a motion that the PLS subsidy for actual OWWL costs be 70% in 2008 and 67% in 2009, with a corresponding cost share to members of 30% in 2008 and 33% in 2009. Dixie Prittie seconded, and the motion passed unanimously.

There followed a brief discussion on the time of year libraries prepared their annual budgets in terms of when it is best to release the OWWL costs. Kathleen also asked about the impact of the subsidy on the reserve and suggested a broad statement on future budgets when the reserve is expended. Jennifer replied that the fund balance reserve and OWWL cost share decisions will allow us to project budget scenarios for the spend down.

Jennifer went on to reply to a previous inquiry from Pradeep about projected capital expenses that will be built into future budgets:

- Potential cost overruns for the east wing renovation
- Addition of bathrooms in the current professional collection area
- Expansion of the parking lot
- Possible second driveway into the parking lot

Pradeep asked if there was a clear end point for capital improvements after which building expenses will be primarily for maintenance, which Jennifer confirmed. It was then asked what some of the expanded services might be. Jennifer responded that help with long range plans, collection development grants, exploration of new formats such as downloadable audiobooks, marketing were under consideration. Pradeep suggested basing decisions on survey results and Jennifer indicated that work is underway on a system services satisfaction survey.

d. Maintenance of effort – developing guidelines

Betsy explained the method and results she used to produce the MOE scores on the spreadsheet distributed at the meeting. Pradeep commented this would be a useful tool to help directors communicate with their boards, and to remember there may be special cases to consider when evaluating the results.

2. Annual meeting plans

a. Location

Jennifer reminded the Board of the past practice of alternating annual meeting sites between the east and west sides, which would mean the 2007 meeting would need to be at Peter's Party House or some other west side location. Linda and Peggy reported that Peter's is closing, leaving the only option as the Genesee River Restaurant in Mt Morris. Pradeep suggested negotiating a 2-year contract to see if that provided better pricing.

b. Speaker suggestions

Jennifer suggested NYLA Director Michael Borges or possibly an author. Kathleen asked about the intent of the annual meeting—to educate, present a vision, or entertain. It was agreed that all of those are goals. There was a discussion of past well-received speakers such as Susan Keitel and Barb Hamlin. Jennifer mentioned Tim Greene as an area author. Agreement was reached on inviting Michael Borges.

There was a brief discussion about separating out the business meeting from the annual meeting, and Board members were asked to hold the date, October 3, 2007, should it be decided to hold a separate meeting.

MOTION 31: Pradeep Jangbari made a motion to adjourn the meeting. Dixie Prittie seconded. The motion passed unanimously, and the meeting was adjourned at 6:55 p.m.

Next Regular Meeting

The next regular meeting is scheduled for Wednesday, September 12, 2007 at the Pioneer Library System Office in Canandaigua, New York.

Respectfully submitted,

Betsy Morris

Approved September 12, 2007