

**Minutes of the Pioneer Library System
Board of Trustees Meeting
Wednesday, December 11, 2013
Pioneer Library System, Canandaigua, New York**

PLS Board members Sandra Kushner, John Lester, Anne Mancilla, Carolyn Meisel, Pic Schade, Joanna Whelan, Joe Wilson; excused: Carolyn Lyons and Patricia Lind. Also in attendance PLS staff Cassie Guthrie and Cindy Gardner; Chris Finger, Central Library Representative, and Ron Kirsop and Chris Ryan, guests.

PLS Board President Sandy Kushner called the meeting to order at 5:01 p.m. She introduced Chris Ryan, president of the Avon Free Library who is interested in joining the PLS board.

Sandy asked if there were any additions to the agenda. Cassie requested the addition of the Resignation of Pat Lind from the PLS Board to New Business #6.

MOTION 54: Joanna Whelan made a motion to adopt the agenda with addition. John Lester seconded and the motion passed unanimously.

Sandy asked if there were any additions or corrections to the minutes of the November 13, 2013 meeting. Sandy requested since we have two Carolyn's, last names should be used in the future. Of particular note is clarifying the paragraph following Motion 47 as Carolyn Meisel.

MOTION 55: Carolyn Meisel made a motion to approve the November 13, 2013 minutes with revisions. Pic Schade seconded and the motion passed unanimously.

Communications and Reports:

1. Financial Report

Cindy referred to the cash report ending December 4, 2013. PLS is still waiting for final 10% of LSA funds. Payment is in process per DLD. Cindy also reported the completion of the HVAC and roofing projects.

MOTION 56: Joanna Whelan made a motion to accept the financial report as submitted. Joe Wilson seconded and the motion passed unanimously.

2. Directors' Reports

Cassie reported 29 responses from member libraries to the Direct Access Plan and 32 responses to date to the system satisfaction survey. 50% sign-off of the Direct Access Plan is required by DLD, although we will attempt to encourage more participation. There was some discussion regarding the success of the homeschooling program at the last system meeting.

Chris Finger, Central Library representative, reported that the JobNow training is going well. He talked about Ask 24/7, which will not be funded by Central Library in 2014.

3. PLSDAC Liaison's Report

The report from Sandra Hylan, PLSDAC liaison, was in the packet noting news from Clifton Springs, Gainesville, Geneva, Lima, Ontario, Perry, Red Jacket, Wadsworth, and Wood libraries. Sandy Kushner added that over one hundred were in attendance for *Bedtime with Santa* program at the Eagle Free Library.

4. Committee Reports - see New Business #5

5. Other (none)

Old Business: (none)

New Business:

1. Approve Board of Trustees' Meeting Schedule for 2014

The schedule included in the packet was reviewed. Cassie has confirmed the June 11, 2014 meeting will be held at Steven's Memorial Library in Attica.

MOTION 57: Joanna Whelan made a motion to accept the 2014 Board Meeting Schedule. Joe Wilson seconded and the motion passed unanimously.

2. Approve 2014 Grants & Fees Program to Members

Cassie presented the Grants & Fees document outlining funding decisions made per the approval of the 2014 PLS budget at last month's board meeting. New for 2014 are Conference and Long Range Planning Grants.

MOTION 58: Anne Mancilla made a motion to accept the 2014 Grants & Fees Program to Members. John Lester seconded and the motion passed unanimously.

3. Nominating Committee Report and Election of 2014 officers

MOTION 59: Anne Mancilla presented the following slate of officers for 2014: President - Carolyn Meisel; Vice President – Joanna Whelan; Secretary – Anne Mancilla; Treasurer – Pic Schade. Joe Wilson seconded and the motion passed unanimously.

4. Committee Assignments for 2014

Cassie passed around a sign-up sheet for committee assignments.

5. Personnel Committee report on Director's Annual Evaluation

MOTION 60: Sandy Kushner asked for a motion to enter into executive session to discuss the performance and employment of an individual at 5:25 p.m. Anne Mancilla made the motion, Pic Schade seconded, and it passed unanimously.

The Board of Trustees executive session ended at 5:40 p.m.

MOTION 61: Anne Mancilla made a motion to approve the Personnel Committee's report on the Executive Director's review. Carolyn Meisel seconded and the motion passed unanimously.

6. Accept Pat Lind's resignation from the PLS Board

Cassie read Pat Lind's November 19, 2013 email submitting her resignation.

MOTION 62: Joanna Whelan made a motion to accept with regret Pat Lind's resignation from the PLS board. Anne Mancilla seconded and the motion passed unanimously.

Other:

Cassie presented outgoing trustees Sandy Kushner and Joe Wilson small gifts with the sincere thanks of the PLS board and staff for their service.

Board Development:

Ron Kirsop from Wood Library presented Email Etiquette at the board's request. He entertained questions and was asked for a more in-depth follow-up presentation.

Reminders:

Next Regular Meeting:

The next regular meeting is January 8, 2014 at PLS Headquarters, Canandaigua.

MOTION 63: John Lester made a motion to adjourn, and the meeting was adjourned at 6:14 p.m.

Respectfully submitted,

Cindy Gardner

Approved January 8, 2014