

**Minutes of the Pioneer Library System
Board of Trustees Meeting
Wednesday, February 13, 2013
Pioneer Library System, Canandaigua, New York**

PLS Board members Sandra Kushner, John Lester, Carolyn Lyons, Anne Mancilla, Carolyn Meisel, Pic Schade, Joanna Whelan, and Joe Wilson were present. Board member Patricia Lind was excused. Also in attendance PLS staff Pat Finnerty, Cindy Gardner and Cassie Guthrie, Central Library Director Beth Horn, PLSDAC liaison, Laurie Newell, and auditors from Bonn, Dioguardi & Ray, Melissa Empey and Jack Kosmicki.

PLS Board President Sandy Kushner called the meeting to order at 5:05 p.m.

Sandy asked if there were additions to the agenda. Cassie asked that New Business #6, Approve Auditor's Report & 990 be moved between approving the minutes of the January meeting and Communications and Reports.

MOTION 9: Anne Mancilla made a motion to adopt the agenda as amended. Joanna Whelan seconded and the motion passed unanimously.

Sandy asked if there were any additions or corrections to the minutes. There were none.

MOTION 10: Carolyn Meisel made a motion to approve the minutes as presented. Pic Schade seconded and the motion passed unanimously.

New Business:

6. Approve Auditor's Report & 990

Jack explained Boychuk & Company was purchased by Bonn, Dioguardi & Ray on January 1, 2013. Both he and Melissa Empey audited the Pioneer Library System 2012 records. Jack explained the audit report, noting an increase in the end of year cash balance of about \$30,000, and the board designated encumbrances for cash flow and capital purposes. Cindy added that we don't receive any state funding before August, or eight months into our fiscal year. The state runs on an April – March fiscal year. Jack briefly explained Note 7: Concentration of Credit Risk. Each named account is insured up to \$250,000 per bank. Balances in excess of that are collateralized against Federal Treasury notes.

MOTION 11: Joanna Whelan made a motion to approve the audit report. Carolyn Lyons seconded and the motion passed unanimously.

Jack briefly presented the 990 based on the audit report. Sandy Kushner asked why the 990 indicated we had 24 employees. Cindy explained it is based on the number of W-2's filed for the year, not the number of active employees at the end of the year. Sandy also asked about our Record & Retention policy, which was last approved in 2009. Cassie reminded the board that PLS policy review is one of her goals for this year.

MOTION 12: Joanna Whelan made a motion to approve the 990. John Lester seconded and the motion passed unanimously.

Before leaving, Jack offered his firm's services for a workshop to help libraries with accounting, specifically using QuickBooks. With Jack's semi-retirement, Melissa becomes the main contact for Pioneer. Cindy thanked Jack for his many years of working with us.

Communications and Reports:

1. Financial Report

Cindy referred to the Financial Report distributed in the packet, noting receipt of 100% Ontario County and 50% of Wayne County aid. These will be paid to libraries by the end of the month. Cassie noted that Wyoming County no longer provides aid to libraries, Ontario County is reducing by thirds each year until phase out, and Wayne County has reduced their aid by one-third for 2013. There were no questions.

MOTION 13: Carolyn Meisel made a motion to accept the financial report as submitted. Joanna Whelan seconded and the motion passed unanimously.

2. Directors' Reports

Cassie introduced Pat Finnerty, Consultant Librarian/Outreach Coordinator. Cassie reported she sent the 2012 System Satisfaction Survey to libraries yesterday. She encouraged trustees to attend Library Advocacy Day on March 5th.

Beth Horn, Central Library Director reported that Chris Finger has expanded his trainings at member libraries beyond OWWL2go. As a result of the Workforce Grant, he will be training member librarians on the features of the Jobs Now database.

3. PLSDAC Liaison's Report

PLSDAC representative Laurie Newell reported that Chris Finger from Central Library trained the Bloomfield and Bristol library staff on NOVEL NY. She also reported news from the following libraries: Bloomfield, Bristol, Castile, Clifton Springs, Geneva, Honeoye, Lima, Lyons, Marion, Sodus, Victor, Wadsworth and Wood.

4. Committee Reports (Personnel Committee report under new business)

5. Other (none)

Old Business:

1. Approve 2013 Pioneer Library System Staff Policies Handbook

The Personnel Committee met at 4:30 to review revisions to the staff policies handbook.

MOTION 14: Anne Mancilla made a motion to approve the PLS Staff Policies Handbook effective 2/13/13. Carolyn Meisel seconded and the motion passed unanimously.

2. Conflict of interest policy statement

Joanna Whelan was the only remaining trustee still to sign. She signed the statement and returned it to Cassie.

New Business:

1. Approve Family Literacy Library Services Grant

Pat Finnerty explained NYS Literacy grants are now only available to library systems, and the family literacy grant is focused around summer reading at the libraries. The Family Literacy

Grant is a three-year grant for \$9,000 each year. We will be partnering with several presenters to do programs at each of the member libraries in July and August.

MOTION 15: Anne Mancilla made a motion to approve the Family Literacy Library Services Grant application and authorize Sandy to sign. Joanna Whelan seconded and the motion passed unanimously.

2. Approve “Jobs Now” Adult Literacy Library Services Grant

Pat explained that the Adult Literacy grant is also only available to library systems, and this grant is focused on workforce development. This is a three-year grant for \$5,000 each year. We will be partnering with local workforce development offices, Nioga Library System, Southern Tier Library System and Geneva Public Library to provide the JobNow resource to member libraries. Training and promotion of the resource are components of the grant.

MOTION 16: Carolyn Meisel made a motion to approve the “Jobs Now” Adult Literacy Library Services Grant application and authorize Sandy to sign. Carolyn Lyons seconded and the motion passed unanimously.

3. Approve 2013 COSAC(Coordinated Outreach Services Advisory Council) Appointments

Pat proposed adding Lou Ann Haney of Lifespan and Maggi Sullivan of the ARC Autism Center for Ontario County to the COSAC board.

MOTION 17: John Lester made a motion to approve the 2013 COSAC appointments. Joe Wilson seconded and the motion passed unanimously.

4. Authenticate application for 2013 LSTA Summer Reading Grant

Cassie explained that this is the last year for LSTA Summer Reading grant funding. We will use the \$6,000 to create ten theme kits based on the NYS Summer Reading themes, “Dig into Reading” and “Beneath the Surface.”

MOTION 18: Anne Mancilla made a motion to authenticate the LSTA Summer Reading Grant program application for 2013. Pic Schade seconded and the motion passed unanimously.

5. Personnel Committee Report

Anne Mancilla reported the personnel committee’s recommendation that the Executive Director be authorized to enter into a contract with a consultant not to exceed \$10,000. Cassie explained that Assistant Director Betsy Morris has announced her intention to retire within the next year, and that the Systems & Emerging Technologies Librarian position is currently vacant. She sees this as a pivotal time for Pioneer, and believes that assistance is needed to assess current and future staffing needs before filling any vacant positions.

MOTION 19: Joanna Whelan made a motion to allow the Executive Director to enter into a contract with a fee not to exceed \$10,000 to evaluate the PLS staffing structure and make recommendations. Pic Schade seconded and the motion passed unanimously.

Other:

Board Development:

Cassie informed the board that the NYLTO (New York Library Trustees Online) website is live now and will be rolled out to directors on Friday at the System Meeting. The site offers trustee resources, policy development support, and other quick tips. Cassie will be available to demonstrate the website to library boards and directors. She also briefly shared information on her visit with Betsy and Pat to the Fayetteville Free Library's Maker Space.

Reminders:

Next Regular Meeting:

The next meeting of the full Board of Trustees will be Wednesday, March 13, 2013, at 5:00 p.m. at Pioneer Library System Headquarters, Canandaigua.

MOTION 20: Pic Schade made a motion to adjourn, and the meeting was adjourned at 6:18 p.m.

Respectfully submitted,

Cindy Gardner
Approved, March 13, 2013