

**Minutes of the Pioneer Library System  
Board of Trustees Meeting  
Wednesday, January 9, 2013  
Pioneer Library System, Canandaigua, New York**

PLS Board members Sandra Kushner, John Lester, Patricia Lind, Carolyn Lyons, Anne Mancilla, Carolyn Meisel, Pic Schade, and Joe Wilson were present. Board member Joanna Whelan was excused. Also in attendance PLS staff Cindy Gardner, Cassie Guthrie and Betsy Morris, and PLSDAC liaison, Laurie Newell. Central Library Director Beth Horn was excused.

PLS Board President Sandy Kushner called the meeting to order at 5:07 p.m.

She then administered the oath of office to incoming trustees, Patricia Lind and John Lester. The repeating and signing of the oath was witnessed and notarized by Cindy Gardner, the Pioneer Business/Personnel Manager. Sandy then asked that each person present at the meeting introduce themselves and state where they are from.

Sandy asked if there were additions to the agenda. It was asked that the PLSDAC representative name be corrected from Peggy Parker to Laurie Newell. Carolyn Meisel asked that New Business 8, Collaborations, be added to the agenda.

**MOTION 1:** Carolyn Meisel made a motion to adopt the agenda as amended. Anne Mancilla seconded and the motion passed unanimously.

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

**MOTION 2:** Carolyn Lyons made a motion to approve the minutes as presented. Anne Mancilla seconded and the motion passed unanimously.

**Communications and Reports:**

**1. Financial Report**

Cindy referred to the Financial Report distributed in the packet and asked if there were any questions. There were none.

**MOTION 3:** Joe Wilson made a motion to accept the financial report as submitted. Carolyn Meisel seconded and the motion passed unanimously.

**2. Directors' Reports**

Cassie referred to materials distributed at the meeting, starting with a copy of a letter Sandy Kushner wrote to member library Board Presidents, urging them to participate in Advocacy Day activities. Cassie then referred to an American Libraries commentary by Will Manley, *Trust in Your Trustees*, which emphasized that politicians prefer trustee views on the needs of libraries over those of the staff. She reported on a visit with Leah Hamilton, the new director at the Phelps library, and concluded by reviewing the updated Pioneer system staff organizational chart.

Betsy reported on her continued training and transfer of interim roles to Pat Finnerty, Pioneer's new Consultant Librarian/Outreach Coordinator. She concluded with an overview of the Summer Reading grant application about to be submitted to DLD, which the Board will authenticate at the February meeting.

### **3. PLSDAC Liaison's Report**

PLSDAC representative Laurie Newell reported that PLSDAC will meet next on February 1 at the Bloomfield Public Library. She distributed copies of an article about the Wood Library Downton Abbey Tea Party that appeared in the Daily Messenger, and then reported news from the following libraries: Bristol, Bloomfield, Clifton Springs, Lyons, and Williamson.

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

### **5. Other (none)**

#### **Old Business:**

#### **1. 2013 PLS Board Meeting Schedule (final)**

The final annotated version, as approved at the December 12 meeting, was produced on heavy stock paper and included in the Board Packet.

#### **New Business:**

#### **1. Approve 2012 Amended Budget and YTDs**

Cindy reviewed the document distributed in the packet, indicating that the top sheet was the September – December quarterly summary, and the subsequent pages provided the detailed budget. The proposed amendments are highlighted in yellow. She reported savings on utilities and vehicles, and an amended budget deficit of \$20,637, a reduction from the original budget deficit of \$24,035.

**MOTION 4:** Carolyn Meisel made a motion to approve the 2012 Amended Budget and YTDs. Pic Schade seconded and the motion passed unanimously.

#### **2. Approve Amended 2013 System Budget**

Cindy indicated that the changes in the budget are based on 2012 year end closing numbers. She also reported that the Wayne County pass-through aid has been reduced from the \$94,365 that appears on the budget to \$62,910 and asked that this be acknowledged in the motion to approve the budget. When asked about the discontinued "Liv Co 2012" note in the budget, Cindy indicated it referred to a retiree insurance policy which is no longer being billed to Pioneer.

**MOTION 5:** Carolyn Lyons made a motion to approve the Amended 2013 System Budget as presented, with the revised Wayne County Allocation. Joe Wilson seconded and the motion passed unanimously.

#### **3. Approve Bank Authorization and Signature Cards**

Cindy distributed the necessary authorization forms for Sandy, Pic and Anne to sign.

**MOTION 6:** Anne Mancilla made a motion to approve the changes to trustees authorized on the Bank Authorization and Signature Cards. Carolyn Meisel seconded and the motion passed unanimously.

#### **4. Approve 2013 Central Library Budget**

Cassie referred to the proposed budget distributed in the packet, indicating that it had been approved by the Central Library Advisory Committee and the Geneva Public Library Board. It is similar to the previous year's budget, and is based on the assumption of flat State Aid in 2013.

**MOTION 7:** Pat Lind made a motion to approve the proposed 2013 Central Library Budget as presented. Joe Wilson seconded and the motion passed unanimously.

**5. Conflict of interest policy statement**

Cassie read the conflict of interest statement out loud and asked each trustee to sign a copy and return it to her.

**6. Updates for 2013 trustee bios**

Cassie asked that the new trustees submit the Pioneer Trustee Information Sheet and that returning trustees review and revise as needed their current listings.

**7. Personnel Committee Report**

Anne Mancilla reported that the committee reviewed the revised Pioneer Staff Policies Handbook and will recommend that it be approved at the February Board meeting. She indicated that it was different from previous versions, and that an outside consultant, HR Works, had assisted in its preparation.

**8. Collaborations**

Carolyn Meisel initiated a discussion about two ideas: collaborating with Monroe County Library System on the VIP pass program and investigating alternative ways in which children whose parents won't come to the library can get library cards. Betsy indicated that she had started to pursue a similar pass program for Pioneer libraries that got stalled as she assumed other roles. She reported that the libraries pay a fee to pass along discounts to patrons, and that she had very few suggestions of local museums and sites to include in such a program. Betsy will pass along the idea to Pat Finnerty for further review. As for library cards, it was suggested that libraries take advantage of off-site events, such as booths at fairs, for registration possibilities. But, it was also pointed out that parents need to sign and assume responsibility for the use of library cards by their minor children, so there does need to be parental involvement.

**Other:**

**Reminders:**

**Next Regular Meeting:**

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

**MOTION 8:** John Lester made a motion to adjourn, and the meeting was adjourned at 5:58 p.m.

Respectfully submitted,

Betsy Morris  
Approved, February 13, 2012