

**Minutes of the Pioneer Library System
Board of Trustees Meeting
Wednesday, June 12, 2013
Dansville Public Library, Dansville, New York**

PRIOR TO THE MEETING:

A library tour and guest library director announcement were scheduled at 4:30. Honeoye Public Library Director Wendy Krause invited trustees to the June 29 grand opening of the library's newly added meeting room, funded in part by a Public Library Construction Grant. She thanked the Board for the System's support in creating a new 5 year plan, which identified the need for more space, and in applying for the construction grant.

Host library director, Terry Dearing, provided a tour of the expansion and renovations to the Dansville Public Library, also funded in part by a Public Library Construction Grant.

PLS Board members Sandra Kushner, Carolyn Meisel, Pic Schade, Joanna Whelan and Joe Wilson were present; excused: Patricia Lind, Carolyn Lyons, and Anne Mancilla; absent: John Lester. Also in attendance PLS staff Cassie Guthrie, Cindy Gardner and Betsy Morris; and Angel Wright-Sackett representing PLSDAC liaison, Sandra Hylan.

PLS Board President Sandy Kushner called the meeting to order at 5:10 p.m.

Sandy asked if there were additions to the agenda. There were none.

MOTION 31: Carolyn Meisel made a motion to adopt the agenda as presented. Pic Schade seconded and the motion passed unanimously.

Sandy asked if there were any additions or corrections to the minutes. There were none. As a vote ensued, Carolyn pointed out that there was not a quorum of members who were present at the May meeting to vote to approve the minutes from that meeting. The approval of the minutes was therefore tabled until the next meeting.

Communications and Reports:

1. Financial Report

Cindy referred to the cash report which was distributed at the meeting, noting there was nothing unusual in the report. She asked if there were any questions. There were none.

MOTION 32: Joe Wilson made a motion to accept the financial report as submitted. Carolyn Meisel seconded and the motion passed unanimously.

2. Directors' Reports

Cassie reported on a phone call from Senator Nozzolio's office, indicating that the Senator had secured a one-time State grant of \$40,000 for Pioneer and asked if there were any questions about her written report. Pic Schade asked about the tax cap compliance reviews. Cassie explained that those libraries that have been reviewed reported it was a review of all the paperwork involved as part of the tax cap process. She explained that every library that has a vote on any portion of their budget needs to comply with the tax cap requirements. Carolyn Meisel asked for an explanation of 3-D signage, and Cassie passed around an

example of the pop-out display May System Meeting attendees created as part of the program.

Betsy added to her written report that her recent activity has been directed toward analyzing data relating to the Free Direct Access plan that will be discussed later in the meeting.

Cassie referred to the Central Library reports distributed in the packet as the representative was unable to attend the meeting.

3. PLSDAC Liaison's Report

PLSDAC Vice President, Angel Wright-Sackett referred to the written report, which included news from Bristol, Clifton Springs, Geneva, Lima, Newark, Ontario, Palmyra, Red Jacket, Sodus, Wadsworth, Walworth, and Wolcott libraries. Sandy Kushner added news about the 2nd annual golf tournament at Eagle, which raised \$4,000. Angel then added news about the Wyoming County libraries meeting to discuss the county-wide Geek the Library program.

4. Committee Reports (none)

5. Other (none)

Old Business: (none)

New Business:

1. 2014 OWWL Cost Shares

Cassie referred to the the New Business # 1 document, which details the different components of the OWWL cost shares. She reviewed the overview of the cost estimates, which hold the PLS subsidy stable at 25%, and keeps the FTE allocation at 4.13. The overall increase in OWWL expenses for 2014 is \$19,558, for a total cost of \$369,813, and reflects member increases ranging from \$119 to \$962. Cindy detailed the breakdown of expenses into the different categories: base charge, additions to holdings, cataloging costs, maintenance costs, and the various distribution formulas, all of which were continuations of previous years' methodology. Several board member expressed appreciation for the proposed subsidy remaining at 25%.

MOTION 33: Joanna Whelan made a motion to approve the 2014 OWWL Cost Shares as proposed. Carolyn Meisel seconded and the motion passed unanimously.

2. Draft of Free Direct Access Plan

Betsy referred to the draft plan, which was distributed via email prior to the meeting, and also made available in hard copy at the meeting. She indicated that the Free Direct Access Plan is a required component of the System Plan of Service, and that Pioneer's was last revised in 1999. She reviewed the purpose of free direct access in providing residents of Pioneer's geographic boundaries with access to library services, and differentiated resident (chartered service area) from non-resident/unserved (non-chartered service area with/without borrower card) users. The areas of discussion focused on the criteria used to establish *serious inequities and hardships* and *underserved* (those lacking sufficient financial support) libraries. Using examples of municipalities not in chartered service area with heavy library use, it was suggested that the criteria for excessive use for any one municipality be changed from 20% to 10% or more, for which there is inadequate support from that locality. The draft

plan, with this change, will now be distributed to member library directors with illustrative data for their review and input. Once approved by a majority of member library boards, it will then be approved by the Pioneer Board and submitted for approval to the Commissioner of Education.

3. Review Director's Assessment of 6 month Progress toward 2013 Goals

Cassie reviewed the progress toward the 3 new and 5 ongoing project goals for 2013, as detailed in the New Business #3 document in the packet.

4. Discussion of Annual Dinner Meeting sites for October 9

Cassie prefaced the discussion by asking that the Board approve her preference to select Valley Oak, site of the 2011 annual meeting, as the site for the 2013 meeting. She said parking issues presented a problem at a suggested alternative site, Big Tree, and that researching other sites could be time-consuming. It was agreed that Valley Oak met our needs and to proceed making those arrangements. Cassie will pursue a plated rather than buffet meal, hoping to keep the costs in the \$25 per person price range.

Other:

An informal exchange of "other" topics ensued, which included a quick look at the Trustee Workshop Evaluation, a report on the Geneva Night Out event and the great acoustics in the reading room; a mention of the Palmyra Dixie Prittie awards and honoree Pic Schade; new colors and furnishings at the Walworth and Phelps libraries; praise for the Jerry Nichols *What Every Trustee Should Know* webinar (which will be archived for viewing), and a plug for him as our Annual Meeting speaker.

Board Development:

Reminders:

A late July or early August special meeting may be called to review the outcomes of the consultant's recommendations on current and future staff structure at Pioneer.

Next Regular Meeting:

The next meeting of the full Board of Trustees will be Wednesday, September 11, 2013, at 5:00 p.m. at the Pioneer Library System Headquarters, in Canandaigua.

MOTION 34: Joe Wilson made a motion to adjourn, and the meeting was adjourned at 6:12 p.m.

Respectfully submitted,

Betsy Morris

Approved, October 9, 2013