

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

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

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

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

MOTION 21: Carolyn Lyons made a motion to adopt the agenda as presented. Carolyn Meisel seconded and the motion passed unanimously.

Sandy asked if there were any additions or corrections to the minutes. It was noted that the accounting package reference to "quick books" should be corrected to QuickBooks.

MOTION 22: Anne Mancilla made a motion to approve the minutes as corrected. Carolyn Meisel seconded and the motion passed unanimously.

Communications and Reports:

1. Financial Report

Cindy referred to the Financial Report and asked if there were any questions. Sandy Kushner asked for an explanation of the acronym *fye*, to which Cindy replied "fiscal year ending."

MOTION 23: Carolyn Meisel made a motion to accept the financial report as submitted. Joanna Whelan seconded and the motion passed unanimously.

2. Directors' Reports

Cassie reported on activities leading up to Advocacy Day and indicated there would be more discussion under New Business. She talked about the *Emerging Leaders, Future Directors* workshop series, which is a collaborative project between the Pioneer and Monroe County library systems, and is partially funded by a Harold Hacker grant. Cassie went on to announce that Assistant Director Betsy Morris has specified a retirement date of September 13, and Outreach Assistant Nancy Herzig has indicated she will be retiring in mid-August. Cassie concluded with a report on her attendance at Governor Cuomo's recent Budget Address in Rochester.

Betsy talked about the efforts behind placing a group order for people counters, and praised the efforts of Aaron Zsembery in configuring the devices to transmit data to a server at Pioneer. She also talked about the value of people counters as a means of tracking library activity, especially as so many services offered are not reflected in circulation statistics.

Beth Horn was unable to attend the meeting. Cassie referred to the Central Library and budget reports distributed at the meeting.

3. PLSDAC Liaison's Report

PLSDAC representative Laurie Newell reported news from the following libraries: Bristol, Clifton Springs, Eagle Free, Lima, Wadsworth and Williamson.

4. Committee Reports (none)

5. Other (none)

Old Business:

1. Auditor's Final Financial Statement & Report to Management

Cindy reported these were the final pieces of the financial audit approved at the February meeting, and included the final financial statement and auditor's report to management. The report noted that Pioneer uses a modified cash basis of accounting, which addresses adjustments for expenses outside the fiscal year calendar. She presented a representation letter for signature by Board President and Executive Director confirming that the Board has fulfilled its responsibilities as required by the auditors.

New Business:

1. Results of 2012 System Services Satisfaction Survey

Cassie reported that 37 of 42 library directors responded to the survey, pointed out that 2 directors were new to Pioneer and could not comment on 2012 services. She explained that the questions were framed around the Division of Library Development's elements in the System Plan of Service, and then led a discussion on each of the 12 questions. Each question provided an opportunity for review and discussion of the types of services offered within the 12 areas: Cooperative Collection Development, Integrated Library System, Delivery, Interlibrary Loan, Coordinated Outreach, Youth Services, Professional Development and Continuing Education, Consulting and Development Services, Coordinated Services, Communication Among Member Libraries, Construction, and Central Library Services.

2. Advocacy Day Updates

Sandy Kushner noted that she was impressed that Pioneer had a full bus of "advocates" who traveled to Albany for the annual event. Cassie reported that the Senate budget bill includes a \$4M library aid restoration. She received a call from Assembly Minority Leader Kolb, who indicated that he would be supporting a restoration in upcoming joint conference committee meetings. Cassie also reported that Assemblyman Kolb has specifically mentioned the lack of a library aid restoration as an issue negatively impacting the Finger Lakes Region.

Other:

Board Development:

Cassie suggested that we postpone the review of the United for Libraries website until more Board members were present.

Reminders:

Next Regular Meeting:

The next meeting of the full Board of Trustees will be Wednesday, May 8, 2013, at 5:00 p.m. at Pioneer Library System Headquarters, Canandaigua.

MOTION 24: Joanna Whelan made a motion to adjourn, and the meeting was adjourned at 6:13 p.m.

Respectfully submitted,

Betsy Morris
Approved, May 8, 2013