

**Minutes of the Pioneer Library System  
Board of Trustees Meeting  
Wednesday, May 8, 2013  
Pioneer Library System, Canandaigua, New York**

PLS Board members Sandra Kushner, Patricia Lind, Carolyn Lyons, Anne Mancilla, Pic Schade, and Joanna Whelan were present. Board members John Lester, Carolyn Meisel and Joe Wilson were absent. Also in attendance PLS staff Cindy Gardner, Betsy Morris and Cassie Guthrie, Central Library representative Chris Finger, 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. Cassie commented that Chris Finger was representing the Central Library in place of Beth Horn, but no formal agenda change was required.

**MOTION 25:** Anne Mancilla 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.

**MOTION 26:** Joanna Whelan made a motion to approve the minutes as presented. Carolyn Lyons seconded and the motion passed unanimously.

**Communications and Reports:**

**1. Financial Report**

Cindy referred to the cash report which was distributed at the meeting, and the 3-month YTD Budget Summary that was included in the packet. She indicated that the March and May deposits on the cash report were primarily OWWL2go commitments from the member libraries. The member libraries contribute to a collection development fund, with an option to pay in March and/or September. We expect approximately \$34,000 in payment in March, with about \$16,000 due in September. She asked if there were any questions about either report. There were none.

**MOTION 27:** Pic Schade made a motion to accept the financial report as submitted. Joanna Whelan seconded and the motion passed unanimously.

**2. Directors' Reports**

Cassie referred to materials distributed at the meeting, first highlighting the flyer for the spring trustee/director/manager double-header workshop with Rebekkah Smith Aldrich: Top Ten PR Mistakes to Avoid and Advocacy Boot Camp and encouraging trustees to attend. She then pointed out the RRLC Public Library of the Year award to Wadsworth. She talked briefly about the NYLTO grant final report, drawing the Board's attention to the anecdotal remarks in section 4 and reporting an upcoming NYLTO demo at the Avon library. She reminded the Board that she is available to come out to libraries and do demonstrations of the NYLTO web site. The next steps and related funding issues will be discussed at the June Steering Committee meeting, which she will attend. Finally, Cassie announced how happy all of us are to have Cindy back after her medical leave. Sandy Kushner had some questions about Cassie's written report which Cassie answered. When asked when the

candidates for the Emerging Leaders grant will be announced, Cassie indicated the names will appear in the next issue of PLS Notes.

Betsy added to her written report that her recent activity has been directed toward updating the reduced match criteria for the 2013 Public Library Construction Grant cycle.

Chris Finger referred to the Central Library reports distributed in the packet. Cindy observed that the budget report only included expenses paid from Geneva, and that some Central Library funds are disbursed from Pioneer. Cassie pointed out that \$1000 JobNow line was to provide promotional and training support for the upcoming Adult Literacy grant.

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

PLSDAC representative Laurie Newell reported news from the following libraries: Arcade, Bell, Bloomfield, Bristol, Clifton Springs, Clyde, Honeoye, Red Jacket, Wadsworth, and Wood.

### **4. Committee Reports (none)**

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

## **Old Business: (none)**

## **New Business:**

### **1. Assurance for System Annual Report "Budget Summary"**

Cassie referred to the last page of the New Business # 1 document, which summarizes the receipts and disbursements for the System. She indicated that the Pioneer annual report is the System equivalent of the member library annual reports. The preceding pages of the document provide financial detail.

**MOTION 28:** Joanna Whelan made a motion to assure the review and acceptance of the Pioneer Library System Annual Report Budget Summary. Pic Schade seconded and the motion passed unanimously.

### **2. Assurance for System "Annual Report"**

Cassie referred to the New Business # 2 document which presents the summary of System accomplishments in the format of the Long Range Plan. She indicated that other elements of the System Annual Report had been reviewed in earlier meetings of the Board.

**MOTION 29:** Joanna Whelan made a motion to assure that the Pioneer Library System operated under its Plan of Service and the 2012 Annual Report was reviewed and accepted. Pic Schade seconded and the motion passed unanimously.

## **Other:**

Pic asked about the People Counters referred to at the last meeting. Betsy explained about the group order, and the 2 styles of counters: manual recording or wi-fi with email reports.

**Board Development:**

Cassie provided a tour of the United for Libraries website, highlighting many areas she found to be extremely helpful in providing support for trustees and friends groups. She said Pioneer added a link to the site on its Trustee Tools drop down menu, and became an organizational member of ALTAFF because of the quality of material available on the site.

**Reminders:**

**Next Regular Meeting:**

The next meeting of the full Board of Trustees will be Wednesday, June 12, 2013, at 5:00 p.m. at the Dansville Public Library, 200 Main Street, Dansville, NY.

**MOTION 30:** Joanna Whelan made a motion to adjourn, and the meeting was adjourned at 5:50 p.m.

Respectfully submitted,

Betsy Morris  
Approved September 11, 2013