



BOARD MEETING MINUTES

Wednesday, January 9, 2019, 5:00 pm
Pioneer Library System Headquarters, Canandaigua, NY

PLS Board Members present: Christine Ryan, Carolyn Bradstreet, Merton Bartels, Ellen Mitchell, Julie Gruendike, Matthew Sickles, and Ruby Morrison. Also in attendance, PLS Staff: Lauren Moore, Cindy Gardner, and Ron Kirsop. Excused Trustees: Jeffrey Clark, and Kathleen Hartness.

OATHS OF OFFICE:

Christine Ryan, President of the PLS Board, administered oaths of office to trustees Julie Gruendike, representing Wyoming County, serving a 5-year term beginning January 1, 2019 through December 31 2023; and Matthew Sickles, representing Ontario County serving a 5-year term beginning January 1, 2019 through December 31 2023.

CALL TO ORDER:

Christine Ryan called the meeting to order at 5:00 pm.

ADOPTION OF THE AGENDA

MOTION 01: Merton Bartels moved to adopt the January 9, 2019 agenda. Carolyn Bradstreet seconded and the motion carried.

APPROVAL OF THE MINUTES

MOTION 02: Ruby Morrison moved to approve the December 14, 2018 minutes. Carolyn Bradstreet seconded and the motion carried.

COMMUNICATIONS AND REPORTS:

1. Financial Report: Jeffrey Clark

Approve Cash Activity Report

MOTION 03: Carolyn Bradstreet moved to approve the cash activity report. Merton Bartels seconded and the motion carried.

Approve Warrants (List of Bills Paid)

MOTION 04: Ellen Mitchell moved to approve warrants made on December 31, 2018 for the total amount of \$237,719.77; and January 9, 2019 for the total amount of \$111,978.37. Carolyn Bradstreet seconded and the motion carried.

2. Executive Director's Report: Lauren Moore

Lauren highlighted the 2019 NYLA Legislative Agenda, Year-End OverDrive statistics, and upcoming events.

3. Team Goal Report: Ron Kirsop

No report.

4. Central Library Budget Report: Cindy Gardner

MOTION 05: Ruby Morrison moved to approve the Central Library Budget Report. Merton Bartels seconded and the motion carried.

5. PLSDAC Liaison's Report: Renate Goff

Report in board packet.

6. Committee reports -

Finance Committee Report – Jeffrey Clark, Chair

Under New Business.

Personnel Committee Report – Ellen Mitchell, Chair

Under New Business.

Policy Committee Report – Ruby Morrison, Chair

No report.

Audit Committee Report – Kathleen Hartness, Chair

No report.

NEW BUSINESS:

1. Approve 2019 Organizational Actions- Lauren Moore

- A. Designate Official Newspaper
- B. Appoint the Chief Financial Officer
- C. Appoint the Claims Auditor
- D. Appoint the External Auditor
- E. Appoint the Attorney
- F. Authorize the Executive Director to Certify Payroll
- G. Designate the Bank Depository
- H. Designation of the Authorized Signatories for Checks
- I. Authorization of Payments Between Board Meetings

MOTION 06: Carolyn Bradstreet moved to approve the 2019 Organizational Actions. Ruby Morrison seconded and the motion carried.

2. Approve 2019 Committee Assignments- Christine Ryan

MOTION 07: Ruby Morrison moved to approve the 2019 Committee Assignments. Merton Bartels seconded and the motion carried.

3. Approve the 2018 Year-End Report- Finance Committee

- A. Transfer \$53.03 General Operating Fund to the Library Advocacy Day Assigned Reserve Fund
- B. Transfer \$96,436.94 to the Annual Carryover Assigned Reserve Fund for purposes outlined in the 2018 Year End YTD Report.
- C. Transfer \$6,500 from the General Operating Fund – Bullet Aid to the Computer/Technology Assigned Reserve Fund
- D. Approve the 2018 Year-End Budget Report.

MOTION 08: Merton Bartels moved to approve the Transfer \$53.03 General Operating Fund to the Library Advocacy Day Assigned Reserve Fund. Ellen Mitchell seconded and the motion carried.

MOTION 09: Merton Bartels moved to approve the Transfer \$96,436.94 to the Annual Carryover Assigned Reserve Fund for purposes outlined in the 2018 Year End YTD Report. Ellen Mitchell seconded and the motion carried.

MOTION 10: Merton Bartels moved to approve the Transfer \$6,500 from the General Operating Fund – Bullet Aid to the Computer/Technology Assigned Reserve Fund. Ellen Mitchell seconded and the motion carried.

MOTION 11: Ruby Morrison moved to approve the Approve the 2018 Year-End Budget Report. Carolyn Bradstreet seconded and the motion carried.

4. Approve the 2019 Amended Budget- Finance Committee

- A. Transfer \$96,436.94 from the Annual Carryover Assigned Reserve Fund to the General Operating Fund
- B. Approve the 2019 Amended Budget

MOTION 12: Ruby Morrison moved to approve the Transfer \$96,436.94 from the Annual Carryover Assigned Reserve Fund to the General Operating Fund. Carolyn Bradstreet seconded and the motion carried.

MOTION 13: Ruby Morrison moved to approve the 2019 Amended Budget. Carolyn Bradstreet seconded and the motion carried.

5. Review Conflict of Interest Policy and Sign Annual Statement- Audit Committee

The Conflict of Interest Policy was distributed to PLS Trustees.

6. Review Whistleblower Policy and Sign Acknowledgement/Certification- Lauren Moore

The Whistleblower Policy was distributed to PLS Trustees.

7. Approve 2019 Salary Schedule – Lauren Moore

MOTION 14: Merton Bartels moved to approve the 2019 Salary Schedule. Carolyn Bradstreet seconded and the motion carried.

8. Approve the Personnel Change Report-Lauren Moore

MOTION 15: Ruby Morrison moved to approve the Personnel Change Report. Carolyn Bradstreet seconded and the motion carried.

9. Approve \$40,000 payment to Overdrive NF account

MOTION 16: Ruby Morrison moved to approve \$40,000 payment to Overdrive NF account. Carolyn Bradstreet seconded and the motion carried.

10. Approve payment to Van Bortel Ford for 2019 Transit Van

MOTION 17: Ruby Morrison moved to approve payment to Van Bortel Ford for 2019 Transit Van. Merton Bartels seconded and the motion carried.

11. Approve payment to Mango for 2019 Subscription \$13,742.32

MOTION 18: Ruby Morrison moved to approve payment to Mango for 2019 Subscription \$13,742.32. Carolyn Bradstreet seconded and the motion carried.

12. Approve Directors Overnight Travel Request

MOTION 19: Ruby Morrison moved to approve the Executive Director's Overnight Travel Request. Ellen Mitchell seconded and the motion carried.

13. Discuss Library Advocacy Day – Christine Ryan

Library Advocacy Day – February 27, 2018.

Next Meeting:

Wednesday, March 6, 2019, 5:00pm, PLSHQ

Reminders:

Digital Equity Summit, Monday, January 28, 11:00 am – 5:00 pm, Cracker Factory in Geneva, NY

Library Advocacy Day, Wednesday, February 27, 2018, Albany

MOTION 20: Ruby Morrison moved to adjourn the meeting. Merton Bartels seconded and the motion carried. The meeting adjourned at 5:53 pm.

Adjourn

Respectfully submitted,

Ron Kirsop

Approved on March 6, 2019.