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.


**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.